

City Council
May 30, 2017
Tuesday



Committee of the Whole 5:00 P.M.
Regular Meeting 6:00 P.M.

Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska

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- Tuesday 30th** **CITY COUNCIL**
Committee of the Whole 5:00 p.m. and Regular Meeting 6:00 p.m.
- IN-PERSON ABSENTEE VOTING BEGINS**
for Special Election and continues through Monday, June 12th.
- Wednesday 31st** **CITY COUNCIL**
Special Meeting 4:00 p.m.
- Wednesday 7th** **PLANNING COMMISSION**
Worksession 5:30 p.m. and Regular Meeting 6:30 p.m.
- Thursday 8th** **AMERICANS WITH DISABILITIES ACT COMPLIANCE COMMITTEE**
Meeting 4:00 p.m.
- Monday 12th** **CITY COUNCIL**
Committee of the Whole 5:00 p.m. and Regular Meeting 6:00 p.m.

Regular Meeting Schedule

- Library Advisory Board 1st Tuesday with the exception of January, April, August and November 5:30 p.m.**
- Economic Development Advisory Commission 2nd Tuesday 6:00 p.m.**
- Parks Art Recreation and Culture Advisory Commission 3rd Thursday with the exception of July, December and January 5:30 p.m.**
- Planning Commission 1st and 3rd Wednesday 6:30 p.m.**
- Port and Harbor Advisory Commission 4th Wednesday 5:00 p.m. (May-August 6:00 p.m.)**
- Cannabis Advisory Commission 4th Thursday 5:30 p.m.**

MAYOR AND CITY COUNCILMEMBERS AND TERMS

- BRYAN ZAK, MAYOR - 18**
- DAVID LEWIS, COUNCILMEMBER - 17**
- CATRIONA REYNOLDS, COUNCILMEMBER - 17**
- DONNA ADERHOLD, COUNCILMEMBER - 18**
- HEATH SMITH, COUNCILMEMBER - 18**
- TOM STROOZAS, COUNCILMEMBER - 19**
- SHELLY ERICKSON, COUNCILMEMBER - 19**

City Manager, Katie Koester
City Attorney, Holly Wells

<http://cityofhomer-ak.gov/cityclerk> for home page access, Clerk's email address is: clerk@ci.homer.ak.us
Clerk's office phone number: direct line 235-3130

HOMER CITY COUNCIL
491 E. PIONEER AVENUE
HOMER, ALASKA
www.cityofhomer-ak.gov



COMMITTEE OF THE WHOLE
5:00 P.M. TUESDAY
MAY 30, 2017
COWLES COUNCIL CHAMBERS

MAYOR BRYAN ZAK
COUNCIL MEMBER DAVID LEWIS
COUNCIL MEMBER CATRIONA REYNOLDS
COUNCIL MEMBER DONNA ADERHOLD
COUNCIL MEMBER HEATH SMITH
COUNCIL MEMBER TOM STROOZAS
COUNCIL MEMBER SHELLY ERICKSON
CITY ATTORNEY HOLLY WELLS
CITY MANAGER KATIE KOESTER
CITY CLERK JO JOHNSON

COMMITTEE OF THE WHOLE AGENDA

1. CALL TO ORDER, 5:00 P.M.

Councilmembers Erickson and Reynolds have requested excusal.

2. AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

3. CONSENT AGENDA

4. REGULAR MEETING AGENDA

5. COMMENTS OF THE AUDIENCE

6. ADJOURNMENT NO LATER THAN 5:50 P.M.

Next Regular Meeting is Monday, June 12, 2017 at 6:00 p.m. and Committee of the Whole 5:00 p.m. A Special Meeting is scheduled for Wednesday, May 31, 2017 at 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
AGENDA APPROVAL

HOMER CITY COUNCIL
491 E. PIONEER AVENUE
HOMER, ALASKA
www.cityofhomer-ak.gov



REGULAR MEETING
6:00 P.M. TUESDAY
MAY 30, 2017
COWLES COUNCIL CHAMBERS

MAYOR BRYAN ZAK
COUNCIL MEMBER DAVID LEWIS
COUNCIL MEMBER CATRIONA REYNOLDS
COUNCIL MEMBER DONNA ADERHOLD
COUNCIL MEMBER HEATH SMITH
COUNCIL MEMBER TOM STROOZAS
COUNCIL MEMBER SHELLY ERICKSON
CITY ATTORNEY HOLLY WELLS
CITY MANAGER KATIE KOESTER
CITY CLERK JO JOHNSON

REGULAR MEETING AGENDA

Committee of the Whole 5:00 p.m. in Homer City Hall Cowles Council Chambers.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Councilmember Reynolds has requested excusal.

Department Heads may be called upon from time to time to participate via teleconference.

2. AGENDA APPROVAL

(Addition of items to or removing items from the agenda will be by unanimous consent of the Council. HCC 2.08.040.)

3. MAYORAL PROCLAMATIONS AND RECOGNITIONS

A. Mayor's Proclamation, Mary Epperson Day, June 6th Page 17

4. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

5. RECONSIDERATION

6. CONSENT AGENDA

(Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- A. Homer City Council unapproved Special Meeting Minutes of May 2, 2017 and Regular Meeting Minutes of May 8, 2017. City Clerk. Recommend adoption. Pages 25/31
- B. **Memorandum 17-076** from Mayor Zak, Re: Reappointment of Susan Fallon to the Library Advisory Board and the Appointment of Grant Garroute to the Cannabis Advisory Commission. Page 45
- C. **Memorandum 17-077** from City Clerk, Re: New Liquor License for Homer Spit Oyster Bar. Page 51
- D. **Ordinance 17-21**, An Ordinance of the City Council of Homer, Alaska, Amending the FY 2017 Operating Budget by Appropriating \$8,000 from the Homer Accelerated Roads and Trails Program (HART) in Addition to In-Kind Contributions to Build the Woodard Creek Upper Trail at Karen Hornaday Park. Smith. Recommended dates: Introduction May 30, 2017, Public Hearing and Second Reading June 12, 2017. Page 73
- E. **Ordinance 17-22**, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 19.04.090 to Allow Upright and Flat Memorial Markers at the Hickerson Memorial Cemetery and Defining Their Dimensions and Composite. City Manager/City Clerk. Recommended dates: Introduction May 30, 2017, Public Hearing and Second Reading June 12, 2017. Page 89
- F. **Ordinance 17-23**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds in the Amount of \$2,344,784 from the Homer Permanent Fund to Pay Off the Library Construction Loan and Help Fund a New Police Station, and Repealing HCC Chapter 3.12, Permanent Fund. Lewis. Recommended dates: Introduction May 30, 2017, Public Hearing and Second Reading June 12, 2017. Page 93
- G. **Resolution 17-050**, A Resolution of the City Council of Homer, Alaska, Confirming the Appointment of Melissa Jacobsen as City Clerk. City Manager. Recommend adoption. Page 97
- H. **Resolution 17-051**, A Resolution of the Homer City Council Confirming the City Manager's Appointment of Rick Abboud as Acting City Manager for Calendar Year 2017. City Manager. Recommend adoption. Page 99
- I. **Resolution 17-052**, A Resolution of the City Council of Homer, Alaska, Designating Signatories of City Accounts and Superseding Any Previous Resolution So Designating. City Manager. Recommend adoption. Page 101

- J. **Resolution 17-053**, A Resolution of the Homer City Council Establishing the Property Tax Mill Levy Rate at 4.5 for 2017. City Manager. Recommend adoption. Page 103
- K. **Resolution 17-054**, A Resolution of the Homer City Council Establishing a 2017 Mill Rate of 9.962541 Mills for the Ocean Drive Loop Special Service District. City Manager. Recommend adoption. Page 105
- L. **Resolution 17-055**, A Resolution of the Homer City Council Electing to Participate in the AMLJIA Loss Control Incentive Program for the City of Homer for the 2016-2017 Policy Year. City Manager/Finance. Recommend adoption. Page 107
- M. **Resolution 17-056**, A Resolution of the City Council of Homer, Alaska, Adopting the Policies and Guidelines for the Hickerson Memorial Cemetery. City Manager/City Clerk. Recommend Public Hearing June 12, 2017. Page 109
- N. **Resolution 17-057**, A Resolution of the Homer City Council Approving an Assignment of Lease at the Airport Terminal and Awarding Heather Temple and Amanda Moran, dba Flying Whale Coffee, a Lease Ending July 31, 2020, With One, Five-Year Option to Renew, at an Annual Base Rent of \$3,876 and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommend adoption. Page 131
- O. **Resolution 17-058**, A Resolution of the Homer City Council in Support of the Kenai Peninsula Borough's Continued Commitment to Fund K-12 and Post-Secondary Education. Aderhold. Recommend adoption. Page 135
- P. **Memorandum 17-078**, from Deputy City Clerk, Re: Confirmation of Election Judges for the City of Homer June 13, 2017 Special Election. Page 137

7. VISITORS

- A. Tim Dillon, Executive Director, Kenai Peninsula Economic Development District, 10 minutes. Page 141

8. ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/COMMISSION REPORTS (10 minute limit per report)

- A. Borough Report
- B. Commissions/Board Reports:

1. Library Advisory Board
2. Homer Advisory Planning Commission
3. Economic Development Advisory Commission
4. Parks Art Recreation and Culture Advisory Commission
5. Port and Harbor Advisory Commission
6. Cannabis Advisory Commission

- C. Thank You from Kachemak Bay Family Planning Clinic for City of Homer Grant via The Homer Foundation. Page 159

9. PUBLIC HEARING(S)

- A. **Ordinance 17-19**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for Calendar Year 2016 in the Amount of \$27,630.00 and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction May 8, 2017, Public Hearing and Second Reading May 30, 2017.

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- B. **Ordinance 17-20**, An Ordinance of the City Council of Homer, Alaska, Supporting a Business Retention and Expansion Program Proposed by the Economic Development Advisory Commission and Appropriating Funds in an Amount Not to Exceed \$1,400 from the General Fund Balance for Public Outreach to Promote Business Participation in the Program. Smith. Introduction May 8, 2017, Public Hearing and Second Reading May 30, 2017.

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Memorandum 17-074 from Special Projects and Communications Coordinator as backup. Page 187

10. ORDINANCE(S)

11. CITY MANAGER'S REPORT

- A. City Manager's Report Page 195

- B. Bid Report Page 209

12. CITY ATTORNEY REPORT

13. COMMITTEE REPORT

- A. Employee Committee Report
- B. Americans with Disabilities Act Compliance Committee
- C. Police Station Building Task Force

14. PENDING BUSINESS

15. NEW BUSINESS

- A. **Memorandum 17-079**, from City Clerk, Re: Travel Authorization for Mayor Zak and Councilmember Smith to Attend the Alaska Municipal League Summer Legislative Conference August 16 – 17, 2017 in Haines, Alaska. Page 219
- B. **Memorandum 17-080**, from City Clerk, Re: Councilmember Aderhold Request to Send Letter from Mayor and Council to Alaska Command Requesting a Debriefing on Northern Edge Training Exercises. Page 221
- C. **Memorandum 17-081**, from Councilmember Stroozas, Re: Operational Cost Reductions at the Homer Public Library. Page 225
- D. **Memorandum 17-082**, from Police Station Building Task Force, Re: Recommendations for the New Police Station Project. Page 227

16. RESOLUTIONS

17. COMMENTS OF THE AUDIENCE

18. COMMENTS OF THE CITY ATTORNEY

19. COMMENTS OF THE CITY CLERK

20. COMMENTS OF THE CITY MANAGER

21. COMMENTS OF THE MAYOR

22. COMMENTS OF THE CITY COUNCIL

23. ADJOURNMENT

Next Regular Meeting is Monday, June 12, 2017 at 6:00 p.m. and Committee of the Whole 5:00 p.m. A Special Meeting is scheduled for Wednesday, May 31, 2017 at 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

MAYORAL PROCLAMATIONS
AND RECOGNITIONS

CITY OF HOMER
HOMER, ALASKA

MAYOR'S PROCLAMATION

MARY EPPERSON DAY
JUNE 6, 2017

WHEREAS, The Homer City Council proclaimed June 6, 2010 as Mary Epperson Day and encouraged everyone to recognize June 6th as Mary Epperson Day; and

WHEREAS, Mary Epperson contributed so much of her time and energy to the advancement of the arts in Homer that her name is synonymous with the arts; and

WHEREAS, She played an integral part in helping to start, guide, and support local organizations, including the Homer Council on the Arts, Kenai Peninsula Orchestra, The Homer Foundation, and Kenai Peninsula College; and

WHEREAS, She provided support and inspiration to other arts organizations, including Pier One Theatre, Inlet Winds, and Homer Youth String Orchestra Club, consistently supporting artists and their artistic endeavors; and

WHEREAS, By sharing her passion of the arts so generously, Mary is largely responsible for the vibrant Homer arts community; and

WHEREAS, She inspired us all to take on artistic challenges, give freely of ourselves, and to do so with a loving heart and a warm smile; and

NOW, THEREFORE, I, Bryan Zak, Mayor, do hereby proclaim the day of June 6, 2017 as;

MARY EPPERSON DAY

in the City of Homer, Alaska.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Homer, Alaska, on this 30th day of May, 2017.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

PUBLIC COMMENTS
UPON MATTERS
ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

Session 17-11 a Special Meeting of the Homer City Council was called to order on May 2, 2017 at 4:00 p.m. by Mayor Bryan Zak at the Homer City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS: ADERHOLD, ERICKSON, LEWIS, REYNOLDS, SMITH, STROOZAS

STAFF: CITY MANAGER KOESTER
CITY CLERK JOHNSON
CITY ATTORNEY WELLS (telephonic)
ATTORNEY SANDERS

Mayor Zak ruled that Councilmembers Aderhold, Lewis, and Reynolds have a conflict of interest since they are the plaintiffs in the lawsuit against the City.

Councilmember Lewis requested that the meeting be public instead of an Executive Session. The issue before the Council is whether the resolutions (17-019 and 16-121) are political in nature and if they should have been brought up. By limiting ideas that are brought forth by individuals we will limit ideas and solutions to our problems. What one person says is political another may say is social. All ordinances and resolutions should be brought forward and live or die on their own merits; that is democracy.

Councilmember Lewis questioned what constitutes the rule of necessity and if the Mayor would be allowed to participate if there were just three councilmembers.

Councilmember Reynolds recognizes her conflict of interest and asked about the conflict of the councilmembers who verbally support the recall and their spouses signed the recall petition.

City Clerk Johnson said the rule of necessity comes into effect when there is less than a quorum for a vote on a motion. If three councilmembers are excluded and just three remain, the rule of necessity would apply. It would not include the Mayor voting, it would just be a limited vote of three instead of a quorum.

Councilmember Reynolds understood that the rule of necessity meant there would not be a conflict of interest. Those members who may have had a conflict were included in decisions rather than allowing less than a quorum to vote.

City Attorney Wells joined the meeting via telephone. She advised the rule of necessity is used to mandate the participation of a conflicted councilmember. If we need a vote or direction on something we may need to allow conflicted councilmembers to participate using the rule of necessity. It is alarming in this case as the councilmembers are in a lawsuit against the City. In this case we do not have an issue that requires Council authority. When we get to decisions that pertain to money, she will need to have a more clear answer from case law as to how to

proceed. The questions that we will be posing to the non-conflicted councilmembers at this time will be for guidance, but not for full council support.

Asked about the conflict of councilmembers supporting the recall and spouses signing the recall petition, City Attorney Wells advised we have to separate the legislative issues surrounding the recall process versus a lawsuit naming the City filed by three Councilmembers. There is most definitely a conflict of Councilmembers Aderhold, Lewis, and Reynolds because of the ACLU action. The right to sign and sponsor a recall petition is not a conflict of interest.

Mayor Zak restated his ruling that Councilmembers Aderhold, Lewis, and Reynolds do have a conflict based on City Attorney Wells' advice.

Councilmembers Aderhold, Lewis, and Reynolds were excused from participation and joined the audience.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 5)

Mayor Zak called for a motion for the approval of the agenda.

ERICKSON/STROOZAS - SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- A. **Memorandum 17-068**, from City Clerk, Request for Executive Session Pursuant to AS 44.62.310 (A-C)(1 & 5) Matters, the Immediate Knowledge of Which Would Clearly Have an Adverse Effect Upon the Finances of the Government Unit and Attorney/Client Privilege (Donna Aderhold, David Lewis, and Catriona Reynolds vs. City of Homer Lawsuit).

ERICKSON/STROOAZS – MOVED FOR THE APPROVAL OF THE RECOMMENDATIONS OF MEMORANDUM 17-068 TO MEET IN EXECUTIVE SESSION TO DISCUSS ADERHOLD, LEWIS, AND REYNOLDS VS. CITY OF HOMER LAWSUIT.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

SMITH/ERICKSON – MOVED TO ADJOURN TO EXECUTIVE SESSION.

There was no discussion.

VOTE: YES. SMITH, ERICKSON, STROOZAS

Motion carried.

Mayor Zak, Councilmembers Erickson, Smith, and Stroozas, City Manager Koester, City Attorney Wells, and Attorney Sanders adjourned to Executive Session at 4:15 p.m.

Mayor Zak reconvened the meeting at 5:17 p.m.

Councilmember Smith stated they met with the City's legal representation of the lawsuit brought against the City by the ACLU on behalf of Councilmembers Aderhold, Lewis, and Reynolds. It was transferred from City Attorney Holly Wells to Attorney Eric Sanders and they discussed the status of the case.

Attorney Eric Sanders stated he is an attorney in Anchorage who has practiced there for a long time. He became involved after Attorney Holly Wells concluded it presents a conflict of interest for her to be representing the City adverse to councilmembers that she works with. Council doesn't take a position on the recall. By advocating on behalf of a client no one is suggesting the three councilmembers be recalled. There is a process. The Clerk is given a recall petition and based on advice of legal counsel makes a decision whether the petition should proceed. The councilmembers subject to the recall have every right to contest the decision. We now have the three councilmembers who have brought an action forward. That is their only recourse to stop the recall.

There is now another group that has intervened. Attorney Sanders does not know what their status will be. The decision to proceed with the recall was made by the Clerk with the advice of legal counsel and he will be defending that position. The councilmembers were not asked to vote on that. There probably is the perception that there are three councilmembers on one side and three on the other, but the way the procedure works is that it does not allow the councilmembers to vote on the issues of whether or not there should be a recall. Perceiving

that there is advocacy of the councilmembers for the recall to go one way or the other is not a correct perception that council is driving this. The matter is now before a superior court judge and there will be a decision made soon. People have a right for their day in court and he hopes to have a decision everyone is happy with.

COMMENTS OF THE AUDIENCE

Ron Keffer, city resident, learned about freedom of speech and due process in a government class. He became aware of the ACLU and their mission to help citizens protect themselves against violations of their rights. While the ACLU was defending a person's constitutional rights, someone on the other side didn't think they had the right. The three councilmembers subject to the recall have a right to do what they have done and it is their job to do that. That is what legislation is about. The right decision for the Council is not to contest that.

Larry Slone, city resident, offered a counterpoint. He agrees of the right to free speech, but not the absolute right to do what you want when representing thousands of other people. There are laws to confine them from doing antagonistic things to a significant portion of their constituency. We all have different opinions that can be offended by the issue of free speech. Councilmembers do not have an unlimited right of free speech.

Michael Hawfield, Anchor Point resident, agrees with the importance of our freedom to speak and would err on the side of that freedom. The councilmembers who have spoken out had a duty to bring the resolution to the table and it was acted upon. They were elected to do that. It bothers him what the recall does to the sanctity of the election that put the councilmembers in place. What happens to their voice? If the recall is successful that goes away. There are enough problems with the way elections are manipulated and results circumvented that we need to take a stand for the sanctity of the election. People have an opportunity to vote in the fall election. To help mend the community he recommends not fighting the lawsuit.

ADJOURNMENT

There being no further business to come before the Council, Mayor Zak adjourned the meeting at 5:32 p.m. The next Regular Meeting is Monday, May 8, 2017 at 6:00 p.m., Committee of the Whole 5:00 p.m., and Worksession 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

JO JOHNSON, MMC, CITY CLERK

Approved: _____

Session 17-12 a Regular Meeting of the Homer City Council was called to order on May 8, 2017 at 6:00 p.m. by Mayor Pro Tempore Catriona Reynolds at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS: ADERHOLD, ERICKSON, REYNOLDS, SMITH, STROOZAS

ABSENT: LEWIS (excused)

STAFF: CITY MANAGER KOESTER
CITY CLERK JOHNSON
FINANCE DIRECTOR WALTON
IT MANAGER POOLOS
LIBRARY DIRECTOR DIXON
POLICE CHIEF ROBL
PUBLIC WORKS DIRECTOR MEYER

Mayor Zak has requested telephonic participation.
Councilmember Lewis has requested excusal.

Mayor Pro Tempore Reynolds ruled Councilmember Lewis' absence as excused. There was no objection from the Council.

Council met from 4:06 p.m. to 4:49 p.m. to hear Library Advisory Board – Library Revenue Sources. From 5:00 p.m. to 5:24 p.m. the Council met as a Committee of the Whole to discuss Consent and Regular Meeting Agenda items.

Department Heads may be called upon from time to time to participate via teleconference.

AGENDA APPROVAL

(Addition of items to or removing items from the agenda will be by unanimous consent of the Council. HCC 2.08.040.)

The following changes were made: **MAYORAL PROCLAMATIONS AND RECOGNITIONS** – Safe Boating Week, May 20-26, 2017. **CONSENT AGENDA - Resolution 17-048**, A Resolution of the City Council of Homer, Alaska, Maintaining the Water and Sewer Fees at the 2017 Rate and Updating the Homer Fee Schedule Accordingly. Water Storage/Distribution Improvements, Phase 2 (CIP 2017-2022) as backup. **RESOLUTIONS - Resolution 17-049(S)**, A Resolution of the Homer City Council Awarding the Contract for the Construction of the Hickerson Memorial Cemetery Expansion Project to the Firm of Paul's Services, of Anchor Point, Alaska, in the Amount of \$67,662.50 and Authorizing the City Manager to Execute the Appropriate

Documents. City Clerk/Public Works Director. Memorandum 17-075 from Public Works Director as backup.

Mayor Pro Tempore Reynolds called for a motion for the approval of the agenda as amended.

ADERHOLD/ERICKSON – MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

A. Mayor's Proclamation, Municipal Clerks Week, May 7-13, 2017

Mayor Pro Tempore Reynolds read and presented the proclamation to City Clerk Jo Johnson.

B. Mayor's Proclamation, National Hospital Week, May 7-13, 2017

Councilmember Stroozas read and presented the proclamation to Bob Letson, Chief Executive Officer, South Peninsula Hospital.

C. Mayor's Proclamation, Public Service Recognition Week, May 7-13, 2017

Councilmember Erickson read the proclamation.

D. Mayor's Proclamation, Police Officers Memorial Day, May 15, 2017 and National Police Week May 15 – 21, 2017

Councilmember Smith read and presented the proclamation to Police Chief Mark Robl.

E. Mayor's Proclamation, National Public Works Week, May 21-27, 2017

Councilmember Aderhold read and presented the proclamation to Public Works Director Carey Meyer.

F. Mayor's Proclamation, May 2017 as Bike Month

Mayor Pro Tempore Reynolds read the proclamation.

- G. Mayor's Proclamation, Kids to Parks Day, May 20, 2017

Councilmember Erickson read the proclamation.

- H. Mayor's Proclamation, Elks National Youth Week, May 1-7, 2017

Councilmember Stroozas read and presented the proclamation to Homer Elks Chaplain John Mink.

- I. Mayor's Proclamation, Safe Boating Week, May 20-26, 2017

Councilmember Aderhold read and presented the proclamation to Marshall.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Randi Somers, city resident, said Home Sweet Homer is the best town on the planet and is full of wonderful and talented people. She loves it here and is not moving to California.

RECONSIDERATION

CONSENT AGENDA

(Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- A. Homer City Council unapproved Special and Regular meeting minutes of April 24, 2017. City Clerk. Recommend adoption.
- B. **Memorandum 17-069** from Mayor Zak, Re: Appointment of Avram Salzman to the Parks Art Recreation & Culture Advisory Commission as Student Representative. Recommend approval.
- C. **Memorandum 17-070** from Special Projects and Communication Coordinator Carroll Re: 2018-2023 CIP; FY 2019 Legislative Request Schedule Update. Recommend approval.
- D. **Ordinance 17-19**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for Calendar Year 2016 in the Amount of \$27,630.00 and

Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommended dates: Introduction May 8, 2017, Public Hearing and Second Reading May 30, 2017.

- E. **Resolution 17-045**, A Resolution of the City Council of Homer, Alaska, Amending the Kachemak Drive Phase III Water and Sewer Special Assessment District Roll by Exempting Government Lot 9, Township 6 South, Range 13 West, Section 23, Seward Meridian, Kenai Peninsula Borough Parcel No. 17915012, Owned by Kachemak Moose Habitat, Inc. Mayor. Recommend adoption.
- F. **Resolution 17-046**, A Resolution of the City Council of Homer, Alaska, Awarding Contracts for the 2017, 2018, and 2019 Public Works Gravel Supply to the Firms of R/C Land Improvement and Paul's Services, both of Anchor Point, Alaska and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk/Public Works Director. Recommend adoption.

Memorandum 17-073 from Public Works Superintendent as backup.

- G. **Resolution 17-047**, A Resolution of the City Council of Homer, Alaska, in Support for SB 54, an Act Relating to Crime and Criminal Law; Relating to Violation of Condition of Release; Relating to Sex Trafficking; Relating to Sentencing; Relating to Imprisonment; Relating to Parole; Relating to Probation; Relating to Driving Without a License; Relating to the Pretrial Services Program. Mayor/City Council. Recommend adoption.
- H. **Resolution 17-048**, A Resolution of the Homer City Council Maintaining the Water and Sewer Fees at the 2017 Rate and Updating the Homer Fee Schedule Accordingly. City Manager/Finance Director. Recommend adoption.

Memorandum 17-072 from City Manager as backup.

ADERHOLD/ERICKSON - MOVED TO APPROVE THE RECOMMENDATIONS OF THE CONSENT AGENDA AS READ.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

A. Eric Pederson, Principal of Paul Banks Elementary, Boys and Girls Club Survey

Eric Pederson, Paul Banks Elementary Principal, provided an update on the school bussing change for the 2017/18 school year. They have switched to a tier two bussing system. Students at Paul Banks Elementary will start school at 7:45 a.m. and end at 2:20 p.m. Families may not yet know the impact the new schedule will have on work schedules and childcare. The superintendent has urged Mr. Pederson to figure out solutions for families. A survey was created and sent to parents from Paul Banks, Fireweed, McNeil Canyon, and West Homer. It accounts for 700 students; responses to represent 234 students were received with the following results:

- 19 do not need afterschool care or Boys and Girls Club
- 31 responses (equating to 54 students) are not sure of their needs yet
- 99 will need afterschool care (equating to 161 students)

In brainstorming, Paul Banks Elementary has a gym, storage closet, and one classroom available. Teachers would have to be displaced to accommodate 161 students for afterschool programs. It is too big of a risk since most teachers remain in their classroom late in the evening. Mr. Pederson met with school representatives and with key community members who have similar concerns. He learned the Boys and Girls Club costs a lot of money and they will only run out of one building. They do not offer any programs for pre-K. There is a need for a Boys and Girls Club here in a separate location from the school. Different options are being explored to accommodate families.

Asked if Boys and Girls Club was looking anyplace else besides the schools, Mr. Pederson does not think they are looking. We need to be reaching out to them or come up with something for our kids. The survey included concerns as to how the Boys and Girls Club had been run in the past at the HERC building.

B. Rachel Lord, Economic Development Advisory Commission, Business Retention and Expansion Program

Rachel Lord, Economic Development Advisory Commissioner, presented the Business Retention and Expansion Program. Existing businesses are our best investment since 76% of job growth comes from existing businesses. It is much better to retain a client than to be seeking out new ones. The commission wants to know how existing businesses are doing. They want to look at solutions if businesses are seeing barriers to their growth and success and develop that dialogue.

Business Retention and Expansion is done nationally, statewide through Alaska Department of Commerce, Community, and Economic Development, and borough-wide through the Kenai Peninsula Borough. The Kenai Peninsula Economic Development District (KPEDD) has been working on a Business Retention and Expansion Program. The EDC has been in communication with the KPEDD to have them provide the EDC with more training.

Many times communities will hire a consultant with a robust process that is both thorough and expensive. The EDC is looking at a smaller version to include a direct planning to action process of survey distribution and response analysis. The three main goals are to better understand Homer's business community, identify needs and red flag issues for local businesses, and to develop and sustain open communication, support, and relationships between businesses and the City of Homer.

The primary tool the EDC will be using is an online survey developed by Google forms. It is completely confidential and will be easy for all since it just requires 10 to 15 minutes to complete. A paper survey that is a duplicate of the online survey will also be available.

The commission has developed an outreach plan to engage the community. Commission members will be reaching out to local organizations and contacting business owners to encourage participation. Ordinance 17-20 before the Council requests \$1,400 to send a postcard to Alaska businesses in the City of Homer. Additionally the outreach will include social media, KBBI's Coffee Table, Chamber of Commerce, and Chris Story radio.

The commission will collect and analyze the data collected to better understand the business community. In December the survey results will be presented to the Council. The EDC wishes to start 2018 with a work plan that is developed from the communication with the city business owners to know what the City can do to help encourage business development and growth with our existing businesses.

**8. ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/COMMISSION REPORTS
(10 minute limit per report)**

- A. Letter from US Navy Commander JD Gainey, Commanding Officer, USS Hopper (DDG70)
- B. Borough Report
- C. Commissions/Board Reports:

1. Library Advisory Board

Mark Massion, Library Advisory Board Member, thanked the Council for listening to their presentation at the Worksession. In April the LAB created a wish list for books and there were twenty people that bought books for the library. This year there has been a 22% increase in the number of items checked out from last year at this time. Mr. Massion expressed appreciation for the Friends of the Homer Library. The LAB will meet again in August.

2. Homer Advisory Planning Commission

3. Economic Development Advisory Commission

4. Parks Art Recreation and Culture Advisory Commission

Mayor Pro Tempore Reynolds welcomed student representative Avram Salzman to the commission.

5. Port and Harbor Advisory Commission

6. Cannabis Advisory Commission

Mayor Pro Tempore Reynolds reported the commission elected new officers. Chair Tim Clark stepped down from the commission and Don Stead was elected as Chair.

PUBLIC HEARING(S)

ORDINANCE(S)

- A. **Ordinance 17-20**, An Ordinance of the City Council of Homer, Alaska, Supporting a Business Retention and Expansion Program Proposed by the Economic Development Advisory Commission and Appropriating Funds in an Amount Not to Exceed \$1,400 from the General Fund Balance for Public Outreach to Promote Business Participation in the Program. Smith. Recommended dates: Introduction May 8, 2017, Public Hearing and Second Reading May 30, 2017.

Memorandum 17-074 from Special Projects and Communications Coordinator as backup.

ADDERHOLD/SMITH - MOVED TO ADOPT ORDINANCE 17-20.

Council expressed support for the project that will develop comprehensive data on businesses.

VOTE: YES. SMITH, ADERHOLD, REYNOLDS, STROOZAS, ERICKSON

Motion carried.

CITY MANAGER’S REPORT

A. City Manager’s Report

HEA Capital Credits

The City of Homer received \$13,425 from Homer Electric Association, Inc. (HEA), as part of its distribution of capital credits to members. The capital credit checks are being distributed to people who were members of HEA during 1986 and 1987. The amount of each check is determined by the quantity of electricity purchased during each of those years. The equity retirement plan calls for \$1.5 million in 1986 and 1987 margins, or earnings, to be distributed to HEA members who purchased electricity during those years. Capital credits are based on margins, which are the difference between total expenses and total revenues of the cooperative. Each year, HEA allocates margins to its members in proportion to the amount they paid for electric service. While the allocation is done annually, the return of margins in the form of a capital credit check occurs at the discretion of the Board of Directors, based on the financial health of the cooperative. As the \$13,425 in unanticipated revenue, it will be added to General Fund fund balance unless other direction is given by Council.

City Employee Anniversaries

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.

Mark Whaley,	Port	12	Years
Pike Ainsworth,	Port	9	Years
Don Huffnagle,	Port	9	Years
Ann Dixon,	Library	6	Years
Mike Gilbert,	Public Works	3	Years
Jackie McDonough,	Library	3	Years
Sean McGrorty,	Port	1	Year

Trooper Coverage on the way to Anchorage

Many of you have expressed concerns about the reduction in Alaska State Trooper (AST) coverage on one of the busiest and most dangerous stretches of Highway between Anchorage and Girdwood. Beginning May 1st AST will not be the primary responder for law enforcement related calls along Turnagain Arm. This area is within the City of Anchorage. The Anchorage Police Department will be responsible for responding to calls within their city. The Municipality of Anchorage has contracted with Whitter Police Department to provide this service. AST has

three remaining Bureau of Highway Patrol units that will continue to patrol the Seward Highway while also covering other highways in the state.

USS Hopper

I would like to take the opportunity to reflect on the success of the visit by the USS Hopper April 29 – May 2. The Homer Chamber of Commerce took the lead and did an excellent job coordinating a warm welcome. The community of Homer came out to welcome the sailors, tour the ship and even put on a fish fry for hundreds (rumor has it the fish fry involved 5 gallons of tartar sauce!). The Port and Harbor worked on the landing for weeks leading up to Saturday and pulled off a difficult docking. Thank you to everyone involved. It was a heartwarming experience to be part of.

Bulk Water to Private Customers

Council has received inquiries as to why the City of Homer does not provide bulk water to private customers when we do provide potable water for RVs at the RV dump station. The RV dump station was built many years ago (it has been here over 18 years, the tenure of the Public Works Director) to provide a service to RVs and encourage the sanitary disposal of RV waste. The RV dump station only operates around 4 months out of the year. The honor system \$5 is likely just enough to cover the minimal operating expense. Currently, Safeway provides water to the public, which is metered and paid for by Safeway. The City gets the revenue without having to maintain the infrastructure. However, I can see how they may frown upon large volumes of water being drawn from their system. If Council would like to provide bulk water service to the public, there are associated costs and risks that need to be analyzed. Providing year round access would require some sort of heated structure and way to meter and charge for sales. Ideally, it would be at an alternate site to mitigate traffic flow, security, and safety issues.

The primary reason the City of Homer does not provide bulk water sales to the public is so as not to compete with private businesses. There are at least 3 private business in town that provide bulk water. The City has left the cost of providing the infrastructure and management of bulk water to the public up to these local businesses. If Council would like to look into providing public access bulk water, Public Works can draw up a couple of different options and the associated costs and impacts for consideration at the second meeting in May.

City Manager Koester reported the Department of Natural Resources and Alaska Department of Fish and Game will host a listening session May 15th on the net pen aquaculture development in Tutka Bay. It is scheduled for 6:00 p.m. to 8:00 p.m. at Islands and Ocean Visitor Center.

The Kachemak Bay branch of Kenai Peninsula College has requested that the Council weigh in on the budget issue before the Borough Assembly. The Assembly will be discussing the allocation to the local college at their May 16th and June 6th meetings. Councilmember Aderhold requested a resolution in support of education in general for the May 30th meeting.

Councilmember Smith inquired on the status of the RFP for a fish pump on the north trestle of the harbor. City Manager Koester reported Council requested that the RFP go through the Port and Harbor Advisory Commission. She is not sure if it was on the commission's agenda last month or if it will be before the commission this month. The RFP is to go before the commission to make sure we are clear in asking what we want in the proposal.

B. Bid Report

CITY ATTORNEY REPORT

COMMITTEE REPORT

A. Employee Committee Report

B. Americans with Disabilities Act Compliance Committee

Councilmember Aderhold reported the committee didn't meet this past month, but they do have movement. Committee members got together with city personnel and completed measurements at city hall and the airport for ADA compliance to determine what is good and what doesn't meet compliance. They had a number of questions that will go to Northwest ADA, who is helping with the transition plan. The committee will continue measurements at city buildings.

C. Police Station Building Task Force

Councilmember Smith reported the task force has a challenging time line, but they are working diligently. Public Works Director Carey Meyer has been tasked with tall orders; hopefully there will be a recommendation for the Council later this month.

PENDING BUSINESS

A. **Resolution 17-044**, A Resolution of the City Council of Homer, Alaska, Re-adopting the Established Investment Policy for the Permanent Fund. City Manager.

Memorandum 17-066 from Finance Director as backup.

Memorandum 17-071 from City Manager as backup.

Postponed from April 24th: Motion on the floor: MOTION FOR THE ADOPTION OF RESOLUTION 17-044 BY READING OF TITLE ONLY.

Councilmember Smith appreciates City Manager Koester's effort to provide options for the Permanent Fund if the Council chooses to dissolve the fund and redistribute it. He hopes Council discusses it in the near future.

VOTE: YES. ADERHOLD, REYNOLDS, STROOZAS, SMITH, ERICKSON

Motion carried.

NEW BUSINESS

RESOLUTIONS

A. **Resolution 17-049**, A Resolution of the City Council of Homer, Alaska Awarding the Contract for the Hickerson Memorial Cemetery Expansion 2017 Project to the Firm of _____, of _____, _____ in the Amount of _____, and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk/Public Works Director.

Resolution 17-049(S), A Resolution of the Homer City Council Awarding the Contract for the Construction of the Hickerson Memorial Cemetery Expansion Project to the Firm of Paul's Services, of Anchor Point, Alaska, in the Amount of \$67,662.50 and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk/Public Works Director.

Memorandum 17-075 from Public Works Director as backup.

Mayor Pro Tempore Reynolds called for a motion for the adoption of Resolution 17-049 by reading of title only.

STROOZAS/ADERHOLD - SO MOVED.

Mayor Pro Tempore Reynolds called for a motion to substitute Resolution 17-049(S) for Resolution 17-049.

ADERHOLD/STROOZAS - SO MOVED.

There was no discussion.

VOTE: (substitute) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE: (as amended) YES. REYNOLDS, ADERHOLD, ERICKSON, STROOZAS, SMITH

Motion carried.

COMMENTS OF THE AUDIENCE

Rachel Lord, city resident, supports Eric Peterson and the school district for being proactive for the community's childcare needs. The adjustment of school schedules and childcare is an ongoing conversation. It takes someone helping to explore larger facilities for childcare.

Sarah Vance, city resident, thanked everyone who is trying to deal with childcare with the Borough cuts. It is not the City's job to find an answer. We need to put it back in the Borough's seat. Mrs. Vance thanked everyone in Homer that welcomed the USS Hopper. She read the thank you letter from Commander Gainey.

Kimberly Ketter, city resident, commented on the closure of the Boys and Girls Club in Homer. The grant ran out and we couldn't find a way to fund it. She supports the business plan the EDC is pursuing. Ms. Ketter commented on the \$125 she spent for pet licenses that disappeared and she had to pay again.

COMMENTS OF THE CITY ATTORNEY

City Attorney Wells was not present.

COMMENTS OF THE CITY CLERK

City Clerk Johnson had no comments.

COMMENTS OF THE CITY MANAGER

City Manager Koester thanked the Library Advisory Board for their great presentation and thoughtful consideration of the pros and cons on how non-residents can support the library. The presentation was made at the Worksession.

COMMENTS OF THE MAYOR

Mayor Zak said it is City Clerk Johnson's final meeting and at the next meeting we will thank her for her service to our community. He greatly appreciates how much work the Clerk puts in

behind the scenes to make the Council look good at the public meetings. It was refreshing for him to listen to the council meeting as Mayor Pro Tempore Reynolds led the meeting. He feels real good about the Council and the community. Sarah Vance did a good job explaining in detail how wonderful the support was from the community when the USS Hopper visited. As the Mayor, he couldn't be more proud of the community to see everything working so well.

Mayor Pro Tempore Reynolds thanked all the visitors to Homer for the recent Shorebird Festival. She thanked Robbi Mixon and the rest of the crew for their work on the festival. There were a lot of visitors in town. The weather was nice Thursday and Friday and then got a little windy and cold over the weekend. The activities were well attended. She was pleased to have the opportunity to read the clerk recognition. She thanked Jo for helping her before and after she was on the council. She thanked all the volunteers on the commissions and everyone that commented tonight.

COMMENTS OF THE CITY COUNCIL

Councilmember Stroozas thanked Jo for her years of service to the community. We appreciate her work on behalf of the City of Homer and the community. He had the distinct honor and pleasure to have lunch with Commander Gainey and his XO (executive officer) from the USS Hopper. They sort of teared up when they talked to him about how Homer pulled out all the stops. In his 24 years of Naval service, Commander Gainey has never been to any place that has had such an outpouring of respect and reception that Homer presented. The people in Homer ought to be commended for their respect to our military and welcoming people here when they come.

Councilmember Erickson said she was really proud of her town when the USS Hopper came in. It was great to see the reception the people on the ship received. When they got off the ship they had the first fresh Alaska halibut they'd ever eaten. They were so amazed by the food. She had a great time hauling them around and felt really safe with the big guns and missiles here for three days. We went from winter to summer. It started with Shorebird and now we're into graduation time. She congratulated the graduates from the college and high school. From there we jump into cruise ships, with May 30th being the big start. She thanked the LAB that presented today. It was very informative and they put a lot of hard work into looking at the details. She is excited to see what comes out of the EDC survey. She really appreciates Jo and will miss her. She thanked Jo for teaching her along the way.

Councilmember Aderhold said the birders have gone, but shorebirds and other migrating birds are still around. You can go to the local birding hotspots and appreciate the natural wonder that is Kachemak Bay and the Homer area. She congratulated Jo on her very last meeting.

Councilmember Smith thanked Jo who has been awesome and a great asset for the City and its residents. The City is left in capable hands with Melissa since Jo has been a great mentor and teacher for her. He issued kudos, congratulations, and a thank you to Phil Needham and all the effort he put into helping organize the welcoming party for the USS Hopper. It was born

out of an idea and grew into something beautiful. It was a great outpouring of the Homer spirit that we really do have here.

ADJOURNMENT

There being no further business to come before the Council, Mayor Pro Tempore Reynolds adjourned the meeting at 7:31 p.m. The next Regular Meeting is Tuesday, May 30, 2017 at 6:00 p.m. and Committee of the Whole 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

JO JOHNSON, MMC, CITY CLERK

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 17-076

TO: HOMER CITY COUNCIL
FROM: BRYAN ZAK, MAYOR
DATE: MAY 22, 2017
SUBJECT: REAPPOINTMENT OF SUSAN FALLON TO THE LIBRARY ADVISORY BOARD AND THE APPOINTMENT OF GRANT GARROUTE TO THE CANNABIS ADVISORY COMMISSION.

Susan Fallon is reappointed to the Library Advisory Board for a three-year term to expire April 1, 2020.

Grant Garroute is appointed to the Cannabis Advisory Commission for a three-year term to expire May 1, 2020. The appointment is made to fill the seat vacated by Aryn Young.

RECOMMENDATION:

Confirm the reappointment of Susan Fallon to the Library Advisory Board and the appointment of Grant Garroute to the Cannabis Advisory Commission.

Fiscal Note: N/A

Dear Mayor and City Council,

I request reappointment
to the Library Advisory
Board.

Respectfully,

Susan M. Fallon

APR 24 2017 PM 04:51 PK



CITY OF HOMER
APPLICATION TO SERVE ON ADVISORY BODY
COMMISSION, BOARD, COMMITTEE, TASK FORCE

CITY CLERK'S OFFICE
CITY OF HOMER
491 E. PIONEER AVE
HOMER, AK 99603
PH. 907-235-3130
FAX 907-235-3143
clerk@cityofhomer-ak.gov

The information below provides some basic background for the Mayor and Council
This information is public and will be included in the Council Information packet

MAR 23 2017 PM 04:02 RK

Name: GRANT GAROUTTE Date: 3/23/17

Physical Address: 394 SOUNDVIEW HOMER AK 99603

Mailing Address: P.O. Box 1735

Phone #: 907-299-8971 Cell #: '' Work #: 907-299-6552

Email Address: gatgaroutte@hotmail.com

The above information will be published in the City Directory and within the city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council

Please indicate the advisory body that you are interested in serving on by marking with an X.
You may select more than one.

ADVISORY PLANNING COMMISSION
1ST & 3RD WEDNESDAY OF THE MONTH AT 6:30 PM
WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM

ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2ND TUESDAY OF THE MONTH AT 6:00 PM

PARKS ART RECREATION & CULTURE ADVISORY COMMISSION
3RD THURSDAY OF THE MONTH AT 5:30 PM

CANNABIS ADVISORY COMMISSION
4TH THURSDAY OF THE MONTH AT 5:30 PM

PORT & HARBOR ADVISORY COMMISSION
3RD WEDNESDAY OF THE MONTH
OCT-APRIL AT 5:00 PM
MAY - SEPT AT 6:00 PM

LIBRARY ADVISORY BOARD
1ST TUESDAY OF THE MONTH AT 5:30 PM

PUBLIC ARTS COMMITTEE
2ND THURSDAY OF THE MONTH AT 5:00 P.M.
FEB, MAY, AUGUST & NOVEMBER
WORKSESSIONS PRIOR AT 4:00 PM

OTHER - PLEASE INDICATE

CITY COUNCIL
2ND & 4TH MONDAY OF THE MONTH
SPECIAL MEETINGS & WORKSESSIONS AT 4:00 PM
COMMITTEE OF THE WHOLE AT 5:00 PM
REGULAR MEETING AT 6:00 PM

I have been a resident of the city for 20 years. I have been a resident of the area for 23 years.

I am presently employed at Peninsula Trim LLC

Please list any special training, education or background you may have which is related to your choice of advisory body.

Co-owner of Peninsula Trim LLC Alaska's first legally compliant Marijuana Trimming Service.

Adjutant for the American Legion Post #16

Have you ever served on a similar advisory body? If so please list when, where and how long:

No

Why are you interested in serving on the selected advisory body?

I think that the ~~to~~ Commission would benefit from a Veterans ~~view~~ point of view, I personally have experience running

Please list any current memberships or organizations you belong to related to your selection(s); ^{a cannabis related business}

none

Please answer the following only if you are applying for the Advisory Planning Commission:
Have you ever developed real property other than a personal residence, if so briefly explain:

N/A

Please answer if your are applying for the Port & Harbor Advisory Commission:
Do you use the Homer Port and/or Harbor on a regular basis?

Yes No What is your primary use? Commercial Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

Our city needs reasonable regulations that will keep our community safe. I grew up here in Homer I am giving my time to the American Legion but I would love to give time to our city.

When you have completed the application please review and return to the City Clerk's Office. You may also email this to clerk@cityofhomer-ak.gov or fax to 907-235-3143. Thank you for applying!



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 17-077

TO: MAYOR ZAK AND HOMER CITY COUNCIL
FROM: JO JOHNSON, MMC, CITY CLERK
DATE: MAY 22, 2017
SUBJECT: NEW LIQUOR LICENSE FOR HOMER SPIT OYSTER BAR

We have been notified by the Alcohol & Marijuana Control Office of an application for a new liquor license in the City of Homer for the following:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
5563	Homer Spit Oyster Bar	Restaurant/Eating Place-Public Convenience	Suvi Mirja Bayly	3851 Homer Spit Rd.

RECOMMENDATION: Voice non objection and approval for the new liquor license.

Fiscal Note: Revenues.



May 2, 2017

City of Homer
Attn: City Clerk

Via Email: clerk@cityofhomer-ak.gov

Cc: joanne@borough.kenai.ak.us
jblankenship@borough.kenai.ak.us
kring@borough.kenai.ak.us

License Type:	Restaurant Eating Place- Public Convenience	License Number:	5563
Licensee:	Suvi Mirja Bayly		
Doing Business As:	Homer Spit Oyster Bar		

New Application

Transfer of Ownership Application

Transfer of Location Application

Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Jedediah Smith, Local Government Specialist
amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed.

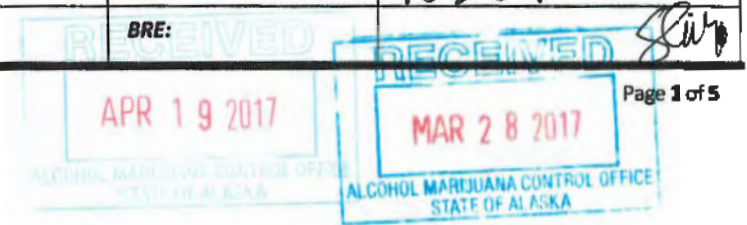
Licensee:	Suvi Mirja Bayly		
License Type:	Restaurant/Eating Place -Public Convenience Seasonal	Statutory Reference:	04.11.400(g)
Doing Business As:	Homer Spit Oyster Bar		
Premises Address:	3851 Homer Spit Road		
City:	Homer	State:	AK ZIP: 99603
Local Governing Body:	City of Homer		
Community Council:	Homer		

Mailing Address:	PO Box 195		
City:	Girdwood	State:	AK ZIP: 99587

Designated Licensee:	Suvi Mirja Bayly		
Contact Phone:	907-885-5340	Business Phone:	907-885-5340
Contact Email:	suvibayly@gmail.com		

Seasonal License? Yes No If "Yes", write your six-month operating period: May 1st - September 30th

OFFICE USE ONLY			
Complete Date:	License Years:	2017-18	License #: 5563
Board Meeting Date:	Transaction #:		15287
Issue Date:	BRE:		<i>Sliv</i>





Alaska Alcoholic Beverage Control Board
Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:

- an existing facility a new building a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

6 miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

5 miles

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:	Suvi Mirja Bayly			
Address:	PO Box 195			
City:	Girdwood	State:	AK	ZIP: 99587

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:





Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a **corporation**, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a **limited liability organization**, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:





Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:		AK Formed Date:		Home State:	
Registered Agent:			Agent's Phone:		
Agent's Mailing Address:					
City:		State:		ZIP:	

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

Section 5 - Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 6 - Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:





Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

Section 7 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

SB

I certify that all proposed licensees have been listed with the Division of Corporations.

SB

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

SB

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

SB

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

SB

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Suvi Bayly
Signature of licensee

Suvi Mirja Bayly

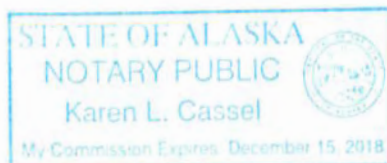
Printed name of licensee

Karen L. Cassel
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 12/15/2018

Subscribed and sworn to before me this 24 day of MARCH, 2017.





Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

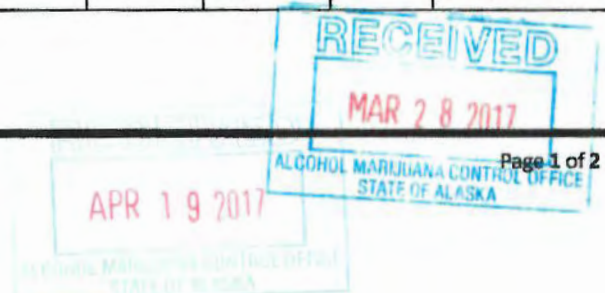
Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Suvi Mirja Bayly	License Number:	E943		
License Type:	Restaurant/Eating Place-Public Convenience Seasonal				
Doing Business As:	Homer Spit Oyster Bar				
Premises Address:	3851 Homer Spit Road				
City:	Homer	State:	AK	ZIP:	99603





550 W / AVENUE, SUITE 1000
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

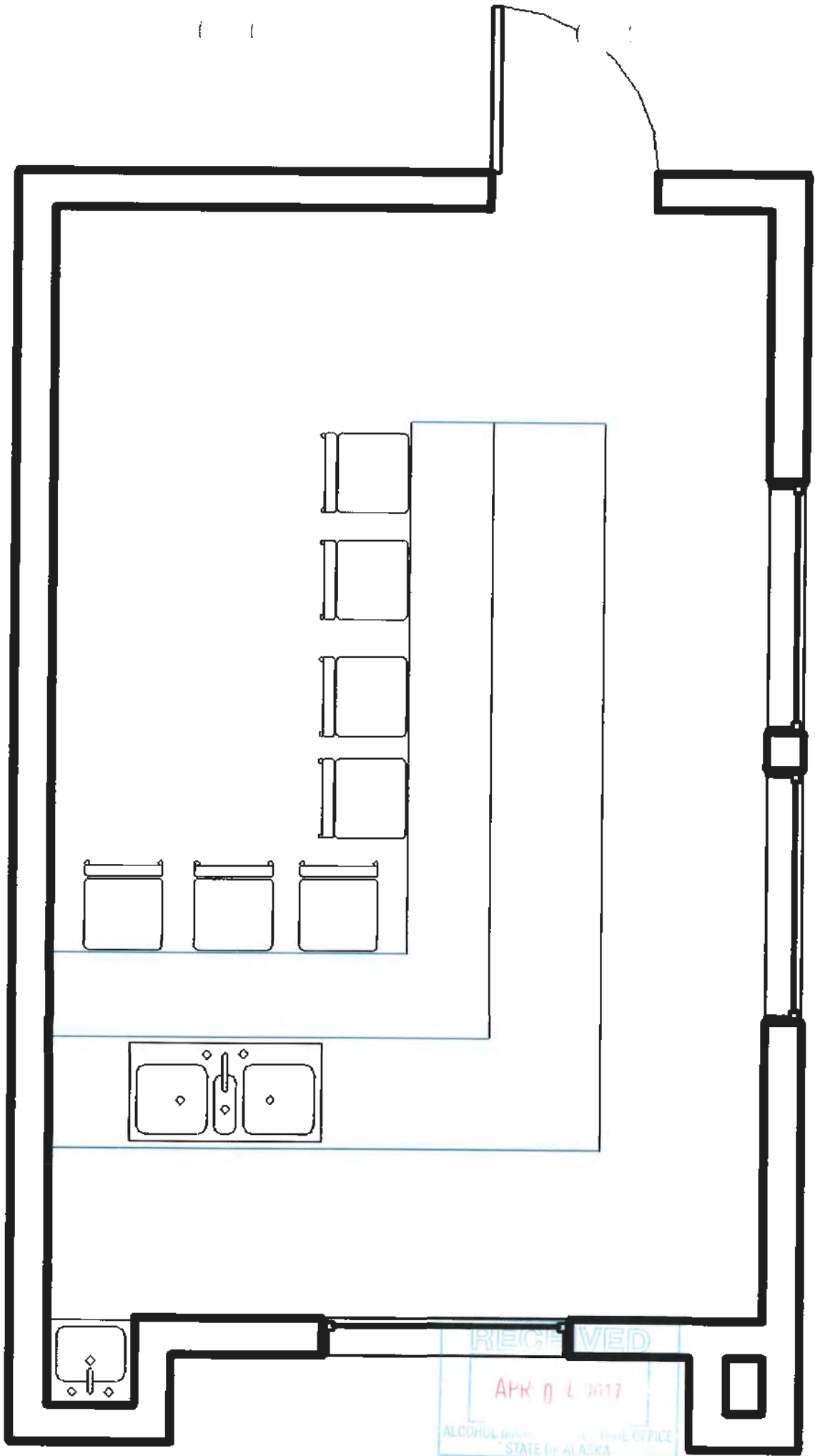
Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

Please view attached floor plan
and image docs.







Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A **detailed floor plan** of the proposed designated and undesignated areas of the licensed business and a **menu** or expected menu listing the meals to be offered to patrons must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

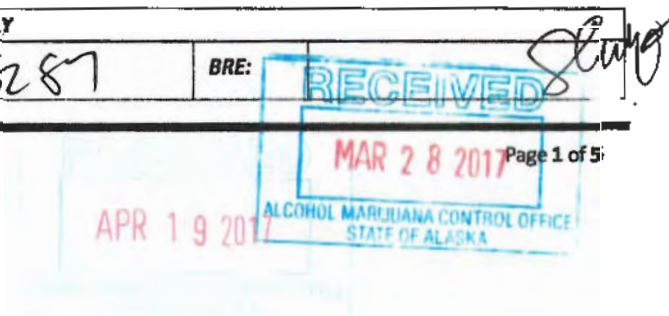
Licensee:	Suvi Mirja Bayly				
License Type:	Restaurant/Eating Place -Public Convenience Seasonal	License Number:			
Doing Business As:	Homer Spit Oyster Bar				
Premises Address:	3851 Homer Spit Road				
City:	Homer	State:	AK	ZIP:	99603
Contact Name:	Suvi Bayly	Contact Phone:		907-885-5340	

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- Dining after standard closing hours: AS 04.16.010(c)
 - Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
 - Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
 - Employment for persons 16 or 17 years of age: AS 04.16.049(c)
- NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY				
Issue Date:		Transaction #:	15287	BRE:





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Additional Information

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Hours: 11:00 am - 10:00 pm

Are any forms of entertainment offered or available within the licensed business or on the proposed designated portions of the premises?

Yes No

If "Yes", describe the entertainment offered or available:

[Empty box for describing entertainment]

Food and beverage service offered or anticipated is:

table service buffet service counter service other

If "other", describe the manner of food and beverage service offered or anticipated:

Order and pick-up

Is an owner, manager, or assistant manager 21 years of age or older always present on the premises during business hours?

Yes No

Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the third page of this form.

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the third page of this form that meet the requirements of this form.

Yes No





550 W 7th Avenue, Suite 1000
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 4 – Detailed Floor Plan

Provide a detailed floor plan that meets the requirements listed in Form AB-01 **and** clearly indicates the proposed designated and undesignated areas of the licensed business for purposes of this permit application.

Please view attached documents.





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Certifications and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I have included with this form a detailed floor plan of the proposed designated and undesignated areas of the licensed business for purposes of this application. I understand that this diagram is different than my licensed premises diagram.



I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.



I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.



I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

Suvi Mirja Bayly
Signature of licensee
Suvi Mirja Bayly

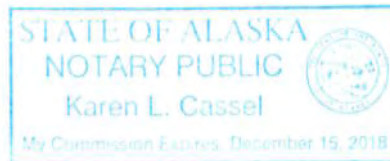
Printed name of licensee

Karen L. Cassel
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 12/15/2018

Subscribed and sworn to before me this 24 day of MARCH, 2017.



Local Government Review (to be completed by an appropriate local government official):

Approved Disapproved

Signature of local government official

Date

Printed name of local government official

Title





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

AMCO Enforcement Review:

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Enforcement Recommendations:

[Empty box for Enforcement Recommendations]

AMCO Director Review:

Approved Disapproved

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:

[Empty box for Limitations]



HOMER SPIT OYSTER BAR

STARTERS

CHEESE STICKS / 7.00

Breaded mozzarella sticks

DIP DUO / 10.00

Japeno queso + salsa
served with warm tortilla chips

OYSTER DIP / 12.00

Grilled onions, creme fraiche,
melted with oysters served with
warm bread

OYSTERS

SINGLE OYSTER / 3.00

TWO'S A PAIR / 6.00

THREE'S A CROWD / 9.00

HALF IS MORE / 18.00

CHEAPER BY THE DOZEN / 24.00

GRILLED CHEESE

SINGLE CHEESE / 10.00

Ciabatta, Crème fraîche, Cheddar

DOUBLE CHEESE / 12.00

Ciabatta, Crème fraîche, Havarti & Mozzarella

TRIPLE CHEESE / 14.00

Ciabatta, Crème fraîche, Brie, Bleu, Mozzarella

SOUPS

OYSTER BISQUE / 10.00

Oysters, Oyster stock, Creme, Milk, Butter,
Kosher salt, Black pepper

OYSTER PHO / 12.00

Oysters, Oyster stock, Fish sauce, Rice noodles,
Green onions, Thai Basil/

OYSTER CIOPPINO / 16.00

Oysters, Clams, Mussels, Fish stock, tomato stock,
Onions, garlic, Kosher salt, Black pepper

SALADS

CLASSIC GREEN / 7.00

Mixed greens with classic vinaigrette

KALE & SPINACH / 12.00

Sweet pickles, Asian pears, with
Rice wine vinaigrette

MIGNONETTES - 3 FOR 5

CLASSIC / 1.75

Red wine vinegar, Shallots, freshly ground Black pepper

PONZU / 1.75

Ponzu with a dash of lime

SWEET CHILI / 1.75

Sweet chili sauce, Rice vinegar, Shallots,
Kosher salt, freshly ground Black pepper

HERBES D'HOMÈR / 1.75

Lavender, Rosemary, Oregano, Thyme, Rice vinegar,
Olive oil, Kosher salt, freshly ground Black pepper

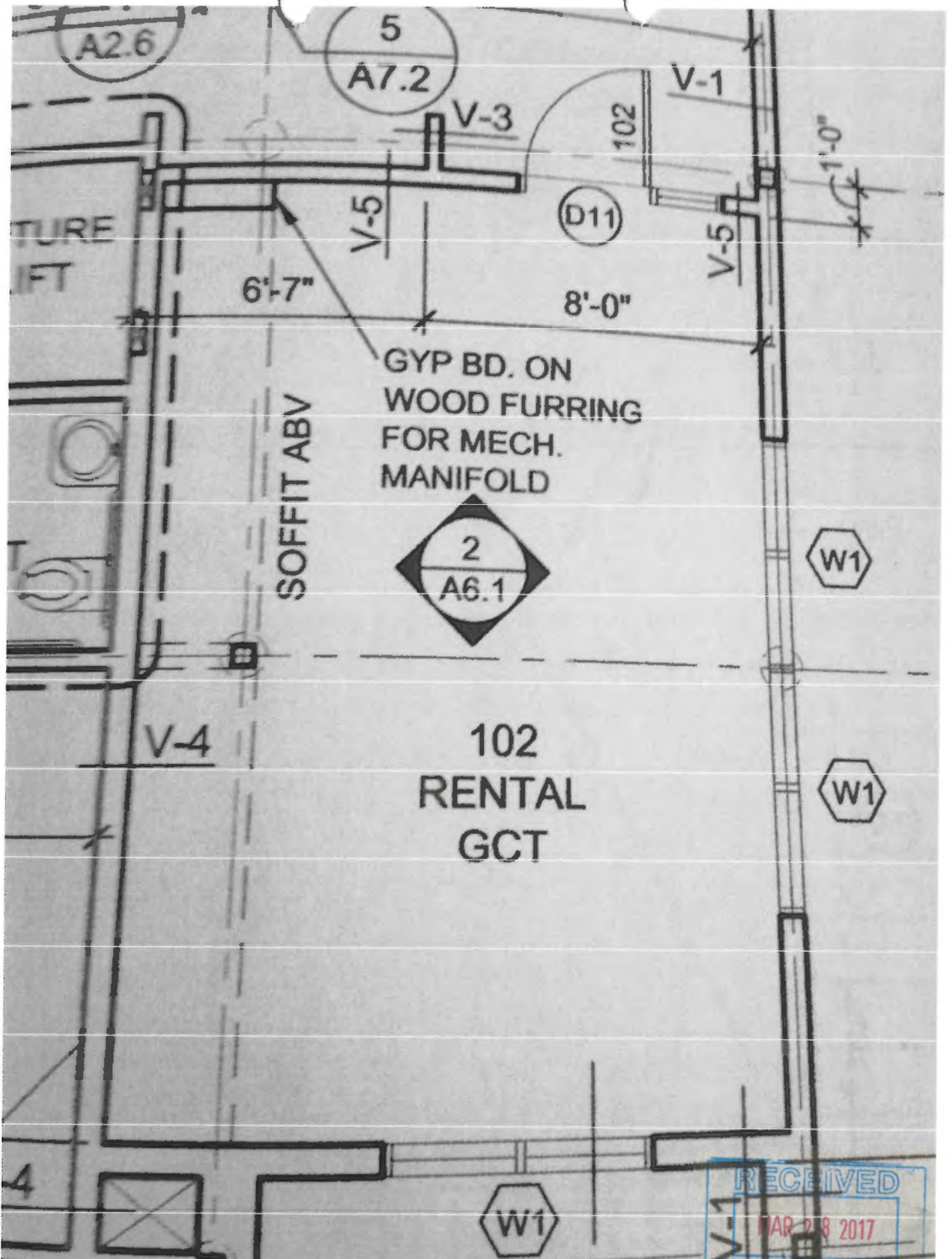
BASIL VINAIGRETTE / 1.75

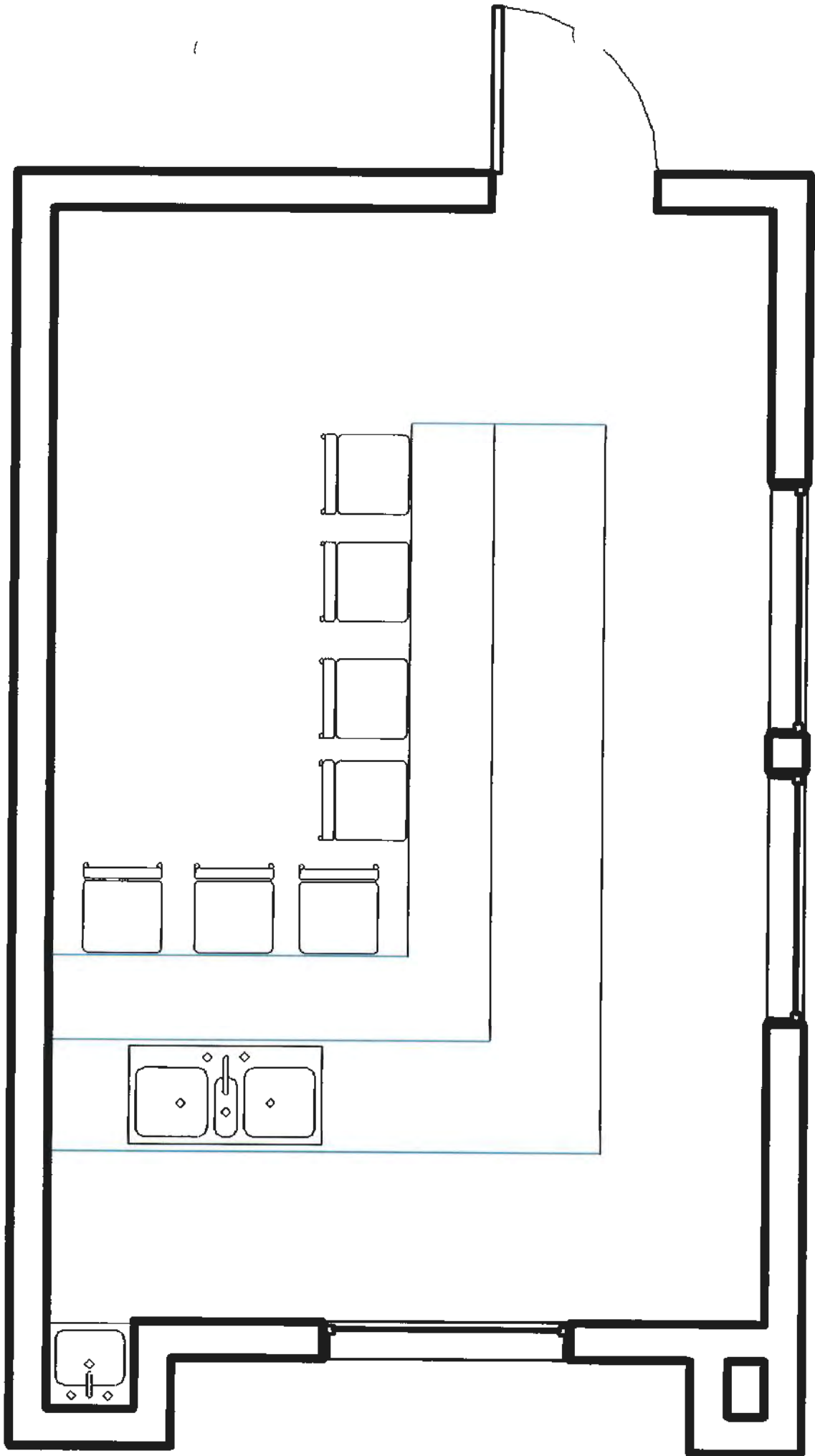
Fresh Basil, White wine vinegar, Olive oil, Kosher salt,
freshly ground Black pepper

RECEIVED

MAR 28 2017

ALCOHOL & MARIJUANA CONTROL OFFICE
STATE OF ALASKA







City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: Mark Robl, Police Chief
FROM: Melissa Jacobsen, Deputy City Clerk
DATE: May 10, 2017
SUBJECT: New Liquor License for the Homer Spit Oyster Bar

We have been notified by the Alcohol Marijuana Control Office of an application for a new liquor license in the City of Homer for the following:

Type: Restaurant Eating Place-Public Convenience
Lic #: 5560
DBA Name: Homer Spit Oyster Bar
Service Location: 3851 Homer Spit Road, Homer, Alaska
Licensee: Suvi Bayly
Mailing Address: PO Box 195, Girdwood, AK 99587

This matter is scheduled for the May 30, 2017 City Council meeting. Please respond with objections/non-objections to this liquor license renewal by **Wednesday, May 23, 2017**.

Thank you for your assistance.



City of Homer

www.cityofhomer-ak.gov

Police Department

4060 Heath Street
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

(f) 907-235-3151

MAY 12 2017
[Handwritten signature]

Memorandum

TO: MELISSA JACOBSEN, DEPUTY CITY CLERK
 FROM: MARK ROBE, POLICE CHIEF
 DATE: May 11, 2017
 SUBJECT: NEW LIQUOR LICENSE FOR HOMER SPIT OYSTER BAR

We have been no objection to the new liquor license application in the City of Homer for the following:

We have been notified by the Alcohol Marijuana Control Office of an application for a new liquor license in the City of Homer for the following:

Type: Restaurant Eating Place-Public Convenience
 Lic #: 5560
 DBA Name: Homer Spit Oyster Bar
 Service Location: 3851 Homer Spit Road, Homer, Alaska
 Licensee: Suvi Bayly
 Mailing Address: PO Box 195, Girdwood, AK 99587

ORDINANCE REFERENCE SHEET
2017 ORDINANCE
ORDINANCE 17-21

An Ordinance of the City Council of Homer, Alaska, Amending the FY 2017 Operating Budget by Appropriating \$8,000 from the Homer Accelerated Roads and Trails Program (HART) in Addition to In-Kind Contributions to Build the Woodard Creek Upper Trail at Karen Hornaday Park.

Sponsor: Smith

1. Council Regular Meeting May 30, 2017 Introduction
 - a. Parks and Recreation Advisory Commission Minutes of March 20 and April 17, 2008
 - b. Karen Hornaday Park Committee Meeting Notes of April 15, 2008
 - c. Resolution 08-92
 - b. Memorandum from Planning Technician

**CITY OF HOMER
HOMER, ALASKA**

Smith

ORDINANCE 17-21

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE FY 2017 OPERATING BUDGET BY APPROPRIATING
\$8,000 FROM THE HOMER ACCELERATED ROADS AND TRAILS
PROGRAM (HART) IN ADDITION TO IN-KIND CONTRIBUTIONS TO
BUILD THE WOODARD CREEK UPPER TRAIL AT KAREN HORNADAY
PARK.

WHEREAS, Fairview Avenue is a major thoroughfare for drivers, bikers, and walkers and is the only road that transects the upper community of Homer east to west; and

WHEREAS, Fairview Avenue is the only access point to Karen Hornaday Park, which is a popular destination year round with extremely heavy traffic in the summer; and

WHEREAS, There are no sidewalks along Fairview Avenue and no walkways for entry into Karen Hornaday Park; a bike trail along the road side is heavily shared by all non-motorized user groups; and

WHEREAS, There is one gravel entrance road into the park/campgrounds that lacks any delineated pedestrian walk zone and must service all user groups, including children riding bikes to the park who must navigate the steep gravel road entrance with cars, RV's and walkers; and

WHEREAS, Illegal parking along the entrance roadside is frequent at peak user times and this practice makes the two lane road quite narrow and creates dangerous situations to be navigated by all, especially those choosing non-motorized access; and

WHEREAS, Two identified parking areas (East and West) are divided by this road and young children and families dart across the road to their parked vehicle, or to the playground or ball field creating a public safety concern; and

WHEREAS, Parts of this proposed trail system are referenced in the Homer Non-Motorized Transportation and Trails Plan, the Karen Hornaday Park Master Plan, and the Woodard Creek Watershed Plan; and

40 WHEREAS, Woodard Creek Trail was selected as one of the top three trails to be
41 developed at the 2016 Parks and Recreation Trails Symposium.

42
43 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

44
45 Section 1. The Homer City Council finds that the Woodard Creek Upper Trail at Karen
46 Hornaday Park is necessary and in the public interest.

47
48 Section 2. The Homer City Council hereby amends the FY 2017 Operating Budget by
49 appropriating \$8,000 from the HART Program for trails in addition to in-kind contributions to
50 build the Woodard Creek Upper Trail at Karen Hornaday Park as follows:

51

52 Expenditure:

53 <u>Account Number</u>	54 <u>Description</u>	55 <u>Amount</u>
	HART Trails	\$8,000

56 Section 3. This is a budget amendment ordinance, is not permanent in nature, and shall
57 not be codified.

58
59 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 12th day of June, 2017.

60
61 CITY OF HOMER
62
63
64
65 _____
66 BRYAN ZAK, MAYOR

67 ATTEST:
68
69 _____
70 JO JOHNSON, MMC, CITY CLERK

71
72
73
74 YES:
75 NO:
76 ABSTAIN:
77 ABSENT:

78

79 First Reading:
80 Public Hearing:
81 Second Reading:
82 Effective Date:

83
84
85

86 Reviewed and approved as to form:

87
88
89

90 _____
Mary K. Koester, City Manager

Holly C. Wells, City Attorney

91
92
93

Date: _____

Date: _____

PARKS & RECREATION ADVISORY COMMISSION
REGULAR MEETING
MARCH 20, 2008

Vice Chair Bremicker asked for clarification on the Karen Hornaday Park issue on the agenda and if there was an agenda item to discuss the Karen Hornaday Park Committee and membership. Planning Technician Engebretsen and Commissioner Garay explained that there are not enough volunteers to form the Committee and that the Commission as a whole is to address the Karen Hornaday proposal submitted by Ms. Cummings and work on the Committee enrollment later.

Vice Chair Bremicker commented that Ms. Cummings wants to discuss a specific plan and what needed to be addressed was a discussion on the overall master plan to fine-tune it. He inquired who was on the Committee. It was clarified that three persons were required. Commissioner Gunther volunteered to serve on the Committee along with Commissioner Stewart and Garay. It was agreed that the Committee would work with the clerk's office to set up the date, time and place.

Planning Technician Engebretsen reported that the new restroom in Karen Hornaday Park has been replaced; bleachers are in the process of being ordered for Jack Gist Park. Use of this park may be as soon as this summer.

Commissioner Lentfer reported that she attended the joint worksession on the Land Allocation Plan and the Council did ask quite a few questions regarding the parks and she did not enjoy answering, "I don't know." However, Mayor Hornaday recommended that the Commission take the WKFL Park "under their wing and see what's going on out there."

Commissioner Tolva apologized, as she was the person who was supposed to look into that and people were out of town then it slipped her mind, but she will look into the matter immediately. Planning Technician Engebretsen explained that Commissioner Tolva and herself were working that and they agreed to target the May meeting.

PUBLIC HEARING

None.

PENDING BUSINESS

A. Karen Hornaday Park Master Plan – Beth Cummings

Vice Chair Bremicker asked if Ms. Cummings wanted to present her proposal under this topic however he did want to establish a time limit and suspend the rules so they could have a more informal discussion.

BREMICKER/TOLVA – MOVED TO SUSPEND THE RULES AND ESTABLISH A TIME LIMIT TO 7:15 P.M.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Cummings, City resident, feels there are many areas that should be discussed. She extended her thanks to those serving on the Commission. Since she was limited on her time she would address only the Trail.

- a. Woodard Creek Upper Trail Improvements
 - i. Letter from Natural Resources Conservation Services
Dated January 17, 2008 Re: Trail Suitability and Recommendations for
Woodard Creek Upper Trail

PARKS & RECREATION ADVISORY COMMISSION
REGULAR MEETING
MARCH 20, 2008

When she did the original proposal on the trail last June her main goal was to create a trail and picnic area. She withdrew her proposal to resubmit a more defined proposal to address two different areas. Ms. Cummings proceeded to give a detailed account and explanation of her proposed trail. This included the installation of box steps to ascend and descend from the upper area; removal of some alders and raised roots within the actual trail path; and building a simple bridge to cross a drainage ditch.

Vice Chair Bremicker commented that after viewing the information given to him and the map included in the packet it did not quite help to define her proposal. He asked for clarification on the references she made regarding the sections referred to area A to area B, etc.

She had distributed a few color copies of her proposal on the trail to the Commissioners, she apologized for not having enough and that they had to share.

She stated the first proposal on the upper area refers to Area A to Area B. There are no problems with this area that she is aware of; she referenced the letter received from Mr. Kinney, District Conservationist and Soil Scientist Mike Mungoven with Natural Resources Conservation Service of the Department of Agriculture who walked the area on December 18, 2007 with her and their recommendations.

It was noted that Commissioner Garay visited the area and the upper trail is very short.

Ms. Cummings answered questions from the Commissioners regarding locations of installed box steps in relation to various places such as the parking lot or the hospital. Steps do not extend from the birch trees down to a former creek bed, approximately 13 steps or less. The upper trail is a very simple task of clean up. Further discussion regarding the area included in her proposal for the lower area.

Commissioner Lentfer expressed concern about disturbing any area or ground near to the actual creek bed, which would encourage further erosion. It was explained that the actual creek has changed its path and is west of the area described in the proposals.

Mr. Robert Archibald commented that any work would enhance the surroundings and stabilize the banks from further erosion.

Ms. Cummings reviewed the letter received from Mark Kinney, District Conservationist.

Mr. Bremicker wanted to move this discussion along and stated that the upper proposal seems to be a small enough project that could be accomplished and he wanted to include in the discussion some of her ideas on financing this proposed work. His view was that when trails are created even a short trail such as proposed it creates the momentum to continue.

Planning Technician Engebretsen emphasized that the Commission should focus on recommendation to include this trail in the master plan for the park. The financing portion will be addressed by City Council.

Commissioner Tolva reminded that the rules have been suspended and further opined that the Commission should address the upper part separately from the lower proposal as it was going to be a quagmire.

Ms. Cummings expressed the desire to explain to the Commission what she has accomplished in the last several months, some of which included:

Lengthy conversations with City Administration

Letters of support from previous Commissioners of the Park & Recreation

PARKS & RECREATION ADVISORY COMMISSION
REGULAR MEETING
MARCH 20, 2008

Letter of support from Kachemak Bay Conservation Society stating they would like to include it as a project. There is no financial commitment.

Vice Chair Bremicker stated the allotted time has expired and asked if there was a motion to extend the time.

The Commission agreed by Consensus to extend the time to continue this discussion.

Ms. Cummings continued the discussion by further describing what has been accomplished regarding the Woodard Creek Trail.

- Reviewed the area with three road contractors, an engineer and surveyor.
- Obtain approximate costs.
- Creation of Friends of Woodard Creek along with a few other interested residents. Ms. Cummings gave a brief description on how one could join this group.

Vice Chair Bremicker stated that as interesting as the discussion is and as detailed as it was they did not have the time to hear all the evidence Ms. Cummings had to present. Since Ms. Cummings proposal addressed the upper and lower sections independently he wanted to postpone discussion on the proposal for the lower section and hear a motion on including the upper trail proposal. Vice Chair Bremicker asked Planning Technician Engebretsen for a recommendation on the wording for the motion.

Planning Technician Engebretsen recommended the following:

MOVE TO RECOMMEND KAREN HORNADAY MASTER PLAN BE AMENDED TO INCLUDE THE UPPER WOODARD CREEK TRAIL PROPOSAL.

Further discussion resulted included Planning Technician Engebretsen will draft a resolution to include this recommendation and will present a draft of the resolution at the next meeting. This resolution will be submitted after all issues concerning the Master Plan have been addressed. Ms. Cummings opined that the lower Woodard Creek should be addressed first prior to final work on the parking area in 2009. Commissioner Tolva expressed her sincere thanks for Ms. Cummings stepping forward and taking these problems and doing the footwork necessary to accomplish the required work to preserve this area. She expressed that the City should share in the costs but that there was sure to be additional funding such as grants available and Planning Technician Engebretsen would be able to direct them on that level. The discussion then turned to the proposed parking plan included in the original Master Plan. Clarification on the location and installation of additional ball fields, removal of a kiosk, existing sheds was included in the discussion. Mr. Archibald commented that he recently drove that area and felt that due to the steepness of the area and a few other concerns that if not taken care of would propose a liability to the City. It could be the beginning of a fine trail to the City from the park.

Vice Chair Bremicker recommended ending the discussion at this time. He stated that Ms. Cummings would be contacted regarding the time scheduled for the Karen Hornaday Park Committee meeting. He then called for a break at 7:35 p.m.

Vice Chair Bremicker reconvened the meeting at 7:42 p.m.

b. Woodard Creek Lower Trail and Picnic Area

PARKS & RECREATION ADVISORY COMMISSION
REGULAR MEETING
APRIL 17, 2008

The Commissioners were given a copy of the Non-Motorized Roads and Trail Plan.

B. Karen Hornaday Committee Report

Commissioner Garay gave a report on the first Karen Hornaday Park Committee. She stated there were a large number of public in attendance. She would like to see more user groups represented such as softball and baseball. It was agreed by the Committee that to start the upper trail they needed approval from City Council even though it can be completed mostly using volunteer labor. Updating the Park Plan was also an issue that should be addressed right away in order to address the drainage issues and additional concerns. She reported that Ms. Cumming has retained the volunteer services of an engineer regarding the parking lot.

Commissioner Dickerson inquired about the status of the bridge that is not being used out on the Spit. Planning Technician Engebretsen stated that the City Manager and Harbor Director are aware of the interest but their concern is that it does have some value. There were questions raised on how the Port will be paid for the bridge. It will have to be discussed by the city administration.

Commissioner Garay noted that the Committee spoke about the lower trail issues with the fill and parking lot.

Chair Stewart commented that it was a very good meeting; he felt that there was a lot of energy and they still needed to address the Park Plan and get that task completed.

Commissioner Gunther commented how it was very interesting to learn the history of the park.

C. March 24, 2008 Council Meeting Report

Commissioner Bremicker apologized for the lack of preparation; he assured the Commissioners he was more prepared for the Council meeting. He then located his notes from the Council meeting and finished his report.

He stated the Commission was working on updating Karen Hornaday Park Plan; Reber Trail; looking at the CIP; and they had a full commission.

Planning Technician Engebretsen reported to the Commission that the Transportation Advisory Committee did extensive work on changes to Road Criteria Manual and the Council turned them down; the Council said no to any recommended changes; she expressed her opinion that it was because the members of that Committee did not attend the Council meetings to inform them what they were working on; she proceeded to use this as an example of why the Commissioners must attend the Council meetings to give a report on what the Parks & Rec Commission is working on.

PUBLIC HEARING

None.

PENDING BUSINESS

- A. Karen Hornaday Park Master Plan
 - A. Woodard Creek Upper Trail Improvements Resolution

B. Lower Woodard Creek Trail Improvements and Parking Lot Fill Resolution

Chair Stewart stated he would entertain a motion to discuss.

BREMICKER/TOLVA – MOVE TO DISCUSS RESOLUTION 08-XX AMENDING THE KAREN HORNADAY HILLSIDE PARK MASTER PLAN TO INCLUDE A TRAIL NEAR THE NORTHWESTERN EDGE OF WOODARD CREEK.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Stewart asked if everyone has been to the site to familiarize him or her with the area. Commissioner Lentfer commented that the discussion earlier seems to contradict what is depicted in the map distributed during this meeting. Chair Stewart stated that it is actually uphill from the parking lot. Ms. Cumming explained and using an aerial picture explained that the proposed trail would not actually be next to the creek since it has traveled eastward. The proposed trail will actually drop down into the former creek bed approximately 13 feet (steps.) She proceeded to describe the location of the dirt and encroachment of that dirt into the creek. Mr. Robert Archibald, City Resident pointed at an area that provided a natural contour for steps leading to the next phase. Ms. Cumming proceeding to describe the area further of the proposed trails while adding that someone has now disposed of a shed and trash too. She added that removal of the fill would allow space for the trail.

Commissioner Gunther commented that the creek presents a barrier next or on the east side near the buildings – Planning Technician Engebretsen explained that the residences and businesses are not located within close proximity to the proposed trail.

Commissioner Bremicker stated that the first thing City Council is going to ask about is financing. Ms. Cumming stated there is a guarantee for funding on the upper trail.

There was further discussion on the general path of the proposed trail, composition, and that using the outdated photos was a bit inconvenient in giving an accurate description and location.

Mr. Archibald commented that you have to walk the area to get the sense of the proposed trail in the lower portion.

Commissioner Bremicker clarified that the upper part will not require any funding from the City. He asked what the costs would be on the proposed lower trail. Ms. Cumming explained that the engineer that is on the Friends of Karen Hornaday Park could get the surveying donated by a licensed surveyor. Costs for the lower trail were not available at this time.

Planning Technician Engebretsen again cautioned the Commissioners to falling into the same trap that the TAC fell into and doing a lot of unnecessary work only to have Council say no. The only concern the commission needs to focus on is the Resolutions in front of them.

Mr. Archibald wanted to impart that he is on the Board of the Kachemak Bay Conservation Society and they have decided to take this project under their wing and solicit donations for them. Chair

PARKS & RECREATION ADVISORY COMMISSION
REGULAR MEETING
APRIL 17, 2008

Stewart responded that City Council designated a set amount of funds to the Homer Foundation to distribute to non-profits through their grant program. The Hockey Association elicited the recent additional funds approved by City Council.

Commissioner Gunther requested information on the process of the resolutions and if the Commission approves them. Chair Stewart asked if they should submit the approved resolutions to Council or should they wait until all the back up is obtained before submittal. Planning Technician Engebretsen stated that it is not necessary to wait, but it could be done that way.

Commissioner Tolva expressed that she was in favor of approval for the first resolution but would like to add another whereas clause on the second resolution for the lower trail

TOLVA/GARAY - MOVED TO ADD TO RESOLUTION 08-XX KNOWN AS "1-B", WHEREAS A FIELD SURVEY AND ESTIMATED FILL REMOVAL COST ANALYSIS IS UNDERWAY AND WILL BE FORWARDED TO CITY COUNCIL AT A LATER DATE.

She recommended that they include the letter from Mr. Kinney as backup. The resolutions will be submitted to Council prior to completion of the updated Master plan for Karen Hornaday.

There was no further discussion.

The amendment was approved by consensus of the Commission.

TOLVA/DICKERSON - MOVED TO APPROVE RESOLUTION 08-XX KNOWN TO THE PARKS AND RECREATIONS ADVISORY COMMISSION AS "1-A" AND FORWARD TO CITY COUNCIL FOR APPROVAL.

VOTE. YES. BREMICKER, GARAY, DICKERSON, TOLVA, GUNTHER, STEWART
NO. LENTFER.

Motion carried.

TOLVA/GARAY – MOVED TO APPROVE RESOLUTION 08-XX KNOWN TO THE PARKS AND RECREATION ADVISORY COMMISSION AS "1-B" AS AMENDED AND FORWARD TO CITY COUNCIL FOR APPROVAL.

VOTE. YES. STEWART. GARAY, DICKERSON, GUNTHER, TOLVA, BREMICKER.
NO. LENTFER.

Motion carried.

C. Draft Scope of Work for Trail Design Criteria Manual

TOLVA/GARAY – MOVED TO BRING TO THE FLOOR FOR DISCUSSION.

Commissioner Tolva reviewed the purpose for the Design Criteria Manual. It will complement the Homer Non-motorized and Trails Plan. She would like to see three tiers to be on the safe side. She liked the footpath, the big trail and the in between trail. She wants to accommodate for changes in the future and does not want to be shortsighted.

Karen Hornaday Park Committee Meeting

**Unapproved Summary Notes
April 15, 2008**

Committee Members Present: Teena Garay, Thaddaeus Gunther, Lou Stewart
Staff: Julie Engebretsen

Public: Skip Richards, Beth Cumming, Robert Archibald, Jim Preston, Ralph Broshes, Marty

Lou Stewart called the meeting to order at 1:00 pm.

The group discussed two proposals in the park. First, a trail along the upper end of the parking lot. There was consensus that this section of trail could be built with volunteer labor fairly easily. The second proposal is to remove some fill from the eastern parking lot, along Woodard Creek, to stabilize the fill, and also create a trail. There was consensus that this would need some engineering and could cost \$30,000-\$50,000 for dirt work. It was commented that the Little League Association should have a Memorandum of Agreement with the City of use of Karen Hornaday Park.

It was noted that there are two resolutions before the Parks and Recreation Advisory Commission. After the Commission's positive recommendation, they would go to Council for Council's consideration and direction. There was discussion that action is needed; not simply for these projects to be on a long term wish list. Activity should take place this summer. In addition, the Karen Hornaday Park Plan needs to be updated with the input of all user groups, particularly ball players, and a discussion of parking needs.

Meeting adjourned at 2:00 pm.

**CITY OF HOMER
HOMER, ALASKA**

Roberts/Heimbuch

RESOLUTION 08-92

A RESOLUTION OF THE CITY COUNCIL OF HOMER,
ALASKA, SUPPORTING THE IDEA OF A TRAIL AND
OTHER PARK ENHANCEMENTS IN THE FILLED AREA OF
KAREN HORNADAY PARK.

WHEREAS, The City Council of Homer, Alaska, is aware the Parks and Recreation Advisory Commission recommended two Resolutions regarding the parking area west of Woodard Creek; and

WHEREAS, The City Council has been addressed by the Friends of Woodard Creek as to their concerns; and

WHEREAS, The City Council supports the concepts of improved trail access, park embellishments, erosion control and stream rehabilitation in the fill area; and

WHEREAS, In September 2008 it is anticipated the City Council will review and adopt the Karen Hornaday Park Master Plan; and

WHEREAS, The City Council supports the hiring of a hydrologic planner and/or a landscape planner to investigate options and ideas for the filled area.

NOW, THEREFORE, BE IT RESOLVED that the City Council supports the idea of a trail and other park enhancements in the filled area of Karen Hornaday Park.

PASSED AND ADOPTED by the Homer City Council this 25th day of August, 2008.

CITY OF HOMER


JAMES C. HORNADAY, MAYOR

ATTEST:


JO JOHNSON, CMC, CITY CLERK

Fiscal information: N/A.



City of Homer
Planning & Zoning
491 East Pioneer Avenue
Homer, Alaska 99603-7645

Telephone (907) 235-3106
Fax (907) 235-3118
E-mail Planning@ci.homer.ak.us
Web Site www.ci.homer.ak.us

MEMORANDUM 08-

To: Mayor Hornaday and Homer City Council
Through: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Planning Technician
Date: August 29, 2008
Subject: Karen Hornaday Hillside Park Master Plan

Introduction

The Commission has discussed the park master plan numerous times over the past year. At their meeting of August 21, 2008, they forwarded a recommendation to the City Council that the Council adopt a resolution approving the master plan.

The aspect of the plan that has had the most public attention and comment was the proposal to remove a significant amount of fill from the eastern parking lot, the engineer's cost estimate of approximately \$44,000 for this work, and the idea of building a trail or network of trails between the parking lot and the creek.

Recommendation

Review the master plan and adopt the resolution



ORDINANCE REFERENCE SHEET
2017 ORDINANCE
ORDINANCE 17-22

An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 19.04.090 to Allow Upright and Flat Memorial Markers at the Hickerson Memorial Cemetery and Defining Their Dimensions and Composite.

Sponsor: City Manager/City Clerk

1. Council Regular Meeting May 30, 2017 Introduction

1 CITY OF HOMER
2 HOMER, ALASKA

3 City Manager/City Clerk

4 ORDINANCE 17-22

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
7 AMENDING HOMER CITY CODE 19.04.090 TO ALLOW UPRIGHT AND
8 FLAT MEMORIAL MARKERS AT THE HICKERSON MEMORIAL
9 CEMETERY AND DEFINING THEIR DIMENSIONS AND COMPOSITE.

10
11 WHEREAS, Policies and Guidelines for the Hickerson Memorial Cemetery have been
12 written; and

13
14 WHEREAS, The Homer City Code does not permit upright memorial markers at the
15 Hickerson Memorial Cemetery; and

16
17 WHEREAS, For many years, upright memorial markers have been placed at the
18 Hickerson Memorial Cemetery; and

19
20 WHEREAS, It is in the interest of the City of Homer and its residents to permit upright
21 memorial markers at the cemetery.

22
23 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

24
25 Section 1. Section 19.04.090, Monuments, is amended to read as follows:

26
27 a. ~~No monument or other memorial shall protrude above ground level.~~ **Upright and flat**
28 **memorial markers are allowed.**

29 b. No monument or other memorial or plant of any kind shall be placed upon, altered or
30 removed from the premises by any person without the written consent of the City.

31 c. ~~All monuments shall be placed on the longitudinal center line approximately 12 inches inside~~
32 ~~the end of the cemetery lots.~~ **All flat markers and/or upright headstones shall be**
33 **constructed of sandstone or limestone, marble, granite, or concrete and will be a**
34 **minimum 24" x 12" x 4" in dimension, not to exceed 48" x 24" x 4" in dimension and set**
35 **flush with the ground.**

36
37 Section 2. This ordinance shall take effect upon its adoption by the Homer City Council.

38
39 Section 3. This ordinance is of a permanent and general character and shall be included
40 in the City Code.

41 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 12th day of June, 2017.

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CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form.

Mary K. Koester, City Manager

Date: _____

Holly C. Wells, City Attorney

Date: _____

Fiscal Note: NA

ORDINANCE REFERENCE SHEET
2017 ORDINANCE
ORDINANCE 17-23

An Ordinance of the City Council of Homer, Alaska, Appropriating Funds in the Amount of \$2,344,784 from the Homer Permanent Fund to Pay Off the Library Construction Loan and Help Fund a New Police Station, and Repealing HCC Chapter 3.12, Permanent Fund.

Sponsor: Lewis

1. Council Regular Meeting May 30, 2017 Introduction

1 **CITY OF HOMER**
2 **ORDINANCE 17-23**

3 Lewis

4 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
5 APPROPRIATING FUNDS IN THE AMOUNT OF \$2,344,784 FROM
6 THE HOMER PERMANENT FUND TO PAY OFF THE LIBRARY
7 CONSTRUCTION LOAN AND HELP FUND A NEW POLICE STATION,
8 AND REPEALING HCC CHAPTER 3.12, PERMANENT FUND.

9
10 WHEREAS, The Homer Permanent Fund was established by Ordinance 05-14(S) for the
11 purpose of receiving monies from the distribution of the Exxon Valdez Oil Spill settlement and
12 other “wind-fall” funds, and serving as an endowment whose income would be used to support
13 City government, and whose principal could be loaned to support City capital projects; and

14
15 WHEREAS, The amount that the City received from the distribution of the Exxon Valdez
16 Oil Spill settlement and other wind-fall funds was substantially less than anticipated at the
17 time the Homer Permanent Fund was established; and

18
19 WHEREAS, The limitations on investments in city code restrict the earnings the Homer
20 Permanent Fund income is able to realize; and

21
22 WHEREAS, The amounts in the Homer Permanent Fund could serve their purpose better
23 if they were transferred to pay off debt and help fund a new police station; and

24
25 WHEREAS, The City of Homer can save over \$1m dollars in avoided interest charges by
26 paying the United States Department of Agricultural Rural Development Loan for library
27 construction off early; and

28
29 WHEREAS, Any capital dollars for the new police station will allow the City of Homer to
30 borrow less money to fund the project; and

31
32 WHEREAS, With the transfer of the amounts in the Homer Permanent Fund to service
33 debt and fund an essential capital project, it is appropriate to repeal the Homer City Code
34 provisions regarding the Homer Permanent Fund.

35
36 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

37
38 Section 1. The City Council hereby appropriates \$1,221,415 from the Homer Permanent
39 Fund to pay off in full the United States Department of Agricultural Rural Development Loan.

40
[**Bold and underlined added.** Deleted language stricken through.]

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 17-050

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
CONFIRMING THE APPOINTMENT OF MELISSA JACOBSEN AS CITY
CLERK.

WHEREAS, On February 10, 2017 Jo Johnson provided notice of her intent to retire effective June 1, 2017; and

WHEREAS, It is my intent to promote Melissa Jacobsen to the position of City Clerk; and

WHEREAS, Section 2.12.010 of the Homer City Code states that the City Clerk shall be appointed by the City Manager and confirmed by the City Council; and

WHEREAS, I believe that confirmation is particularly important for this position since the City Clerk has such a direct and close working relationship with the Mayor and Council; and

WHEREAS, Melissa Jacobsen was hired in the Homer City Clerk's office in 2004 as Deputy City Clerk I and was promoted to Deputy City Clerk II in 2007; and

WHEREAS, Melissa Jacobsen was awarded the International Institute of Municipal Clerks Certified Municipal Clerk designation in 2008 and she was awarded the Master Municipal Clerk designation in 2016; and

WHEREAS, Melissa's work in the Clerk's office has been consistently exemplary in all areas and she has done an excellent job in her position as Deputy City Clerk II; and

WHEREAS, Melissa's experience and skills are a real asset and the City is fortunate to have her fill the position of City Clerk.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby confirms the appointment of Melissa Jacobsen as City Clerk.

PASSED AND ADOPTED by the Homer City Council, this 30th day of May, 2017.

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CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, RETIRING CITY CLERK

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 17-051

A RESOLUTION OF THE HOMER CITY COUNCIL CONFIRMING THE
CITY MANAGER'S APPOINTMENT OF RICK ABBLOUD AS THE ACTING
CITY MANAGER FOR CALENDAR YEAR 2017.

WHEREAS, Homer City Code 2.04.010(b) states that the City Manager shall annually appoint an Acting City Manager, subject to the City Council confirmation which is revocable at any time, by the Council; and

WHEREAS, Pursuant to Homer City Code Section 2.04.010(b) the Acting City Manager shall assume the duties and powers of the City Manager in his absence.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council that Rick Abboud is hereby appointed by City Manager Katie Koester and confirmed by the Homer City Council as Acting City Manager for the Calendar Year 2017.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 30th day of May, 2017.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager

4 **RESOLUTION 17-052**

5
6 A RESOLUTION OF THE HOMER CITY COUNCIL DESIGNATING
7 SIGNATORIES OF CITY ACCOUNTS AND SUPERSEDING ANY
8 PREVIOUS RESOLUTION SO DESIGNATING.
9

10 WHEREAS, Melissa Jacobsen was appointed as City Clerk via Resolution 17-050 and Rick
11 Abboud was appointed as Acting City Manager via Resolution 17-051; and
12

13 NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer, Alaska, that the
14 designated signatories, effective June 1, 2017, are as follows with the number of signatories
15 defined:
16

17 On the regular Wells Fargo Bank Alaska checking account #016030109 that the following are
18 the designated signatories for this account, with dual signatures required for checks over
19 \$5,000; on the investment accounts with Alaska Municipal League, First National Bank,
20 Raymond James Investment, Wells Fargo Bank Alaska, and other institutions, and for
21 Department of Administration Grants and other grants, one of the following authorized
22 signatories or the dual electronic authorization system is required for all transactions:
23

24 **BRYAN ZAK, MAYOR**
25 **CATRIONA REYNOLDS, MAYOR PRO TEMPORE**
26 **MARY K. KOESTER, CITY MANAGER**
27 **RICK ABBOD, ACTING CITY MANAGER**
28 **MELISSA JACOBSEN, CITY CLERK**
29 **ELIZABETH WALTON, FINANCE DIRECTOR/TREASURER**
30

31 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 30th day of May, 2017.
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33 CITY OF HOMER
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38 BRYAN ZAK, MAYOR
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43 ATTEST:
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47 JO JOHNSON, MMC, CITY CLERK
48
49 Fiscal Note: N/A

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 17-053

A RESOLUTION OF THE HOMER CITY COUNCIL ESTABLISHING THE
CITY OF HOMER PROPERTY TAX MILL LEVY RATE AT 4.5 MILS FOR
2017.

WHEREAS, Homer City Code 9.04.040 states that the City Council must establish a mill
rate no later than June 15 of each year; and

WHEREAS, Council set the mill rate at 4.5 mills for 2017 with the adoption of budget
Ordinance 16-54(A); and

WHEREAS, The 4.5 mill rate established by Ordinance 16-54(A) will be maintained.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes the
City of Homer property tax mill levy rate at 4.5 mills for 2017 and authorizes the City Manager
to so inform the Kenai Peninsula Borough.

PASSED AND ADOPTED by the Homer City Council this 30th day of May, 2017.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: Estimated real property tax revenue \$2,914,354, Account No. 100-0005-4101.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager

4 **RESOLUTION 17-054**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ESTABLISHING A 2017 MILL RATE OF 9.962541 MILLS FOR THE
8 OCEAN DRIVE LOOP SPECIAL SERVICE DISTRICT.
9

10 WHEREAS, The City of Homer may by ordinance, establish, alter, and abolish differential
11 tax zones to provide and levy property taxes for services not provided generally in the City, or
12 a differential levy than that generally provided in the City; and
13

14 WHEREAS, The City Council adopted Ordinance 11-49(S) to create the Ocean Drive Loop
15 Special Service District to provide special services to the properties along the seawall to
16 include operation, maintenance, repair, reconstruction, improvement, insurance,
17 administration and other related activities conducted in the course of making and keeping the
18 seawall operational for its intended erosion control purpose; and
19

20 WHEREAS, The District is funded by a property tax levied on the properties in the Special
21 Service District; and
22

23 WHEREAS, HCC 15.10.020 provides that “The City Council shall annually set the mill levy
24 pursuant to Section 9.04.040”; and
25

26 WHEREAS, HCC 9.04.040 states that the City Council must establish a mill rate no later
27 than June 15 of each year; and
28

29 WHEREAS, The mill rate established herein is in addition to the general real property tax
30 mill rate.
31

32 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes a
33 2017 mill rate of 9.962541 mills for the Ocean Drive Loop Special Service District and authorizes
34 the City Manager to so inform the Kenai Peninsula Borough.
35

36 PASSED AND ADOPTED by the Homer City Council this 30th day of May, 2017.
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CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: Revenue \$25,000, Acct. 808-375-4518

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Finance Director

5 **RESOLUTION 17-055**

6
7 A RESOLUTION OF THE HOMER CITY COUNCIL ELECTING TO
8 PARTICIPATE IN THE AMLJIA LOSS CONTROL INCENTIVE
9 PROGRAM FOR THE CITY OF HOMER FOR THE 2016-2017 POLICY
10 YEAR.

11
12 WHEREAS, The City of Homer is a member of the Alaska Municipal League Joint
13 Insurance Association (hereinafter “AMLJIA”); and

14
15 WHEREAS, The AMLJIA provides comprehensive risk management assistance and
16 provides workers’ compensation, liability and property coverage for the City of Homer; and

17
18 WHEREAS, The AMLJIA developed the Loss Control Incentive Program to help reduce
19 member losses individually and pool wide; and

20
21 WHEREAS, The AMLJIA provides all written program materials necessary, and offers
22 assistance to participants; and

23
24 WHEREAS, Pool members that participate in the Loss Control Incentive Program and
25 complete the required activities, will have the opportunity to earn a discount on their
26 contribution; and

27
28 WHEREAS, It is the City of Homer’s policy to provide a safe environment for its students,
29 employees, citizens, and the visiting public; and

30
31 WHEREAS, The Loss Control Incentive Program will enhance such an environment.

32
33 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council elects to participate in
34 the AMLJIA Loss Control Incentive Program for the 2016-2017 policy year.

35
36 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 30th day of May, 2017.

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38 CITY OF HOMER

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42 BRYAN ZAK, MAYOR

43 ATTEST:

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JO JOHNSON, MMC, CITY CLERK

48

49 Fiscal Note: Up to \$22,000 estimated in savings distributed to all accounts.

**CITY OF HOMER
HOMER, ALASKA**

City Manager/City Clerk

RESOLUTION 17-056

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
ADOPTING THE POLICIES AND GUIDELINES FOR THE HICKERSON
MEMORIAL CEMETERY.

WHEREAS, The City of Homer is the owner and operator of the Hickerson Memorial Cemetery; and

WHEREAS, Administration has composed the Policies and Guidelines for the Hickerson Memorial Cemetery; and

WHEREAS, It is in the best interest of the City of Homer, its citizens, and all persons utilizing the Hickerson Memorial Cemetery to establish policy guidelines and operational rules for the administration of the Cemetery.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council adopts the Policies and Guidelines for the Hickerson Memorial Cemetery.

PASSED AND ADOPTED by the Homer City Council on this 12th day of June, 2017.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A

CITY OF HOMER

HICKERSON MEMORIAL CEMETERY

POLICIES AND GUIDELINES



City of Homer

491 E. Pioneer Avenue

Homer, AK 99603

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Cemetery Management and General Provisions

1. The Hickerson Memorial Cemetery is owned by the City of Homer.
2. The City Manager or their designee shall manage the Hickerson Memorial Cemetery.
3. Hickerson Memorial Cemetery will remain open at all times to pedestrian visitors.
3. The Homer City Council reserves the right to amend the rules and regulations.

Definitions

Administrator – the person who administers the cemetery records and cemetery policy.

Block – An area consisting of one or more cemetery plots.

Burial Transit Permit – The Burial Transit Permit is issued by the Alaska Bureau of Vital Statistics and must accompany the dead body, fetus, or cremains until its final disposition. The permit must be endorsed and retained permanently in the City's files.

Cemetery Burial Records Justification – A form that includes the name of the deceased and date and location of interment. The form is maintained permanently in the City's files.

Cemetery Office – The office for cemetery records and Administration. The Cemetery Office located in the Homer Clerk's Office at 491 E. Pioneer Avenue, Homer, Alaska. Phone 907-235-3130.

Columbarium – A structure containing niches for the interment of cremated remains.

Columbarium Niche – A recessed compartment in a columbarium, designed to hold urns.

Contractor - The funeral home, licensed by the State of Alaska that provides services in the Hickerson Memorial Cemetery.

Cremains – The cremated remains of a deceased person.

Disinterment – The legal removal of a deceased person's remains from an interment site. A permit by the State of Alaska Department of Vital Statistics is required.

Hickerson Memorial Cemetery – A cemetery for interment of human remains.

Interment – The burial of the remains of a deceased person and/or the placing of an urn in the Columbarium wall.

Lot – The term "lot" applies to a space of sufficient size within a block to accommodate a burial.

Lot Marker – A marker used by cemetery personnel to locate corners of a lot.

Maintenance Office – The office for maintenance of the cemetery grounds. Public Works Department is located at 3250 Heath Street, Homer, Alaska. Phone 907-235-3170.

Hickerson Memorial Cemetery
Policies and Guidelines

Definitions - continued

Memorial - A marker, monument, or headstone placed on an interment plot to identify or in memory of the interred.

Reservation holder – Any person holding a valid reservation for an interment site for future interment, with all reservation fees paid in advance.

Interment Spaces (other than Columbarium)

1. The City Clerk shall assign and sell plots upon request and shall preserve the interment records for the City.
2. Only human remains are permitted to be buried in the Hickerson Memorial Cemetery.
3. Reservation of an interment space in the cemetery may be made by applying to the City Clerk, being assigned a plot or plots by the purchase of same. It is prohibited for the purchaser of said plots to re-sell or assign the plots except to the City, unless legal assignment is passed to another individual through inheritance. Hickerson Memorial Cemetery maps are available from the City.
4. The reservation of a plot conveys the right to use the plot for interment purposes and not ownership of such real property. Reservations shall include a 30-year sunset clause, requiring renewal at no fee to the permit holder. At the expiration of 30 years, if an interment has not taken place, the plot returns to the City if the permit holder fails to renew or the City cannot locate the permit holder. Any marker left on the plot will be removed and disposed of as the City in its sole discretion deems appropriate.
5. One casket and up to two cremains may be interred in a standard plot. Up to three cremains may be interred in a standard plot when there has been no casket interment on the site. Two caskets may be interred in a standard plot, the second casket being placed on top of the first casket.
6. Interments in the Cemetery will only occur in geo-referenced plots according to an overall Hickerson Memorial Cemetery GIS plan. Plots shall be platted in five-feet (5') by ten-feet (10') plots.
7. Family plot sections are permitted to install one family monument in addition to the markers on the individual plots and must be placed within the boundaries of the combined plots.
8. The plot reservation may not be transferred. If the plot is surrendered, 75 percent of the reservation fee paid for the plot shall be refunded to the reservation permittee listed in the Cemetery interment records as determined by the City Manager.
10. Interment sites may be reserved on a first come, first served basis by any person for himself or family members to a maximum of ten interment sites. In order to encourage family interment plot use and to discourage institutional speculation, funeral homes, and

other similar corporate or business entities are excluded from acquiring interment sites, except for a specific, immediate interment.

Interments and Disinterments

1. The City Clerk shall be provided with all required state interment and transit permits before interment will be permitted. The City must be notified a minimum of 72 hours in advance of the time of interment and all fees must be paid prior to interment.
2. Interment or disinterment shall be made in compliance with all state and city laws and regulations. Any interment workers used to excavate, fill, or modify an interment site must be approved by the Contractor.
3. All openings, closings, plot preparation, interments, disinterments, marker placement and removals shall be overseen by the City and under the supervision of the City Manager or their designated representative. Openings, closings, and disinterment shall not be allowed without the required State of Alaska disinterment permit(s). No modification or adjustment may be made to monuments or markers without written approval of the City.
4. The ceremonial participation by family members or friends in the excavation or backfilling of an interment site is permitted upon approval by the Contractor.
5. It is the intention of the City to accommodate the interment of deceased individuals in a timely manner. However, the physical condition of the Cemetery (snow, weather, frozen soil, saturated ground and other reasons) may make timely interment difficult. The City reserves the right to delay interment if necessary for the maintenance of the Cemetery grounds.
6. No disinterment shall occur without prior receipt by the City of a duly executed Court Order for such disinterment, which is issued in a district court for the State of Alaska, or the issuance of a State of Alaska disinterment permit.
7. The Contractor licensed by the State of Alaska must be present at all disinterments.

Columbarium

1. Interment. Only human cremated remains in an urn may be placed in a columbarium niche. A separate interment application shall be required for each urn to be interred. A maximum of two urns may be placed in a columbarium niche.
2. Opening/Closing. The initial opening and closing of the niche is included in the cost of the niche. If it is necessary to reopen a niche at a later date, for interment of a second or subsequent urn or other reasons, an additional fee will be incurred. The City Manager, City Clerk or a specific designee are the only personnel permitted to authorize opening, closing and documentation of such.
3. Decorations. a. Natural fresh flower arrangements are permitted at the columbarium during the summer months between May 1 and September 30th. Plastic or silk flowers shall be discouraged at the Hickerson Memorial Cemetery. The City reserves the right, on the first day of each month, to remove flower arrangements. b. Glass or ceramic containers are not allowed in the columbarium area. c. No arrangements, flags, or decals, etc. shall be taped, wired, glued or pasted to a niche plaque or front. d. All unsightly arrangements shall be removed at the discretion of City personnel. e. Potted plants may be placed at the base of the columbarium in front of the niche space of a friend or loved one on holidays, birthdays, anniversaries or dates of death. Such decorations are subject to removal under section (a) above.
4. Purchase. The cost of the niche shall include the niche itself, one opening and closing, and perpetual care. A single niche shall also include a granite niche plaque with appropriate lettering. Reservations shall include a 30-year sunset clause, requiring renewal at no fee to the permit holder. At the expiration of 30 years, if an interment has not taken place, the niche returns to the City if the permit holder fails to renew or the City cannot locate the niche permit holder.
5. Refund. The niche may not be transferred to any other person other than a family member upon the approval of the City Manager. If the niche is unused and surrendered, 75 percent of the fee shall be refunded to the niche permittee listed in the Cemetery interment records, or as determined by the City Manager.
6. Right to remove urns, niche plaques, and cremains. In the event repairs, natural disasters or other events require maintenance to the columbarium, the City retains the right, in its sole discretion, to remove urn(s) and niche plaques, or to relocate all or any part of the cremains, as it deems necessary. The City will make every attempt to contact the permittee or the responsible party should such action become necessary.

7. Personal property. The City is not responsible for any items placed or left on or around any interment. Any items placed or left on or around any interment that does not qualify as a decoration under subsection 3 above, shall be deemed abandoned property and may be removed and disposed of as the City deems appropriate.

Records

1. The City shall keep records of all interments and disinterments in the Hickerson Memorial Cemetery and Columbarium wall. The records shall include a register for each plot containing an alphabetical index of the names of the persons interred or disinterred from the plot and other vital information. Information will include the deceased's place and date of birth, date of death, date of interment or disinterment and interment site location as may be available. An official map of the Hickerson Memorial Cemetery shall be maintained by the City so that the exact place of interment or disinterment by section and plot can be ascertained.
2. Upon the death of a reservation holder of a site (interment site or columbarium niche), the heirs or assigns of the deceased shall file satisfactory proof with the City of their heir status for the purpose of establishing the new permit holder on the records of the City. In the event an apparent heir may have the desire to use or assign a family site prior to the settlement of the estate of the deceased, the executor or personal representative of the original reservation holder will become the reservation holder.

Maintenance and Landscape Regulations

1. The City of Homer reserves the right at any time to enlarge, reduce, re-plat or change the boundaries of the Cemetery or any part thereof; to modify, change location, move or regrade roads, drives, walks or any part thereof; to lay, maintain, operate, alter or change pipelines, gutters, sprinkler systems or drainage; and to relocate interment sites or allow disinterment upon proper legal authority. The City reserves for itself the perpetual right of ingress and egress over all plots for the purpose of maintenance, operations or any emergency work necessary to the operation of the Cemetery.
2. The City of Homer reserves the right to move the remains in any interment sites which are located in the Cemetery when and if such sites are in imminent danger of destruction by natural elements. The City shall make every attempt to notify relatives of the deceased whose interment sites are in danger if such relatives can be identified on the City's records.
3. The City of Homer is responsible for the maintenance of the Hickerson Memorial Cemetery and shall be administered by the Public Works Department.
4. The City of Homer shall take reasonable precaution to protect all interment markers within the Hickerson Memorial Cemetery from loss or damage yet expressly disclaims any responsibility for loss or damage from causes beyond reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, or unavoidable accidents shall be excluded from the City of Homer's responsibilities. Severely damaged markers must be repaired or replaced at the expense of the family, the permit holder, or the responsible party.
5. Planting of trees, shrubbery, plants or turf within the Hickerson Memorial Cemetery shall be with the written consent of the City Manager or his designated representative. Failure to get prior authorization may result in removal of plant material.
6. The City will maintain a one lane driveway in winter as conditions allow. The City or the Contractor will clear the path to the interment site as conditions allow when a winter funeral is scheduled.
7. The City shall maintain Cemetery grounds at reasonable intervals, as well as raking, cleaning, grading and landscaping.
8. All grading of lots shall be done by City personnel. No person shall do any grading causing the surface of the ground to be raised above the existing height of the surrounding area.

Only City approved personnel shall discharge any chemical or organic fertilizer, herbicide or other substance on any lot.

9. The Contractor will provide, place, and remove greens, decorations or seating used for an interment and must provide necessary lowering devices.
10. No work utilizing any type of power tools shall be done during an interment service. No work of any kind may be performed within 200 feet of an ongoing interment service.
11. No person shall perform any work in the Cemetery in such a manner as to interfere with the walks, decorations, or general arrangement of the Cemetery, except through the written permission of the City Manager and under his/her supervision.
12. Preparation of interment sites shall be the responsibility of the Contractor.

Plants and Decorations

1. Family members may place natural flowers on interment sites immediately adjacent to the marker for any holiday, birthday, and date of death or anniversary.
2. The City reserves the right, on the first day of each month, to remove all decorative items from interment plots and dispose of them. The City is not liable for damages caused to, or the disappearance of flowers, plants or shrubs and assumes no responsibility for their return. Items disposed by the City will not be recoverable.
3. Any decoration placed by any individual is the responsibility of that individual. The City does not guarantee that any items placed on any interment site or columbarium niche will be protected in any way from the elements, thieves, or vandals. All items placed are at the risk of the individual and subject to disposal on the first day of each month.
4. When a holiday (such as Memorial Day) occurs at the end of the month, the flowers placed for that holiday will not be removed until the first day of the second subsequent month (July 1st for Memorial Day). Likewise, if an interment takes place at the end of a particular month, the city will make every effort to leave flowers until the first day of the second subsequent month.
5. Live plants, freshly cut flowers, wreaths, or flower baskets may remain on a plot no longer than 30 days. Flowers shall not be placed in or attached to trees, shrubs, or gate. The City is not responsible for damage or liable for the return of such items.
6. Digging holes or the removal of grass or sod for any purpose, the construction or placement of concrete slabs, or the placement of rocks or any other coverings over interment sites is prohibited.
7. Glass containers of all types and unattended lit candles are prohibited.
8. No person shall pluck or remove any flower, plant, or shrub, either wild or cultivated from the Cemetery grounds or move such items from one interment site to another.
9. Permanent raised obstructions such as mounds and fences are prohibited.

Memorial Markers

1. All interment sites shall have a temporary marker immediately installed upon interment and a permanent marker installed within 24 months after interment. Design and dimensions of markers must meet the requirements established within this policy.
2. Monument Foundations. Any monument that exceeds 48" in height shall require a foundation analysis.
4. No more than one upright marker per plot will be allowed. Family plots with more than one interment may have a single family monument with flat markers on individual plots. One marker may mark up to two plots in all sections of the Cemetery.
5. Flat Markers/Headstones. All flat markers/headstones shall be constructed of sandstone or limestone, marble, granite, or concrete and will be a minimum 24" x 12" x 4" in dimension, not to exceed 48" x 24" x 4" in dimension and set flush with the ground.
6. Memorial Wall/Columbarium Inscriptions: a. The inscription on the memorial wall/rail plaques will include the first name, middle initial (if desired), and last name together with the year of birth and the year of death up to 40 characters. Additional phrases may be added if they meet the maximum characters per plaque of 40 characters. b. The inscription on the niche plaque will include the name(s) of the deceased and/or family name and year of birth and of death. The cost of the niche includes an initial engraving of up to 40 letters. Engraving in excess of 40 letters will incur additional charges as specified by the Contractor. c. All inscriptions will be of a standardized font and size dictated by the City. No additional carvings will be added to any niche plaque. NOTE: - Inappropriate language, as determined by the City Manager or their designee, will not be permitted on any of the markers, plaques or emblems at the Hickerson Memorial Cemetery.
7. Upright or Slanted Markers/Headstones. All upright or slanted markers/headstones must be set on and affixed to a single poured concrete or granite base, installed at the head of the interment site, centered and inside the plot area and must not exceed a height of 48" above 16 grade. The base shall extend 3" beyond all sides of the marker/headstone, shall be at least 4" thick and set flush with the ground. The City must be notified prior to any plot preparation, construction, or placement of headstone or marker. Markers/headstones must not exceed 48" in width, excluding below grade base or foundation and must not exceed 24" in depth.
8. Family Monuments. The Hickerson Memorial Cemetery will permit upright monuments in specified areas. All reference to "Monuments" is to mean family monuments that

protrude above the lawn surface requiring a foundation. The intent of this section is to allow a maximum of one above-ground monument per family plot. Any work correcting deficiencies will be at the cost of the permit holder of the plot or the responsible party.

Prohibited Acts

1. No person other than authorized Cemetery personnel shall be allowed to perform any work on any interment site or lot within the grounds without written permission from the City.
2. Alcoholic beverages or controlled substances are strictly prohibited within the confines of the Hickerson Memorial Cemetery with the exception of special Cemetery events, which must be approved in writing and in advance by the City Manager or their designee.
3. No money shall be paid to the attendants at the Cemetery and visitors/plot permit holders must not otherwise engage City or Contractor employees to perform work. All orders, inquiries, and complaints must be filed with the City Manager.
4. No skateboards, roller blades or private off-road recreational vehicles shall be allowed on Cemetery property. Bicycles are restricted to Cemetery roadways only. Trucks over one ton, buses, tractors, trailers, and oversized vehicles are strictly prohibited from the Cemetery property unless approved in writing by the City Manager. Maintenance vehicles and equipment owned by the City or the Contractor are exempt from this provision.
5. A person shall not drive a hearse, pick-up or automobile on Cemetery lawn areas.
6. No person shall deposit waste or other hazardous or unsightly substances in the Cemetery.
7. Except as authorized in writing by the City Manager or their designee for the operations of the Cemetery, it is unlawful for any person to operate or drive any motor vehicle off of gravel roads. Snow machines or off-road motorcycles are prohibited in the Cemetery. Vehicles must not exceed 10 mph.
8. No person shall plant or set any tree, shrub, flower, grass, or other plant of any kind in the Cemetery without the written approval of the City.
9. It is unlawful for any person, except a City employee or the Contractor in the performance of their Cemetery duties, to willfully make any unnecessary noise or disturbance within the Cemetery.
10. Horseback riding or horse carriages within or through the Cemetery is expressly prohibited unless part of a ceremony.

11. It shall be unlawful for a person to sell or offer for sale any article of merchandise or any fruit, drink, or beverage within the limits of the Cemetery unless a specific activity is approved in writing by the City Manager.
12. No person shall pick or mutilate any flowers, either wild or domestic, or disturb any trees, shrubs, or other planted material.

Violation – Penalty.

Any person, firm or corporation who violates or maintains any violation of the provisions of this chapter shall, upon conviction thereof, be fined in an amount not to exceed three hundred (\$300.00) dollars or the direct cost of replacement or repair of damaged Cemetery property, whichever is greater. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager

4 **RESOLUTION 17-057**

5
6 A RESOLUTION OF THE HOMER CITY COUNCIL APPROVING AN
7 ASSIGNMENT OF LEASE AT THE AIRPORT TERMINAL AND
8 AWARDED HEATHER TEMPLE AND AMANDA MORAN, DBA FLYING
9 WHALE COFFEE, A LEASE ENDING JULY 31, 2020, WITH ONE, FIVE-
10 YEAR OPTION TO RENEW, AT AN ANNUAL BASE RENT OF \$3,876
11 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE
12 APPROPRIATE DOCUMENTS.
13

14 WHEREAS, Dan Lush, the owner of Flying Whale Coffee, has reached a tentative
15 agreement to sell the Flying Whale Coffee business to Heather Temple and Amanda Moran,
16 who wish to continue operating Flying Whale Coffee at the Homer Airport Terminal
17 Concession Spaces 103 and 104; and
18

19 WHEREAS, Per Chapter 13.3 of the City's Lease Policies and Procedures, Heather
20 Temple and Amanda Moran have submitted a lease application and request to the City of
21 Homer to assume the existing lease that ends July 31, 2020 in order to complete the business
22 sale; and
23

24 WHEREAS, The City Administration and the Lease Advisors have reviewed the
25 application and found it to be complete and responsive; and
26

27 WHEREAS, The City Administration recommends to City Council that the lease
28 assignment request be granted to Heather Temple and Amanda Moran, dba Flying Whale
29 Coffee, a lease ending July 31, 2020 with one, five-year option to renew, be awarded to
30 Heather Temple and Amanda Moran without advertising through the Request for Proposal
31 process.
32

33 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby approves the
34 assignment of the lease at the Homer Airport Terminal, Concession Spaces 103 and 104 for
35 Flying Whale Coffee and authorizes the City Manager to move forward with lease negotiations
36 and execute the appropriate documents.
37

38 PASSED AND ADOPTED by the Homer City Council this 30th day of May, 2017.
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CITY OF HOMER

BRYAN ZAK, MAYOR

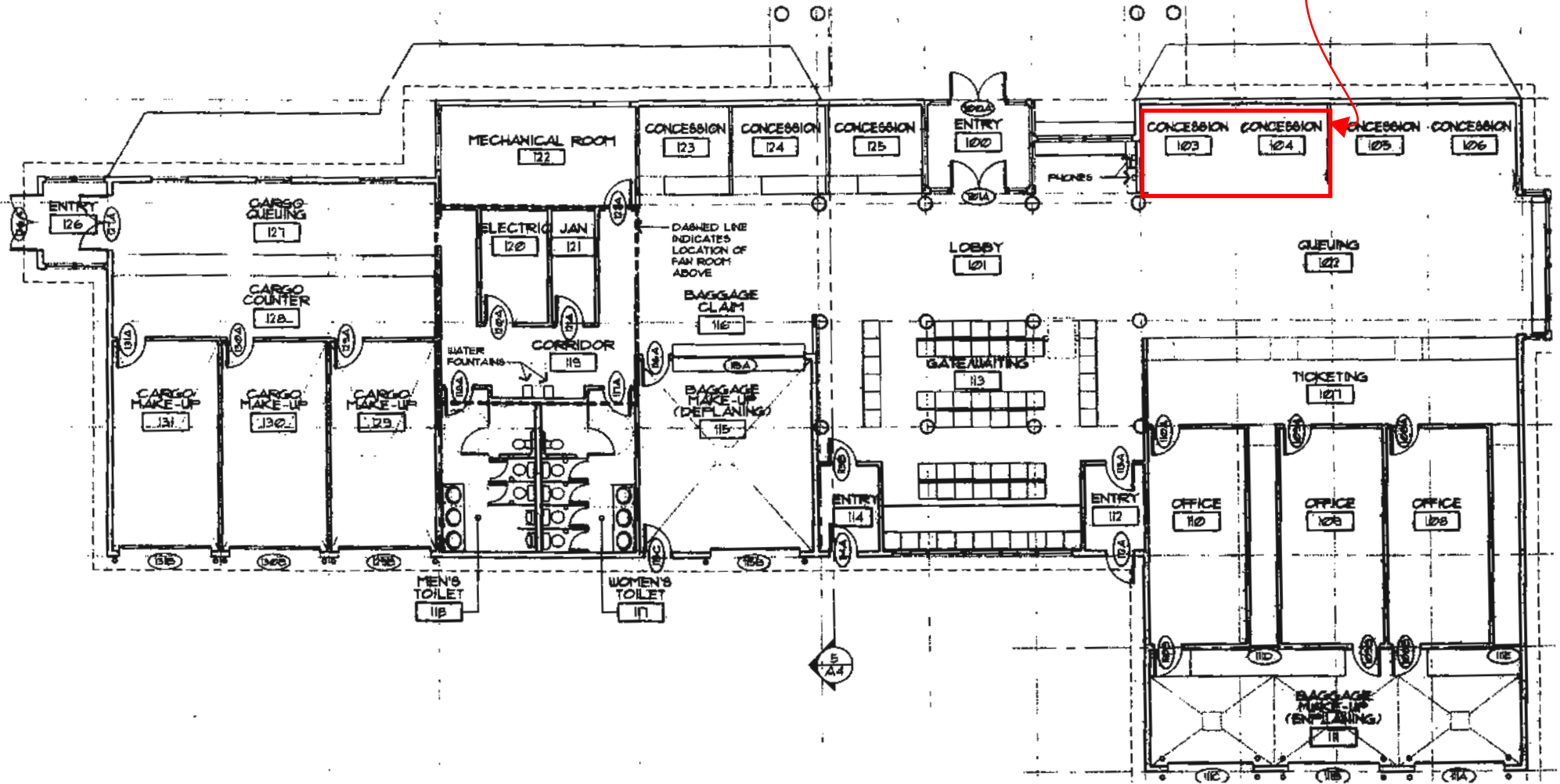
ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal information: Base lease is \$3,876 annually, plus a 10% of gross sales, not less than \$200 per month.

City of Homer
Airport Terminal Floor Plan

Flying Whale Coffee



**CITY OF HOMER
HOMER, ALASKA**

Aderhold

RESOLUTION 17-058

A RESOLUTION OF THE HOMER CITY COUNCIL IN SUPPORT OF
THE KENAI PENINSULA BOROUGH'S CONTINUED COMMITMENT
TO FUND K-12 AND POST-SECONDARY EDUCATION.

WHEREAS, A well-educated public, from kindergarten through college, contributes to the well-being and economy of Homer and the Kenai Peninsula Borough; and

WHEREAS, The Kenai Peninsula Borough has provided supplemental funding for the Kenai Peninsula College since 1992; and

WHEREAS, This funding has provided key services to residents of the Homer area through the Kachemak Bay Campus of the Kenai Peninsula College including Jump Start, support for the Kenai Peninsula College, instructional support, administrative staff, a student advisor and tutors; and

WHEREAS, The Kenai Peninsula College has the third highest student enrollment among University of Alaska system colleges; and

WHEREAS, The Kenai Peninsula Borough Mayor has proposed a modest increase in funding the Kenai Peninsula College for FY18; and

WHEREAS, The Kenai Peninsula Borough is mandated to fund K-12 education and has a long history of funding K-12 education to the cap; and

WHEREAS, The Kenai Peninsula Borough School District has some of the highest quality schools in the state thanks, in part, to support from the Kenai Peninsula Borough Assembly; and

WHEREAS, The Jump Start program, specifically, exemplifies the Kenai Peninsula Borough's high quality schools by providing high school students the opportunity to experience a college environment and advance their post-secondary education before graduation; and

WHEREAS, With the uncertainty in state funding of education it is more important than ever to robustly support education at a local level.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 17-078

TO: MAYOR ZAK AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, DEPUTY CITY CLERK
DATE: MAY 12, 2017
SUBJECT: CONFIRMATION OF ELECTION JUDGES FOR THE CITY OF HOMER JUNE 13, 2017
SPECIAL ELECTION

Pursuant to Homer City Code Sections 4.20.010 and 4.35.010 the Election Judges are approved by City Council and the Canvass Board is confirmed by the City Council. Election Central Judges and Absentee Voting Officials are appointed by the City Clerk and require no approval or confirmation of the City Council.

Homer No. 1

Jane Swain, Chair
Maryann Lyda
Margaret Lau

Homer No. 2

Alice Krivitsky, Chair
Pauline Benson
Terry Meyer

Canvass Board

Maryann Lyda
Terry Meyer

Recommendation: Confirm the appointment of the Canvass Board and approve the appointment of the Election Judges for the June 13, 2017 City of Homer Special Election.

Fiscal Note: Polling Place - \$10.50/hr. Chairs; \$10.00/hr. Judges, 12-18 hrs.; \$12.50/hr. Canvass Board 2-4 hours or until done.

Account: 100.0102.5101-5107

VISITORS

HOMER CITY COUNCIL SUMMER UPDATE

Tim Dillon

Executive Director

www.kpedd.org



*Leadership to
Foster, Enhance and
Promote Economic
Development*

GOALS & FOCUS AREAS

Regional Partnerships

Infrastructure & Technology

Workforce & Human Capital

Business Climate & Entrepreneurship

Quality of Place

Knowledge Creation & Dissemination

PROJECTS, PROGRAMS & PARTNERSHIPS

- Dept. Labor, Challenger Center & KPCA: Youth Homeless Shelter Build
- Trump Administration: 95% Shovel Ready Project Funding – Homer, Seward, Kenai & Soldotna
- Graphite One: Site Selection for Processing Plant – Kenai, Seward & Homer
- Soldotna Regional Sports Complex Addition: Executive Director Co-Chair
- Kenaitze Indian Tribe: Tribal Foods System Assessment & Plan
- Alaska Dept. Commerce, Community & Economic Development: State-Wide CEDS
- UAA Center for Economic Development: KPEDD CEDS
- Workforce Panel (Alaska Dept. of Labor, KPCA, AVTEC, KPBSD, KPC): Streamline Workforce Needs
- Kenai Peninsula Borough Health Task Force: Advocate Local Need & Support Pieces
- Kenai Future Professionals: Educate High School Students in Leadership & Workforce Etiquette
- Central Emergency Services: Development of CEDS to Expand & Streamline Programs
- Alaska Sealife Center: Assist With Tax Changes
- Nikiski Road Extension Project: Host Community Meetings & Advocate Local Needs
- City of Seldovia & Verizon: Working to Develop Better Reception Coverage for City
- Kenai Peninsula Construction Academy: Skilled Labor Training for Local Workforce
- Arctic Green Response Technologies: Commercial Hemp for Clean Oil Spill Response & Energy Efficiency
- Kenai Peninsula Driving Instruction: Local CDL Training School
- Blue Moose Bed & Biscuit: Assisting in Funding Searches to Provide Counseling to Veterans Suffering from PTSD
- National Association of Development Organizations: Hosting Training Conference in Seward
- Small Business Development Center: Individual Business Assistance

WEBSITE UPGRADES

Board Meeting Calendar:

Board meeting
February 2017
August 2017

Writing Your Small Business Plan

applicants when traditional funding sources have been denied and help applicants become viable candidates for traditional commercial lending, the intent is not for hobbyists or other personal use. Loans from this program should help new and existing business create jobs, expand services, or operation which is the

Parameters

- Minimum (months)
- Maximum (months)
- Interest rate
- State Law
- Annual salary
- Borrower
- Borrower or project
- Non-refundable guarantee

Microloan financing

- Business
- Startup
- Purchase

Microloan financing
Microloan financing
Write
Sales

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2017 Industry Appreciation Day



The 2017 Industry Appreciation Days for 2017 is

Additional information regarding

2017 Indus
For an update of info
EXT.1 or email by clic

Request Info

Search KPEDD

2017 City Council Winter Update



Kenai City Council
Winter Update
Tim Dillon
Executive Director
www.kpedd.org

Business Assistance



Where to Start
for the Alaska Entrepreneur, Inn
from the Anchorage Economic Development Corporation

Entrepreneurship in Rural Alaska

AEDC WTS 2016 | Entrepreneurship in Ru

Entrepreneurship
Helvi Sandvik
President
NANA Development Corp.

BUSINESS BROADBAND COMPETITION



Kenai Peninsula Economic Development District, Inc.

Funding Opportunities



Rural Energy for America Program Renewable Energy Systems & Energy Efficiency Improvement Loans & Grants

Program 101
Program Status: Open
Federal Register Notice: 1/28/17
Program Fact Sheet: PDF

Application Deadlines
• Direct of State and Alaska: October 31, 2016 and March 31, 2017
• Unrestricted Loans: up to \$500,000: March 31, 2017

What does this program do?
• Provides guaranteed loan financing and grant funding to agricultural producers and rural small businesses for renewable energy systems or to make energy efficiency improvements

Who may apply?
• Agricultural producers with at least 50% of gross income coming from agricultural operations, and
• Small businesses in eligible rural areas

NOTE: Alaska rural producers and small businesses must have no outstanding delinquent federal loans, debt, judgment or delinquency.

What is an eligible area?
• Businesses must be in an area other than a city or town with a population of greater than 50,000; hospitals and the utilized area of that city or town. Check Alaska rural areas

How may the funds be used?
• Funds may be used for renewable energy systems, such as
• Biomass for residential, bio-based and without anaerobic digesters and solar fuels
• Geothermal for electric generation or direct use

REPORTS PRODUCED



Kenai Peninsula Borough Comprehensive Economic Development Strategy 2016



Kenai Peninsula Economic Development District



Prepared by the University of Alaska Center for Economic Development

Pictures are from Community Photo Library, Division of Community and Regional Affairs

2016 Kenai Peninsula Situations and Prospects



Leadership to Enhance, Foster, and Promote Economic Development

May 2016

145

1st Quarter 2017
Release Date 03/21/2017



Economic Overview Kenai Peninsula Borough, Alaska





DEMOGRAPHIC PROFILE

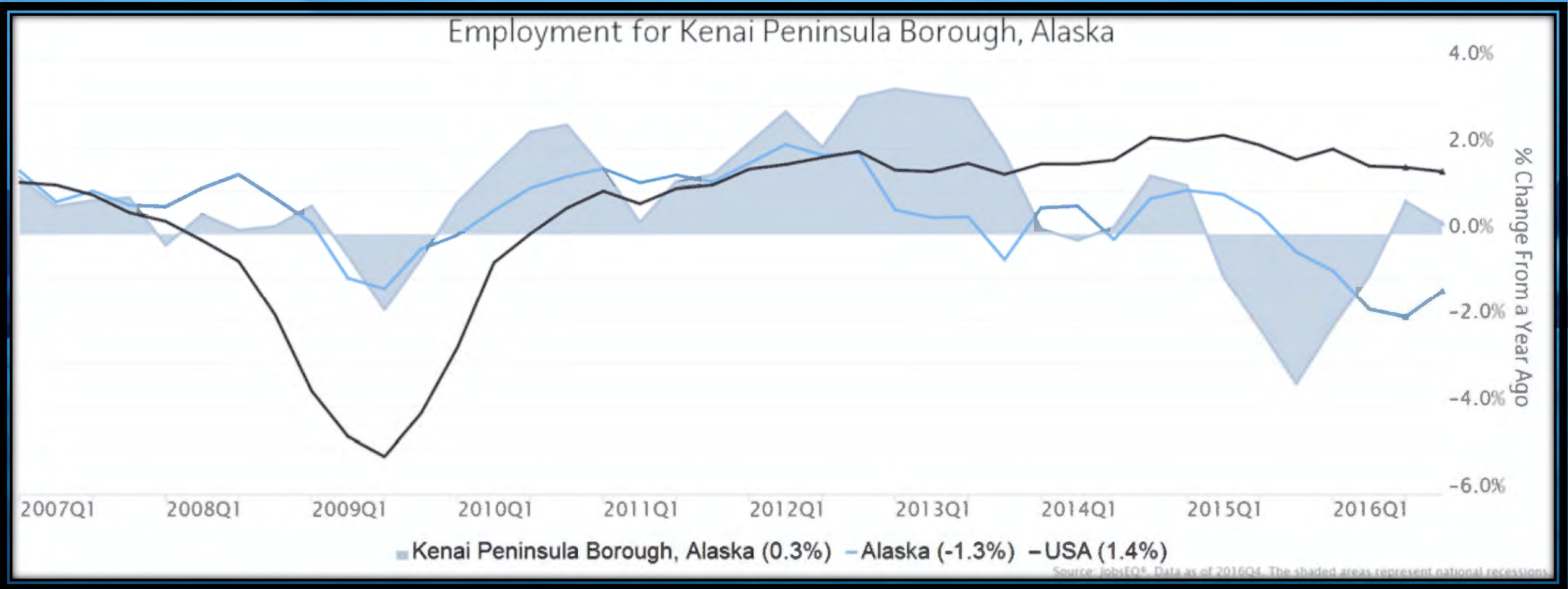
- In 2015, the population in Kenai Peninsula Borough, Alaska was 58,506. Between 2005 and 2015, the region's population grew at an annual average rate of 1.1%.
- The region has a civilian labor force of 28,290 with a participation rate of 62.1%. Of individuals 25 to 64 in Kenai Peninsula Borough, Alaska, 21.6% have a bachelor's degree or higher which compares with 31.3% in the nation.
- The median household income in Kenai Peninsula Borough, Alaska is \$63,684 and the median house value is \$219,100.

	Percent			Value		
	Kenai Peninsula Borough, Alaska	Alaska	USA	Kenai Peninsula Borough, Alaska	Alaska	USA
Demographics						
Population ⁶	—	—	—	58,506	741,894	323,127,513
Population Annual Average Growth ⁶	1.1%	0.9%	0.8%	625	6,659	2,474,760
Median Age ^{2,4}	—	—	—	40.6	33.8	37.2
Under 18 Years ⁴	23.7%	26.4%	24.0%	13,111	187,378	74,181,467
18 to 24 Years ⁴	8.3%	10.5%	9.9%	4,574	74,881	30,672,088
25 to 34 Years ⁴	11.4%	14.5%	13.3%	6,290	103,125	41,063,948
35 to 44 Years ⁴	12.4%	13.1%	13.3%	6,855	92,974	41,070,606
45 to 54 Years ⁴	17.2%	15.6%	14.6%	9,527	111,026	45,006,716
55 to 64 Years ⁴	15.8%	12.1%	11.8%	8,767	85,909	36,482,729
65 to 74 Years ⁴	7.3%	5.0%	7.0%	4,064	35,350	21,713,429
75 Years, and Over ⁴	4.0%	2.8%	6.0%	2,212	19,588	18,554,555
Race: White ⁴	84.6%	66.7%	72.4%	46,857	473,576	223,553,265
Race: Black or African American ⁴	0.5%	3.3%	12.6%	269	23,263	38,929,319
Race: American Indian and Alaska Native ⁴	7.4%	14.8%	0.9%	4,081	104,871	2,932,248
Race: Asian ⁴	1.1%	5.4%	4.8%	631	38,135	14,674,252
Race: Native Hawaiian and Other Pacific Islander ⁴	0.2%	1.0%	0.2%	119	7,409	540,013
Race: Some Other Race ⁴	0.6%	1.6%	6.2%	336	11,102	19,107,368
Race: Two or More Races ⁴	5.6%	7.3%	2.9%	3,107	51,875	9,009,073
Hispanic or Latino (of any race) ⁴	3.0%	5.5%	16.3%	1,641	39,249	50,477,594
Economic						
Labor Force Participation Rate and Size (civilian population 16 years and over)	62.1%	67.7%	63.3%	28,290	382,393	158,897,824
Armed Forces Labor Force	0.3%	3.0%	0.4%	137	16,684	1,015,464
Veterans, Age 18-64	9.1%	10.8%	5.5%	3,303	50,194	10,750,884
Median Household Income ²	—	—	—	\$63,684	\$72,515	\$53,889
Per Capita Income	—	—	—	\$31,537	\$33,413	\$28,930

	Percent			Value		
	Kenai Peninsula Borough, Alaska	Alaska	USA	Kenai Peninsula Borough, Alaska	Alaska	USA
Poverty Level (of all people)	10.0%	10.2%	15.5%	5,558	72,957	47,749,043
Households Receiving Food Stamps	9.0%	10.5%	13.2%	1,938	26,466	15,399,651
Mean Commute Time (minutes)	—	—	—	19.7	19.0	25.9
Commute via Public Transportation	0.7%	1.6%	5.1%	178	5,849	7,362,038
Union Membership ³	23.0%	22.4%	11.1%	—	—	—
Educational Attainment, Age 25-64						
No High School Diploma	6.1%	6.6%	11.8%	1,908	26,191	19,736,243
High School Graduate	34.2%	28.2%	26.4%	10,727	112,476	43,982,863
Some College, No Degree	29.5%	28.7%	21.7%	9,244	114,483	36,187,232
Associate's Degree	8.7%	8.6%	8.8%	2,730	34,333	14,742,654
Bachelor's Degree	14.2%	18.3%	19.9%	4,470	72,819	33,245,950
Postgraduate Degree	7.4%	9.6%	11.4%	2,307	38,432	18,952,103
Housing						
Total Housing Units	—	—	—	30,671	308,261	133,351,840
Median House Value (of owner-occupied units) ²	—	—	—	\$219,100	\$250,000	\$178,600
Homeowner Vacancy	2.6%	1.7%	1.9%	425	2,817	1,492,691
Rental Vacancy	9.1%	6.2%	6.4%	598	6,207	2,949,366
Renter-Occupied Housing Units (% of Occupied Units)	27.5%	36.6%	36.1%	5,919	91,913	42,214,214
Occupied Housing Units with No Vehicle Available (% of Occupied Units)	6.3%	9.6%	9.1%	1,363	23,982	10,628,474
Social						
Enrolled in Grade 12 (% of total population)	1.5%	1.6%	1.4%	880	11,844	4,451,334
Disconnected Youth ⁵	4.0%	3.6%	3.0%	117	1,412	518,859
Children in Single Parent Families (% of all children)	26.4%	32.6%	34.8%	3,350	58,377	24,408,909
Disabled, Age 18-64	12.3%	10.0%	10.3%	4,336	45,917	19,985,588
Disabled, Age 18-64, Labor Force Participation Rate and Size	40.6%	50.4%	41.0%	1,762	23,163	8,185,456
Foreign Born	2.8%	7.4%	13.2%	1,597	54,047	41,717,420
Speak English Less Than Very Well (population 5 yrs and over)	2.0%	148 4.9%	8.6%	1,067	33,509	25,410,756

Employment Trends

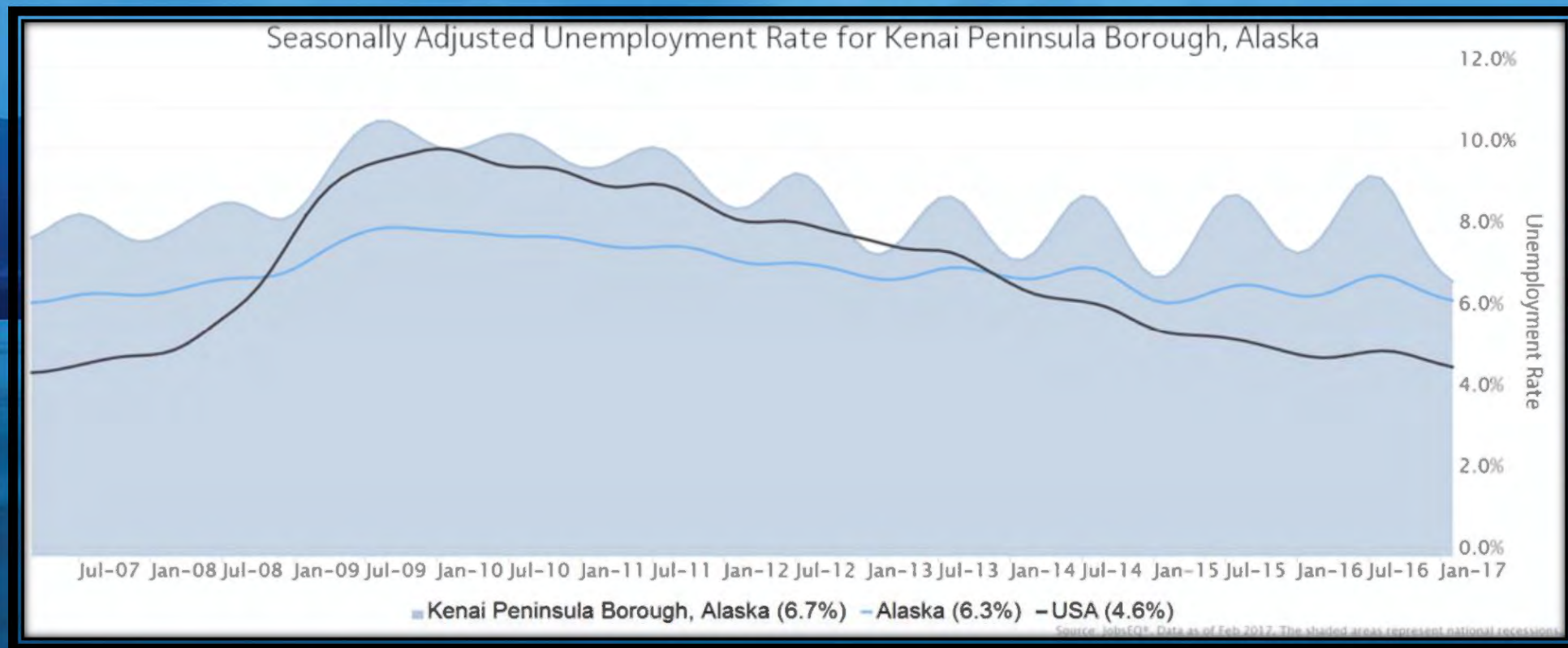
AS OF 2016Q4, total employment for the Kenai Peninsula Borough, Alaska was 22,845 (based on a four-quarter moving average). Over the year ending 2016Q4, employment increased 0.3% in the region.



Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2016Q2 with preliminary estimates updated to 2016Q4.

UNEMPLOYMENT RATE

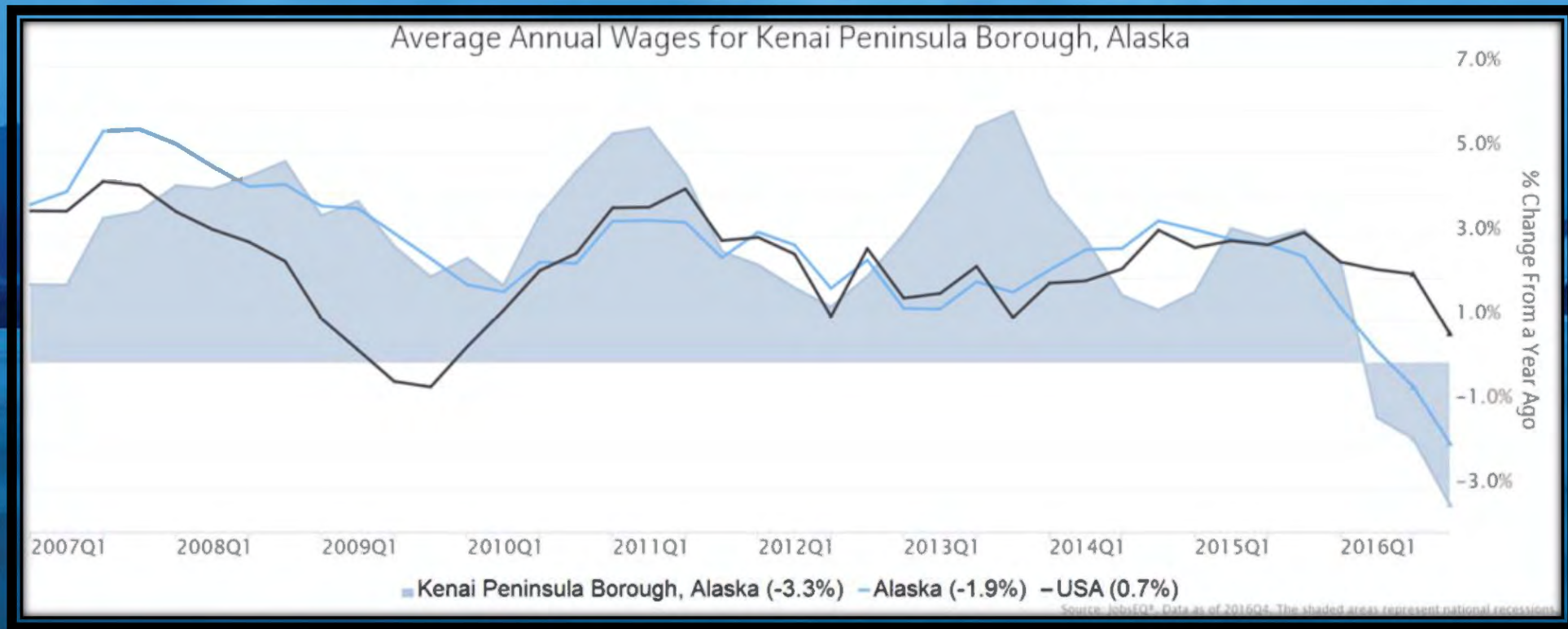
The seasonally adjusted unemployment rate for Kenai Peninsula Borough, Alaska was 6.7% as of February 2017. The regional unemployment rate was higher than the national rate of 4.6%. One year earlier, in February 2016, the unemployment rate in Kenai Peninsula Borough, Alaska was 7.5%.



Unemployment rate data are from the Local Area Unemployment Statistics, provided by the Bureau of Labor Statistics and updated through February 2017.

WAGE TRENDS

The average worker in Kenai Peninsula Borough, Alaska earned annual wages of \$45,339 as of 2016Q4. Average annual wages per worker decreased 3.3% in the region during the preceding four quarters. For comparison purposes, annual average wages were \$52,285 in the nation as of 2016Q4.



Annual average wages per worker data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2016Q2 with preliminary estimates updated to 2016Q4.

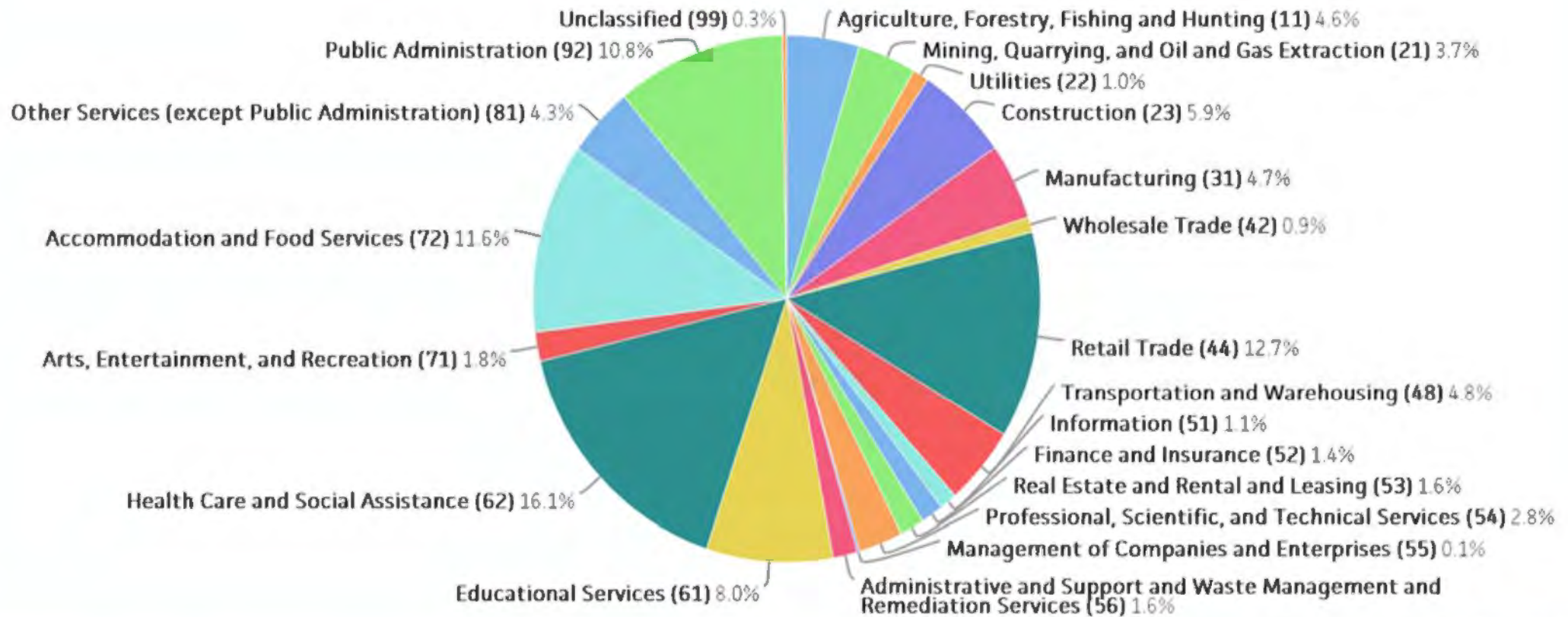
COST OF LIVING INDEX

The Cost of Living Index estimates the relative price levels for consumer goods and services. When applied to wages and salaries, the result is a measure of relative purchasing power. The cost of living is 25.4% higher in Kenai Peninsula Borough, Alaska than the U.S. average.

Cost of Living Information			
	Annual Average Salary	Cost of Living Index (Base US)	US Purchasing Power
Kenai Peninsula Borough, Alaska	\$45,339	125.4	\$36,143
Alaska	\$52,708	129.2	\$40,799
USA	\$52,285	100.0	\$52,285

Source: JobsEQ®
Data as of 2016Q4
Cost of Living per C2ER, data as of 2016q4, imputed by Chmura where necessary.

Total Workers for Kenai Peninsula Borough, Alaska by Industry

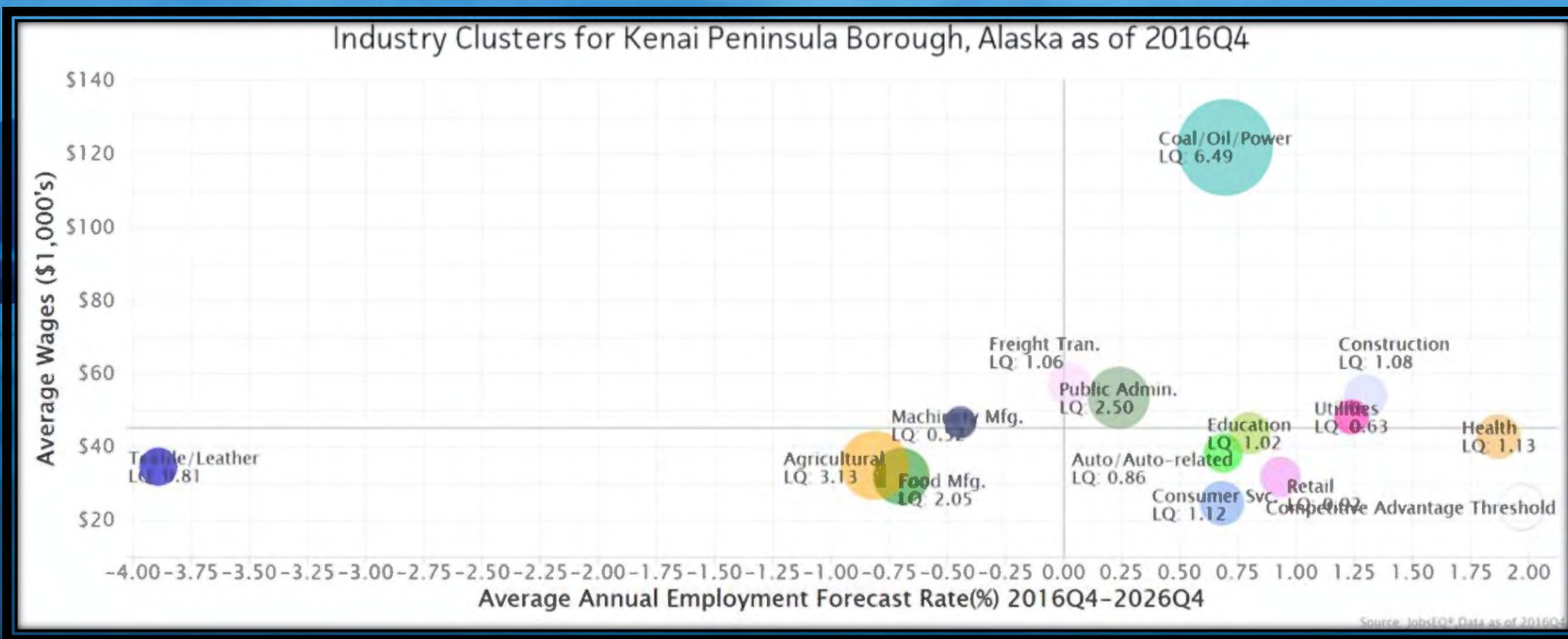


Source: JobSTOCK Data as of 2016Q4

Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2016Q2 with preliminary estimates updated to 2016Q4.

INDUSTRY CLUSTERS

A cluster is a geographic concentration of interrelated industries or occupations. The industry cluster in Kenai Peninsula Borough, Alaska with the highest relative concentration is Coal/Oil/Power with a location quotient of 6.49. This cluster employs 1,268 workers in the region with an average wage of \$121,786. Employment in the Coal/Oil/Power cluster is projected to expand in the region about 0.7% per year over the next ten years.



Location quotient and average wage data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics, imputed where necessary, and updated through 2016Q2 with preliminary estimates updated to 2016Q4. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.



Russell Campbell

Thank You

Tim Dillon
Executive Director
tim@kpedd.org
907-242-9709

ANNOUNCEMENTS
PRESENTATIONS
BOROUGH REPORT
COMMISSION REPORTS



Kachemak Bay Family Planning Clinic
Board of Directors
3959 Ben Walters Lane
Homer, Alaska 99603
(907)235-3436



City of Homer
491 East Pioneer Avenue
Homer, Alaska 99603

16 May 2017

Dear Mayor Zak, Council Members and City of Homer,

On behalf of Kachemak Bay Family Planning Clinic and the R.E.C. Room (a Youth Resource & Enrichment Co-op), I want to thank the City of Homer for its FY17 grant for \$2,434 for general operating support. In addition, I send my thanks to the Homer Foundation for administering this important program.

The City of Homer grant leverages resources from other funders while helping us keep our doors open to everyone in our community, regardless of their ability to pay. It's especially appreciated now, as we experience reductions in state funding. Thanks to this grant and other generous support from our community, we provided quality reproductive health care services – including screenings for breast and cervical cancer, birth control consultation and supplies, pregnancy testing, and STD/STI testing and treatment – for approximately 1,000 men and women in FY17.

In addition, youth in Homer will rely the R.E.C. Room as a safe and welcoming place to meet with friends after school and get connected with other local resources. Over 700 teens to participated in our youth education programs and healthy alternative activities, including peer-led health education and digital music production.

Community commitment and support make our work possible. Our thanks, again, to the City of Homer, the Homer Foundation, and all our compassionate partners who have helped KBFPC serve as a trusted source of up-to-date, accurate and affordable reproductive health care and education since 1983.

Thank you,
Yours sincerely,

A handwritten signature in blue ink that reads "Mary Lou Kelsey".

Mary Lou Kelsey
KBFPC Board President

PUBLIC HEARING(S)

**CITY OF HOMER
PUBLIC HEARING NOTICE
CITY COUNCIL MEETING**

Ordinances 17-19 and 17-20

A **public hearing** is scheduled for **Tuesday, May 30, 2017** during a Regular City Council Meeting. The meeting begins at 6:00 p.m. in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Ordinance 17-19, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for Calendar Year 2016 in the Amount of \$27,630.00 and Authorizing the City Manager to Execute the Appropriate Documents. City Manager.


Ordinance 17-20, An Ordinance of the City Council of Homer, Alaska, Supporting a Business Retention and Expansion Program Proposed by the Economic Development Advisory Commission and Appropriating Funds in an Amount Not to Exceed \$1,400 from the General Fund Balance for Public Outreach to Promote Business Participation in the Program. Smith.

Ordinances 17-19 and 17-20 address: <http://www.cityofhomer-ak.gov/ordinances>



All interested persons are welcome to attend and give testimony. Written testimony received by the Clerk's Office prior to the meeting will be provided to Council.

** Copies of proposed Ordinances, in entirety, are available for review at Homer City Clerk's Office. Copies of the proposed Ordinances are available for review at City Hall, the Homer Public Library, and the City's homepage - <http://clerk.ci.homer.ak.us>. Contact the Clerk's Office at City Hall if you have any questions. 235-3130, Email: clerk@ci.homer.ak.us or fax 235-3143.

Jo Johnson, MMC, City Clerk
Publish: Homer News May 25, 2017 

CLERK'S AFFIDAVIT OF POSTING

I, Renee Krause, Deputy City Clerk for the City of Homer, Alaska, do hereby certify that a copy of the Public Hearing Notice for **Ordinance 17-19**, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for Calendar Year 2016 in the Amount of \$27,630.00; **Ordinance 17-20**, Supporting a Business Retention and Expansion Program Proposed by the Economic Development Advisory Commission and Appropriating Funds in the Amount Not to Exceed \$1,400 from the General Fund Balance for Public Outreach to Promote Business Participation in the Program was distributed to the City of Homer kiosks located at City Clerk's Office, and the Homer Public Library on Wednesday, May 10, 2017 and posted the same on City of Homer Website on Tuesday, May 9, 2017.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of said City of Homer this 10th day of May, 2017.



Renee Krause, CMC, Deputy City Clerk



ORDINANCE REFERENCE SHEET
2017 ORDINANCE
ORDINANCE 17-19

An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for Calendar Year 2016 in the Amount of \$27,630.00 and Authorizing the City Manager to Execute the Appropriate Documents.

Sponsor: City Manager

1. Council Regular Meeting May 8, 2017 Introduction
 - a. Letter from City Manager Koester to Mayor Navarre dated March 21, 2017
 - b. KPB Financial/Progress Report
 - c. KPB Grant Agreement
 - d. KPB Financial/Progress Report Signature Authorization Form

2. Council Regular Meeting May 30, 2017 Public Hearing and Second Reading
 - a. Letter from City Manager Koester to Mayor Navarre dated March 21, 2017
 - b. KPB Financial/Progress Report
 - c. KPB Grant Agreement
 - d. KPB Financial/Progress Report Signature Authorization Form

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 17-19

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, ACCEPTING AND APPROPRIATING A COMMERCIAL VESSEL PASSENGER TAX PROGRAM PASS THROUGH GRANT FROM THE KENAI PENINSULA BOROUGH FOR CALENDAR YEAR 2016 IN THE AMOUNT OF \$27,630.00 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The State of Alaska collects revenues under the Commercial Vessel Passenger Tax Program and remits proceeds to boroughs which contain ports where cruise ships land; and

WHEREAS, The Kenai Peninsula Borough has received such funds for calendar year 2016 and decided to pass those revenues through to Homer and Seward; the communities where cruise ships land and utilize local infrastructure and services; and

WHEREAS, The Borough Assembly adopted KPB Ordinance 2016-19-32 which appropriated funds and authorized a pass through grant to the City of Homer in the amount of \$27,630.00; and

WHEREAS, The grant funds must be used for port and harbor projects that benefit cruise ship passengers and the City has proposed the use of the proceeds of this grant to replace the bathroom at the top of Ramp 2.

NOW THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates a Commercial Vessel Passenger Tax Program pass through grant from the Kenai Peninsula Borough for the calendar year 2016 in the amount of \$27,630.00 as follows:

Account	Description:	Amount:
	KPB CVPT Pass Through Grant for 2016	\$27,630.00

Section 2. The City Manager is authorized to execute the appropriate documents.

Section 3. This ordinance is a budget ordinance only, is not permanent, and shall not be codified.

CITY OF HOMER

BRYAN ZAK, MAYOR

47 ATTEST:

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50 _____

51 JO JOHNSON, MMC, CITY CLERK

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53

54 AYES:

55 NOES:

56 ABSTAIN:

57 ABSENT:

58

59

60 First Reading:

61 Public Hearing:

62 Second Reading:

63 Effective Date:

64

65

66 Reviewed and approved as to form:

67

68

69 _____

70 Mary K. Koester, City Manager

71

72 Date:_____

Holly Wells, City Attorney

Date:_____



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

March 21, 2017

Mayor Mike Navarre
Kenai Peninsula Borough
144 N. Binkley St.
Soldotna, AK 99669
Delivered electronically

SUBJECT: 2016 Cruise Passenger Tax Receipts

Dear Mayor Navarre:

I am writing to confirm that the City of Homer wishes to receive the 2014 Commercial Vessel Passenger Tax receipts from the Borough. It is our understanding that you will be sponsoring an ordinance that would make the Borough's share of these tax receipts for vessel landing in Homer available to the City. The City appreciates that and understands that the amount to be passed through for calendar year 2016 is \$27,630.

The City of Homer recognizes that these funds must be used for port and harbor improvements that directly benefit cruise ship passengers. The City agrees to comply with the provisions contained in AS 43.52.200 – 43.52.295 and former SB 256 and HB 310. It is the City's intention to consolidate 2016 funds with future pass through appropriations from the Borough, funds from the state, and City funds to replace the bathroom at the top of Ramp 2. At the center of the retail area on the Homer Spit and a launching point for many day trips, Ramp 2 is the most heavily used restroom on the spit and heavily used by cruise ship passengers when they are in port.

Thank you very much for your time and consideration. Please do not hesitate to contact me if you have any questions.

Sincerely,

Katie Koester
City Manager

Cc: Brenda Ahlberg, KPB Community and Fiscal Projects Manager



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@kpb.us

FROM: City of Homer
 KPB ACCOUNT: 271.94910.17CPV.43011

Contract Amount: \$27,630
 Ending: 06/30/2022

Financial / Progress Report

Submit Report To:
 Brenda Ahlberg
 Community & Fiscal Projects Manager
 Kenai Peninsula Borough
 144 N. Binkley St., Soldotna, AK 99669

Project Name: CY16 CPVTX
 Date:
 Report No.:
 Quarter From:
 To:

FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
	\$ -				
Personnel		-	-		\$ -
Travel		-	-	-	\$ -
Contractual	27,630.00	-	-	-	\$ 27,630.00
Supplies		-	-	-	\$ -
Other		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 27,630.00	-	\$ -	\$ -	\$ 27,630.00

Advance funding	\$ 27,630.00
Expenditures applied to advance	\$ -
Remaining Advance Balance	\$ 27,630.00

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Reference: City of Homer's request letter March 21, 2017 and approved by Kenai Peninsula Borough Ordinance 2016-19-32.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: _____ Date: _____

Printed Name and Title: _____



KENAI PENINSULA BOROUGH

GRANT AGREEMENT

Total Grant Funds \$27,630	Authorizing Ordinance O2016-19-32	KPB Account Number 271.94910.17CPV.43011	Total Grant Award \$27,630
Project Title Commercial Passenger Vessel Tax Program		Funding Source State	

Grantee		Borough Contact Person	
Name City of Homer	DUNS# 040171563 EIN# 92-0030963	Name Brenda Ahlberg, Community & Fiscal Projects Manager	
Mailing Address 491 E. Pioneer Avenue		Mailing Address 144 N. Binkley Street	
City/State/Zip Homer AK 99603		City/State/Zip Soldotna, AK 99669	
Contact Person Katie Koester, City Manager		Email bahlberg@kpb.us	
Phone 235-8121	Fax 235-3148	Phone 714-2153	Fax 714-2377

The Kenai Peninsula Borough (*hereinafter* "Borough") and City of Homer (*hereinafter* "Grantee") agree as set forth herein.

Section I: The Borough shall pay Grantee for the performance of the project work under the terms outlined in this agreement. The amount of the payment is based upon project expenses incurred, which are authorized under this agreement. In no event shall the payment exceed \$27,630.

Section II: The Grantee shall perform all of the work required by this agreement.

Section III: The work to be performed under this agreement begins 04/18/2017 and shall be completed no later than 06/30/2022.

Section IV: the agreement consists of this page and the following attachments:

- A. Scope of Work and Use of Funds
- Payment Method and Reporting Requirements
- Standard Provisions
- B. Financial/Progress Report
- C. Signature Authorization Form

Certificate(s) of Insurance – provided by Grantee

Section V: The Community & Fiscal Projects Manager shall control the original, including any attachments filed.

Grantee	Borough
Signature:	Signature:
Authorized Signatory Name and Title Katie Koester, City Manager	Authorized Signatory Name and Title Mike Navarre, Mayor
Date:	Date:
	Attest: Johni Blankenship, Borough Clerk

Approved as to form and legal sufficiency:

Holly Montague, Deputy Borough Attorney

KPB Grant Agreement

City of Homer - Commercial Passenger Vessel Tax Program CY2016 Funds

Scope of Work and Use of Funds

Project Description: The purpose of this Borough Grant is to provide funding through the State of Alaska Commercial Passenger Vessel Tax Program, *hereinafter* referred to as CPVT, to the City of Homer, *hereinafter* referred to as "Grantee." The Grantee will use the funds for port and harbor projects impacted by cruise ship landings as governed by the Alaska Statutes (see "Source of Funds, page 2).

Project Management

1. The project will be managed by the Grantee.
2. The City Manager, or such other person(s) as indicated on Attachment C, shall be designated as the representative to receive or make all communications regarding the performance or administration of this agreement. The Borough Community & Fiscal Projects Manager, or such other person(s) as designated by the Borough Mayor, is hereby designated as the representative of the Borough to receive or make all communications, payment requests, and reports regarding the performance or administration of this agreement, and who approves payment under this agreement. The parties may change their representative upon written notification to the other party.

Key Contact Information

Brenda Ahlberg, Community & Fiscal Projects
714-2153 • bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St.
Soldotna AK 99669

Project Approval

The Assembly approved and appropriated CPVT funds from calendar year 2016 in the amount of \$27,630 to the Grantee through KPB Ordinance 2016-19-32. Grantee shall cite KPB account number **271.94910.17CPV.43011** in correspondence and reporting forms.

Grant funds, or any earnings there from, may be spent only for the purposes of the grant project as described above. Any monies used for purposes not authorized by this agreement shall be refunded to the Borough immediately after such expenditures, with or without demand by the Borough. Request to amend the budget shall be submitted to the Community & Fiscal Projects Manager no less than ninety (90) days prior to performance period end date.

Project Performance Period

Period: The performance period shall be effective for the period commencing on April 18, 2017 and ending on June 30, 2022. The Grantee must liquidate all obligations not later than June 30, 2022. The Borough shall have no obligation for payment of services rendered by the Grantee which are not performed within this specified period.

Request to Extend: Any determination to extend the project performance period is solely at the discretion of the Borough. A request to amend the performance period should be submitted not later than ninety (90) days prior to the established end date.

Funding

1. Source of Funds:
 - a. This project is being funded in full through the State of Alaska Department of Commerce, Community & Economic Development, "Commercial Passenger Vessel Tax Program" (CPVT) as governed by AS 43.52.200 - 43.52.295.
 - b. All unexpended grant funds as of the end of the grant period must be returned to the Borough. Funds will be considered obligated if they have actually been expended or encumbered prior to the end date of the performance period.
2. Condition for Receipt of Funds: The Grantee shall comply with AS 43.52.230 (b), federal legislation and court rulings that permit the use of these funds for port facilities, harbor infrastructure, and other services provided to the commercial passenger vessels and the passengers on board those vessels.
3. Funds, or earnings there from, shall not be expended for the purposes of lobbying activities before the Borough Assembly, the Alaska State Legislature or U.S. Congress.

Payment Terms and Reporting Requirements

1. Payments:
 - a. The Grantee will be compensated for up to and not exceeded \$27,630 as determined by the State of Alaska for projects identified in the City of Homer's request letter dated March 21, 2017 and approved by Kenai Peninsula Borough Ordinance 2016-19-32.
 - b. Under no circumstances will funds be released to the Grantee unless all required reporting is current.
2. Reporting Requirements:
 - a. The Borough's approval of the proposed expenditures shall not be construed to mean that the Borough is liable in any manner whatsoever if it is determined by an agency or court of competent jurisdiction that the city's project does not satisfy the statutory criteria.
 - b. The Grantee shall provide a report summarizing actions to date, no later than June 30th each year for project performance period greater than one year.
 - c. Upon completion of the projects, but no later than thirty days thereafter the agreement end date, the Grantee shall provide a detailed written report to the Borough administration and assembly, explaining the use of these funds and their compliance with statutory requirements.

- d. The Grantee agrees to refund any such amounts, including principal, interest, costs, fees, fines, or other charges, if it is determined by a court of competent jurisdiction that the Grantee's expenditure of the funds does not meet the statutory criteria.
- e. This agreement is not to be construed as entitlement to city receiving the future allocation of the Borough's CPVT.
- f. Failure to meet the reporting requirements set forth in this agreement may result in the Borough withholding future allocations of the borough's grant of CPVT funds.

Mail OR Email Narrative and Fiscal Reports to:

Brenda Ahlberg, Community & Fiscal Projects Manager
Kenai Peninsula Borough
144 N. Binkley St., Soldotna AK 99669
(907) 714-2153 • bahlberg@kpb.us

Standards for Financial Management

Financial Management System:

1. The Grantee will maintain an accounting system and a set of accounting records that at a minimum, allows for the identification of individual projects by source of revenue and expenditures related to this project.
2. All costs will be supported by source documentation. Grantee shall retain all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to matters covered by this agreement for a period of three years after the completion date of the agreement, or until final resolution of any audit findings, claims, or litigation related to the grant.
3. The Grantee's accounting records will be the basis for generating financial reports which must reflect accurate and complete data. In addition, financial records must be properly closed out at the end of the project period and all reports submitted in a timely manner.

Procurement Standards

The Grantee agrees to use a competitive process when making procurements for goods and services. These standards include but are not limited to the following:

1. Grantee may use its own procurement policies provided that they adhere to the applicable standards;
2. Grantee shall maintain a code of conduct which shall govern the performance of its officers, employees or agents in contracting with or expending grant funds; and
3. All procurement transactions shall be conducted in a manner so as to provide for maximum open and free competition.

Audits and Monitoring

Audits:

1. Provisions of 2 AAC 45.010 shall apply to a Borough Grantee receiving a grant of \$500,000 or more from the Borough. An audit in compliance with 2 AAC 45.010 shall be required on the performance of the grant conditions. Such audit report shall be due to the Borough no later than 30 days after the audit is completed, or 6 months after the expiration of the grant, whichever is sooner. A copy of a federal single audit report may be submitted to fulfill the requirements of this section.
2. An annual audited financial statement, certified by a Certified Public Accountant, shall be submitted by a Borough Grantee receiving a grant less than \$500,000 from the Borough. Such financial statement shall be due no later than 6 months from the termination of this agreement.
3. Grantees receiving less than \$500,000 from the Borough and receiving payments on a reimbursable basis are exempt from the audit requirements.

Monitoring:

1. The Grantee may receive an on-site review from the Borough, or its authorized representatives, in addition to reviews from State of Alaska personnel representing the AK Department of Commerce, Community & Economic Development. Monitoring staff may review project and financial activity relating to the terms of this agreement. Upon request, the Borough shall be given full and complete access to all information related to the performance period of this agreement to ensure compliance with the project activities and consistently applied costs.
2. The Grantee shall provide the Borough and its authorized representatives all technical staff, assistance and information needed to enable the Borough or the State personnel to perform its monitoring function. This assistance from the Grantee includes, but is not limited to, information about the Grantee's project operation, accounting and data-base systems.

Program and Financial Deficiencies:

1. Through audits, reviews, monitoring or other means, the Borough may find the Grantee to have program or financial deficiencies in the performance of the agreement. Such deficiencies may include, but are not limited to, the areas of accounting, financial controls, budgeting, and/or project compliance issues. If deficiencies are found, the Borough may require the Grantee to take corrective action and to submit a written corrective action plan to address identified deficiencies. All corrective action plans must be accepted by the Borough or its authorized representatives. Any corrective action must be satisfactorily completed within thirty days from the date of written notification.
2. The Borough, in its sole discretion, may require the Grantee to submit periodic written verification that measures have been taken to implement the corrective action. If the Grantee fails to demonstrate its compliance with the approved corrective action plan within the time constraints set by the Borough, the Borough may, at its option, exercise its rights to terminate the agreement. The Borough may exercise any of the other rights and remedies available to it at law or in equity.

Standard Provisions

1. **No Maintenance or Further Funding Responsibility:** By signing this agreement, Grantee certifies that it will not ask the Borough to operate or maintain its program, except as may be otherwise agreed to in writing signed by both parties. Grantee understands, acknowledges and agrees that the Borough shall not be responsible for any services, programs, maintenance, operations, or further funding to Grantee, or actions related thereto, and has not, and will not assume any such responsibility, all of such to be the sole and exclusive responsibility of Grantee.
2. **Defense and Indemnification:** The Grantee shall indemnify, defend, save and hold the Borough, its elected and appointed officers, agents and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character including costs, expenses, and attorneys fees resulting from Grantee or Grantee's officers, agents, employees, partners, attorneys and suppliers' performance or failure to perform this agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the Borough or its agents, which are said to have contributed to the losses, failure, violations, or damage. However, Grantee shall not be responsible for any damages or claim arising from the sole negligence or willful misconduct of the Borough, its agents, or employees. Grantee shall also not be required to defend or indemnify the Borough for damage or loss that has been found to be attributed to an independent party directly responsible to the Borough under separate written contract. If any portion of this clause is voided by law or court of competent jurisdiction, the remainder of the clause shall remain in full force and effect.
3. **Insurance:** Grantee shall purchase at its own expense and maintain in force at all times during the term of this agreement Commercial General Liability and Automobile Insurance. Such policies are to include bodily injury, personal injury, and property damage with respect to the property and the activities conducted by Grantee in which coverage shall not be less than \$1,000,000 per occurrence or such higher coverage as specified by the Borough. The policy shall name the Borough as an additional insured. Borough approval shall be required for the amount of any deductible or self-insured retention.

Additionally, Grantee shall purchase and maintain at its own expense worker's compensation and employers liability insurance for all employees per Alaska State Statutes who are performing work under this agreement.

Proof of Insurance: Grantee shall deliver to the Borough certificates of insurance along with Grantee's signature on this agreement. The certificates shall indicate the Borough as an additional insured. This insurance shall be primary and exclusive of any other insurance by the Borough. Failure to provide the certificate of insurance required by this section, or a lapse in coverage, is a material breach of the terms of this agreement entitling the Borough to terminate this agreement.

4. **Relationship of Parties:** Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture between the parties hereto, it being understood and agreed that neither method of computation of payment nor any other provision contained herein, nor

any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Borough and independent Grantee of funds.

5. **No Exclusive Service; No Property Interest:** The Grantee understands, acknowledges and agrees that all supplies, materials and equipment purchased with the grant funds shall be and shall remain the property of the Grantee, subject to all applicable State statutes and Federal regulations.
6. **Termination.** The Borough may terminate this agreement, by written notice, when it is in the best interest of the Borough. In the event that Grantee does not perform the tasks as required in this agreement, or does not submit any required reports for verification of performance, the Borough may exercise its option to terminate this agreement.
7. **Permits, Taxes and Adherence to Local, State, and Federal Laws:** Signing of this agreement does not, in any manner, excuse Grantee from complying with any other law, Alaska state statute or regulation, or Borough ordinance or regulation. Grantee must in all cases adhere to all local, state and federal laws and regulations that pertain to public funds, to the services performed pursuant to this agreement, and related to wages, taxes, social security, workers compensation, nondiscrimination, licenses, permits, and registration requirements. Grantee shall pay all taxes pertaining to its performance under this agreement, and shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to the performance under this agreement.
8. **Jurisdiction; Choice of Law:** Any civil action arising from this agreement shall be brought in the superior court for the Third Judicial District of the State of Alaska at Kenai. The law of the State of Alaska shall govern the rights and obligations of the parties.
9. **Non-Waiver:** The failure of the Borough at any time to enforce a provision of this agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this agreement or any part thereof, or the right of the Borough thereafter to enforce each and every protection hereof. No conditions or provisions of this grant agreement can be waived unless approved by the Borough in writing. Waiver by the Borough of any non-compliance by Grantee, or excusing or extending performance, shall not be considered a waiver of any other rights of the Borough or a waiver of the right to terminate in the event of future breaches.
10. **No Third-Party Beneficiary:** This agreement is intended solely for the benefit of each party hereto. Nothing contained herein shall be construed or deemed to confer any benefit or right upon any third party.
11. **Environmental Requirements:** The Grantee must comply with all environmental standards, to include those prescribed under State of Alaska and Federal statutes and Executive Orders.
12. **Entire Agreement:** This agreement represents the entire and integrated agreement between the Borough and Grantee, and supersedes all prior, inconsistent negotiations, representations or agreements, whether written or oral. This agreement may be amended only by written instrument signed by both the Borough and Grantee.



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599
 PHONE: (907) 714-2153 • FAX: (907) 714-2377
 EMAIL: bahlberg@kpb.us

FROM: City of Homer
KPB ACCOUNT: 271.94910.17CPV.43011

Contract Amount: \$27,630
Ending: 06/30/2018

Financial / Progress Report

Submit Report To:
 Brenda Ahlberg
 Community & Fiscal Projects Manager
 Kenai Peninsula Borough
 144 N. Binkley St., Soldotna, AK 99669

Project Name: Commercial Passenger Vessel Tax Program
Date:
Report No.:
Quarter From:
To:

FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
	\$ -				
Personnel		-	-		\$ -
Travel		-	-	-	\$ -
Contractual	27,630.00	-	-	-	\$ 27,630.00
Supplies		-	-	-	\$ -
Other		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 27,630.00	-	\$ -	\$ -	\$ 27,630.00

Advance funding	\$ 27,630.00
Expenditures applied to advance	\$ -
Remaining Advance Balance	\$ 27,630.00

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Reference: City of Homer's request letter March 21, 2017 and approved by Kenai Peninsula Borough Ordinance 2016-19-32.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: _____ Date: _____

Printed Name and Title: _____

Signature Authorization Form

Grant Program: Commercial Passenger Vessel Tax Program - State Pass Thru Funding

Agreement Number: 271.94910.17CPV.43011

Effective Date 04/18/17

Name of Grantee

City of Homer

DUNS# and Tax ID#

DUNS # 040171563 TAX ID# 92-0030963

Point of Contact Information

Program Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.

Primary and Alternate Signatories: Grant Award/Amendments and Grant Reports

Program Manager Name
Individual managing the project

Brian Hawkins

PM Address

491 E. Pioneer Ave., Homer, AK 99603

PM Telephone

907-235-3160

PM Fax

907-235-3152

PM Email

bhawkins@ci.homer.ak.us

Chief Financial Officer Name
Authorized to certify financial expenditures and records

John Li

CFO Address

491 E. Pioneer Ave. Homer, AK 99603

CFO Telephone

907-235-8121

CFO Fax

907-235-3140

CFO Email

jli@ci.homer.ak.us

Signatory Official Name
City Manager

Katie Koester

Signatory Official Address

491 E. Pioneer Ave., Homer AK 99603

Signatory Official Telephone

907-235-8121

Signatory Official Fax

907-235-3140

Signatory Official Email

kkoester@ci.homer.ak.us

Signatures required by each of the above-named individuals.

Project Manager

Signature and Date

Chief Financial Officer

Signature and Date

Signatory Official

Signature and Date

ORDINANCE REFERENCE SHEET
2017 ORDINANCE
ORDINANCE 17-20

An Ordinance of the City Council of Homer, Alaska, Supporting a Business Retention and Expansion Program Proposed by the Economic Development Advisory Commission and Appropriating Funds in an Amount not to Exceed \$1,400 from the General Fund Balance for Public Outreach to Promote Business Participation in the Program.

Sponsor: Smith

1. Council Regular Meeting May 8, 2017 Introduction
 - a. Memorandum 17-072 from Special Projects and Communications Coordinator
2. Council Regular Meeting May 30, 2017 Public Hearing and Second Reading
 - a. Memorandum 17-074 from Special Projects and Communications Coordinator

**CITY OF HOMER
HOMER, ALASKA**

Smith

ORDINANCE 17-20

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, SUPPORTING A BUSINESS RETENTION AND EXPANSION PROGRAM PROPOSED BY THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION AND APPROPRIATING FUNDS IN AN AMOUNT NOT TO EXCEED \$1,400 FROM THE GENERAL FUND BALANCE FOR PUBLIC OUTREACH TO PROMOTE BUSINESS PARTICIPATION IN THE PROGRAM.

WHEREAS, The Economic Development Advisory Commission (EDC) is tasked with collecting and analyzing data relevant to economic development and to act in an advisory capacity to the City on overall economic development planning; and

WHEREAS, Research shows that existing businesses generate up to 76% of new job growth and capital investment in any economy, but especially in small, rural areas where entrepreneurial and recruitment opportunities are limited; and

WHEREAS, Business Expansion & Retention (BR&E) programs have been widely and successfully implemented by governments to help promote mutual awareness between government and local businesses, and to identify possible solutions for local business retention and expansion; and

WHEREAS, BR&E is an economic development strategy initiated and promoted by the State of Alaska; and

WHEREAS, The EDC has researched and developed a plan and instruments for implementing a BR&E program for the City of Homer; and

WHEREAS, The EDC will work with the Kenai Peninsula Economic Development District to coordinate BR&E efforts and share aggregate data for greater regional economic understanding.

NOW THEREFORE, THE CITY OF HOMER SUPPORTS THE BR&E PROGRAM AND ORDAINS:

Section 1. The FY 2017 Operating budget is hereby amended by appropriating no more than \$1,400 from General Fund Balance to provide a public information postcard mailing encouraging local business participation in the BR&E program, as follows:

43	Account No.	Description:	Amount:
44	100-0112-5238	BR&E Postcard Printing & Mailing	\$1,400

45
46 Section 2. This is a budget amendment ordinance is temporary in nature, and shall not
47 be codified.

48
49 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 30th day of May, 2017.

50
51 CITY OF HOMER

52
53
54
55 _____
56 BRYAN ZAK, MAYOR

57 ATTEST:
58
59
60 _____
61 JO JOHNSON, MMC, CITY CLERK

62
63
64 AYES:
65 NOES:
66 ABSTAIN:
67 ABSENT:
68
69
70 First Reading:
71 Public Hearing:
72 Second Reading:
73 Effective Date:

74
75
76 Reviewed and approved as to form:
77
78
79 _____
80 Mary K. Koester, City Manager

81
82 Date: _____

Holly Wells, City Attorney

Date: _____



Memorandum **17-074**

TO: Mayor Zak and City Council
FROM: Jenny Carroll, Special Projects & Communications Coordinator
DATE: May 1, 2017
SUBJECT: Business Retention and Expansion Program Recommendation

The Economic Development Commission (EDC) at their regular meeting on April 11, 2017 unanimously passed a motion to submit a recommendation to Council to approve a Business Retention and Expansion (BR&E) program and approve general fund expenditure of \$1,400 or less for printing and mailing a postcard to local businesses promoting participation.

Background:

The EDC, to help carry out its assignment to collect and analyze data relevant to economic development and act in an advisory capacity to the City on overall economic development planning, is proposing a BR&E program.

BR&E is a systematic approach to building relationships with the business community, identifying problems that could cause businesses to close or leave a community, and addressing opportunities to help companies expand in the community. BR&E is an economic development strategy promoted by the State and by the Kenai Peninsula Economic Development District (KPEDD).

~~The EDC recognizes the importance of local business to Homer's economy.~~ Research shows that existing businesses generate up to 76% of new job growth and capital investment in any economy, but especially in small, rural areas like Homer where entrepreneurial and recruitment opportunities are limited. The EDC wants successful local businesses in and around the City of Homer; thriving local businesses create jobs and circulate revenue within the community, contributing to a stronger community with a high quality of life.

Benefits of a BR&E program include:

- building valuable relationships and dialog with business owners to foster open communication between businesses and local government;
- provide better information and understanding for all local leaders as to the strengths and weaknesses of the business climate, and to identify areas where the EDC can immediately work on

red-flag issues or recommend long-term policies, strategies or programs that improve local business climate;

- better understand trends, challenges and opportunities in the Kenai Peninsula economy as a whole through shared aggregate data with KPEDD's BR&E efforts.

The EDC's research and discussions resulted in the following proposal to conduct a BR&E program consisting of:

Information and data collection (May-October 2017):

- An online survey (which, upon Council approval of the BR&E program will be made available via a link on the City of Homer website) designed to gather information and answer several key questions from Homer business owners, including basic business demographics, trends in employment and sales, marketing and technology, and key barriers to long-term sustainability. See hard copy attached.
- Outreach to advertise and encourage broad community participation through a direct mail postcard (sample attached), through cooperation with industry associations and the Chamber of Commerce, fliers and presentations at a variety of community meetings: Rotary, Chamber, Farm Bureau/Farmers Market, industry associations, etc. (See outreach plan attached.)
- One-on-one business outreach by EDC members to either conduct the survey in-person, or follow up on survey if requested by business owner.

Data analysis (October-December 2017):

- Conducted by EDC member(s) and the Special Projects & Communications Coordinator, utilizing Google analytics and consultation with KPEDD.
- Through a series of worksessions, produce a summary of key findings and develop a three-year BRE Strategic Plan. This plan would identify:
 - **Immediate concerns of the business community/"Red Flags"**
 - A brief **narrative description of Homer's business** landscape
 - A year-by-year draft strategic plan to address themes/issues that emerge as opportunities for or barriers to business retention and expansion in Homer.

Action (2018/2019)

- Work on immediate red-flag issues;
- Recommend long-term policies, strategies or programs to Council that improve local business climate;
- Prepare an updated BRE survey and outreach plan for the next three-year cycle.

The following is the excerpt of the minutes from the EDC 3/11/2017 meeting.

PENDING BUSINESS

A. Business Retention and Expansion Program Planning

The commission continued their discussion from their worksession where they reviewed the survey and made some changes, and began discussing the marketing and outreach plan.

They reviewed the timeline outlined in the staff report for presenting their plan to City Council and for adopting an ordinance or resolution for approximately \$1,400 for printing and mailing post cards inviting business owners to participate in the survey the Commission is working to finalize.

Regarding outreach, the commission discussed benefits of direct mailing post cards and hand delivering post cards to local businesses. They addressed using email, social media, and the city and chamber websites as additional ways to get the word out about the survey.

The group also addressed the process for presenting to Council and getting approval to proceed. Commissioner Lord agreed to present to Council on May 8th. She will also contact Special Projects & Communication Coordinator Carroll to confirm whether funds are available in the economic development budget for this mailing or if some sort of a budget amendment is needed.

EVANS/RICHARDSON MOVED THAT THE COMMISSION SUPPORTS TAKING THE BUSINESS RETENTION AND EXPANSION QUESTIONNAIRE TO CITY COUNCIL AND TO REQUEST FUNDING TO MAIL OUT TO BUSINESS OWNERS.

MARKS/RICHARDSON MOVED TO HAVE IT INCLUDE THE MARKETING IN ADDITION TO THE SURVEY AND THE RATIONAL FOR DOING THIS IN THE PRESENTATION. There was brief discussion.

VOTE (Amendment): NON OBJECTION: UNANIMOUS CONSENT

ORDINANCE(S)

CITY MANAGER'S REPORT



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Zak and Homer City Council
FROM: Katie Koester, City Manager
DATE: May 24, 2017
SUBJECT: City Manager's Report – May 30

Update on Jack Gist Lot

Since the passage of Resolution 16-133 approving the City Manager to enter into negotiations on the purchase of Jack Gist Subdivision lot 3 to enhance Jack Gist Park, I have been working with the City's broker, Angie Newby of Homer Real Estate, on negotiating with the sellers to purchase the lot. After multiple offers and counters, I believe both parties are still quite a ways apart and I am looking for further guidance from Council. The parcel is 2.33 acres on the uphill side of Jack Gist Park and is listed for \$69,500. The 2017 assessed value is \$40,600, up \$3,200 from 2016. The lot has value to the City as property adjacent to Jack Gist Park, however there are no immediate plans to develop the park in that direction. According to the Capital Improvement Plan, the priority for Jack Gist Park is drainage improvements (\$50,000), concession stand and equipment storage (\$75,000) and an irrigation system (\$35,000). A private developer would face costly hurdles to development, including the cost of bringing in electricity, water and sewer. Nevertheless, this is a large parcel conveniently located near town that could be attractive to an entrepreneur to develop into cabin rentals, for example. The advice of our broker is to put this purchase on the back burner for a while as we have already offered the upper end of what her professional assessment of fair market value is. I am comfortable with that, but would like Council's feedback on how aggressively to pursue purchase of the lot.

Alaska State Chamber Welcome Reception

The Alaska State Chamber will be holding their 2017 Community Outreach Trip in Homer June 13-15. Mayor Zak and I are scheduled to speak at their breakfast meeting on the history, economy and opportunities of Homer. The Alaska Chamber would like to extend an invitation to Councilmembers to attend the welcoming reception Tuesday June 13 from 5:30-6:30pm at Land's End Quarter Deck. The Clerks will advertise the event to ensure all members are welcome to attend.

Alaska Mental Health Trust Authority (AMHTA) Land on Homer Spit

When I became City Manager, a little over 2 years ago, a project I inherited from Interim City Manager Yoder was the potential purchase of land owned by Alaska Mental Health Trust Authority (AMHTA) on the Homer Spit near the mouth of the Harbor. Currently AMHTA leases

this land to Icicle Seafoods. The City had asked AMHTA for an easement on their land to construct a trail and protect it from erosion. Over the course of those conversations, The Trust Land Office (TLO), who manages lands of behalf of the AMHTA, expressed an interest in selling the land. The Port and Harbor is interested in City control of the lands surrounding our economic engine, the Port and Harbor. Conversations regarding the land have been frustrated with questions regarding potential clouds on the title. Port and Harbor Director Hawkins and I met with Trust Land Office (TLO) staff and the City Attorney testified in front of the AMHTA Board regarding the land ownership issues at their May 3rd quarterly meeting. Since then the Port and Harbor Director and I met with Department of Natural Resources (DNR) Commissioner Andy Mack to request the assistance of DNR in researching title and municipal land transfers from incorporation.

FAA Public Meeting

What is a safe elevation for a small plane flying above a populated area? What can be done to mitigate aircraft noise? If a citizen suspects unsafe behavior from a pilot, how do they document and report it? What are the unavoidable impacts to living next to an airport that residents can expect? These questions and many more will be answered at a public meeting hosted by the Federal Aviation Administration June 8th at 6pm in Council Chambers.

Timeline for Fish Pump RFP

As directed by City Council, the Port and Harbor Advisory Commission will review the Request for Proposal for an additional fish pump at the Fish Dock on May 24th, after this packet deadline. The Commission will report at the May 30th council meeting any recommendations. Pending the green light from the Commission, the City could advertise the RFP next month.

Opioid Public Meeting

What: South Peninsula Hospital is sponsoring a community 'check-in' to learn more about opioid addiction, hear about state and local response to the opioid crisis, and honor the story of addiction and recovery. See the attached flyer or visit www.sphosp.org for more information.

Where: Homer High School Commons

When: Doors open 5:30pm; Presentations begin at 6pm

Who: Open to the public. Featuring Dr. Jay Butler, Chief Medical Officer, State of Alaska, and Dr. Sarah Spencer, Addiction Medicine Specialist; Includes panel discussion and conversation. Hosted by MAPP of the Southern Kenai Peninsula

Natural Gas Bills

I am pleased to report that the majority of the statements for the gas line assessment were mailed by May 16, well in advance of the July 1 payment deadline. The mailing of thousands of bills was challenging for the Finance Department as the financial management software, Caselle, the City uses is not set up to handle the specific parameters of the gas line assessment that Council put in place. The frustrations with Caselle are ongoing and extend beyond assessment districts. Though likely not a project for 2017, I foresee issuing a request for proposals for a new financial management software in our future.

Meeting with Coast Guard Admirals

United States Coast Guard scheduled an impromptu meeting with Mayor Zak and myself on Monday May 22. The team, consisting of Admirals from Juneau, San Francisco and Washington DC, appeared to be the decision makers regarding the placement of fast response cutters the Coast Guard is deploying in Alaska on a quick reconnaissance mission to each of the ports in question. Two of the scheduled 6 vessels are already slotted for Ketchikan, the John McCormick having arrived April to the port of Ketchikan. Seward, Valdez, Cordova, Sitka and Kodiak are competing to homeport the remaining 4 vessels. The City of Homer has reached out multiple times to the Coast Guard, including a visit between councilmembers and District 17 Chief of Staff regarding the placement of the vessels in the new large vessel harbor. The partnership with USCG will be key to launching the Large Vessel Harbor project. Not only would this harbor provide customized moorage for the new fast response cutters, it would also provide a secure home for the Hickory. I have no timeline for when the Coast Guard will make their decision, but was encouraged by the visit and detailed questions they asked about quality of life in Homer, which we have in spades.

Helping SPARC

SPARC has requested assistance from Public Works to help connect the building to water and sewer. I am hesitant to commit resources since the crew is gearing up for a busy summer and any extra work they do will pull them away from other projects. However, the request is for in-kind contributions only and the project will be limited to approximately 18 hours of staff time and 10 hours of equipment time. SPARC has hired a contractor to install the service line. Public Works is being asked to complete the last step in the installation - to physically connect to the main. City crews would fit the work in on an as available basis, but it should be complete sometime in June. Running water will greatly expand the capacity at SPARC and let the facility be used for a host of community events. I am interested to hear Council feedback on this non-standard request.

Firewood for Sale at City Campgrounds

Just in time for the busy summer season, the City has entered into a short-term agreement with Woody's Alaskan Firewood Company to sell firewood in three city campgrounds: Mariner Park, Pier One, and Karen Hornaday Park. The permit issued by the City allows Woody's Alaskan Firewood Company to drive through each of the three campgrounds two times per day with additional drive throughs permitted on holiday weekends during daytime hours. In addition, Woody's Alaskan Firewood Company may park a "manned" vehicle near the entrance of each park, to be removed at night. I appreciate the work of Woody's in jumping through the hoops the City of Homer requires such as adequate insurance and signage restrictions to provide this service to our visitors. Readily available firewood will cut down on the use of driftwood that protects our berms and provide a more enjoyable experience for visitors.

Enc:

Jack Gist CIP Project Page

Invite from Alaska State Chamber to Welcome Reception

FAA Public Meeting Flyer

Responding to Opioid Addiction Flyer
Homer Foundation Quarterly Report



Jack Gist Park Improvements, Phase 2

Project Description & Benefit: Jack Gist Park has been in development since 1998 on 12.4 acres of land donated to the City of Homer by a private landowner. As originally envisioned by the Jack Gist Recreational Park Association, this parcel has been developed primarily for softball fields. It also features a disc golf course.

The proposed project will complete Phase 2 by improving drainage around the upper ball field, constructing a concession stand/equipment storage building adjacent to the softball fields, and developing an irrigation system utilizing a stream on the property in conjunction with a cistern. Phase 3 will provide potable water (water main extension), construct a plumbed restroom, and acquire land for soccer fields.

Plans & Progress: Phase 1 of this project was completed in 2011 after a five year period of incremental improvements. In 2005-2006, a road was constructed to Jack Gist Park from East End Road, a 70-space gravel parking area was created, and three softball fields were constructed including fencing, dugouts, and backstops. In 2008, bleachers were installed at all three softball fields. In 2009, three infields were resurfaced. In 2010, with volunteer help, topsoil was spread and seeded on two of the three fields and the parking area was improved and expanded. 2011 saw improvements to the third ball field: drainage improvements on the outside perimeter (right and left field lines), imported material to improve the infield and topsoil and seeding to improve the outfield.

Total Project Cost: \$160,000

Drainage: \$50,000

Concession Stand and Equipment Storage: \$75,000

Irrigation System: \$35,000

Schedule: 2018-2019

Priority Level: 2



One of the new softball fields at Jack Gist Park

Welcome Reception

Land's End Resort, Quarter Deck

4786 Homer Spit Road

Homer, AK 99603

Tuesday, June 13

5:30-6:30 p.m.

.....

You are cordially invited to a reception with Alaska Chamber members who will be in Homer June 13-15 for their 2017 Community Outreach Trip.

During their visit, Alaska Chamber members are eager to learn about the issues, challenges, and successes unique to the Homer business community; as well as explore the sights and sounds, and delicious tastes of Kachemak Bay!

RSVP

Please RSVP by Friday, June 2 to Crystal Norman at cnorman@alaskachamber.com or (907) 278-2732.



Aviation Safety in the Flight Patterns around Homer Alaska

This is an aviation safety event designed to be informative to the general public on safe operating practices for aircraft in the Homer area.

The presentation will consider airman responsibilities and normal flight patterns at airports as well as rising terrain and populated areas.

Directions: Cowles Council Chambers, City Hall, 491 E. Pioneer Avenue

Event Details

Thu, Jun 8, 2017 - 18:00 AKDT

**Homer City Hall Council
Chambers**

491 E. Pioneer Avenue
Homer, AK 99603



Contact: KENNETH ALLEN THOMAS
(907) 271-5368
ken.a.thomas@faa.gov

Select #: AL0076443

POC KENNETH ALLEN THOMAS

A message from the National FAASTeam Manager

Invite a fellow pilot to the next WINGS Safety Seminar in your area.

Sign up for the FAA's safety services at www.FAASafety.gov!

The FAA Safety Team (FAASTeam) is committed to providing equal access to this meeting/event for all participants. If you need alternative formats or services because of a disability, please communicate your request as soon as possible with the person in the "Contact Information" area of the meeting/event notice. **203** Note that two weeks is usually required to arrange services.

Responding to Opioid Addiction in the Community

A community presentation and conversation

— Wednesday, May 31 —

Doors open 5:30pm | Presentations begin at 6pm

Homer High School Commons

A community check-in to learn more about opioid addiction, hear about state and local response to the opioid crisis, and honor the story of addiction and recovery

Featuring Dr. Jay Butler, Chief Medical Officer, State of Alaska,
and Dr. Sarah Spencer, Addiction Medicine Specialist;

Includes panel discussion and conversation. Hosted by MAPP of
the Southern Kenai Peninsula

More info at www.sphosp.org



South
Peninsula
Hospital 205



HOMER FOUNDATION
 Quarterly Report to Fund Holders
Jan - Mar 2017

Fund Holder City of Homer
 Fund **City of Homer Fund**

Fund Type: Field of Interest
 Fund Code: 1305

PORTFOLIO SHARE (Corpus)

Beginning Balance	191,469.52
Contributions	-
Withdrawals	-
Portfolio Market Change	4,151.14
Ending Balance	195,620.66

AVAILABLE FOR DISTRIBUTION (Earnings)

Beginning Balance	27,336.15
Earnings Allocation	1,485.61
Grants Awarded:	
none this quarter	-
	-
	-
Grants Total	-
Transfers to Restricted Fund	-
Ending Balance	28,821.76



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: MAYOR ZAK AND CITY COUNCIL
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: MAY 23, 2017
SUBJECT: BID REPORT

NOTICE OF SALE

Notice is hereby given that the **25' Glasply vessel, AK 8496J**, located in the Homer Small Boat Harbor below the Harbormaster's office in Homer, Alaska, will be sold by the City of Homer to the highest bidder as is, together with equipment, gear, furniture, apparel, fixtures, tackle, machinery, anchors and all appurtenances. This 25' recreational vessel has a 175HP Yamaha 2-stroke engine and a 15-HP Honda 4 stroke kicker motor. The last known owner is Adrian Heibold, 68127 Placer Court, Anchor Point, Alaska 99556. A bidder's packet and bidding instructions are available at Homer City Hall, Office of the City Clerk, 491 E. Pioneer Avenue, Homer, AK 99603, phone (907) 235-3130. Sealed bids will be received at the office of the City Clerk until **2:00 p.m., June 2, 2017**, at which time they will be opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for the receipt of the bids shall not be considered. Bidders are required to be on the City's Plan Holder's List for their bid to be considered. 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 forms are available online at <http://www.cityofhomer-ak.gov/rfps>.

REQUEST FOR PROPOSALS FOR HARBOR MANAGEMENT SYSTEM

The City of Homer, Alaska, Port and Harbor Division, is requesting proposals from qualified firms for a custom Harbor Management System to replace Port and Harbor's existing outdated harbor software system that manages billable events occurring within the Port and Harbor infrastructure. Successful proposer will be contracted to design, develop, test, and implement a custom Harbor Management System that tracks billing and vessel information using handheld field devices, interfaces with external and internal systems, calculates charges, generates monthly statements and tracks payment status. A **mandatory pre-proposal meeting/teleconference will be held Friday, June 9, 2017 at 2:00 pm** at the Homer City Hall Conference Room. Sealed proposals for the **Harbor Management System** will be received at the office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **4:00 PM, Friday, June 30, 2017**. The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of the bids shall not be considered. **All proposers must submit a City of Homer Proposal Holders Registration form to be on the Proposal Holders List** The Proposal holder registration form and the RFP package are available on line at <http://www.cityofhomer-ak.gov/rfps>.

CITY ATTORNEY REPORT

COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 17-079

TO: MAYOR ZAK AND HOMER CITY COUNCIL

FROM: JO JOHNSON, MMC, CITY CLERK

DATE: MAY 22, 2017

SUBJECT: TRAVEL AUTHORIZATION FOR MAYOR ZAK AND COUNCILMEMBER SMITH TO ATTEND THE ALASKA MUNICIPAL LEAGUE SUMMER LEGISLATIVE CONFERENCE AUGUST 16 – 17, 2017 IN HAINES, ALASKA.

Mayor Zak and Councilmember Smith would like to attend the Alaska Municipal League (AML) Summer Legislative Conference in Haines, Alaska, August 16 – 17, 2017.

The AML is a voluntary, nonprofit, nonpartisan, statewide organization of 140 cities, boroughs, and unified municipalities, representing over 97 percent of Alaska's residents. Originally organized in 1950, the League of Alaska Cities became the Alaska Municipal League in 1962 when boroughs joined the League.

Meetings include Newly Elected Officials, Alaska Conference of Mayors, board committees and meeting with Legislators.

Cost estimates for travel include round trip airfare from Homer to Juneau at \$825.00, Allen Marine Tours round trip charter from Juneau to Haines at \$100, and room rates at \$109.00 per night. Per diem is \$58.00 per day, for three meals.

For FY 2017 Council budgeted \$6,000.00 for transportation and \$4,000.00 for subsistence. To date \$41.00 has been expended from Transportation Acct. No. 100.0100.5236, leaving a balance of \$5,959.00; and \$136.81 has been expended from Subsistence Acct. No. 100.0100.5237, with a balance of \$3,863.19 remaining.

RECOMMENDATION:

Discuss the travel and if approved allocate funds for transportation and subsistence.

Fiscal Note: Mayor and Council 2017 Budget: 100.0100.5236 - Transportation: \$6,000.00 and 100.0100.5237 - Subsistence: \$4,000.00.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 17-080

TO: MAYOR ZAK AND HOMER CITY COUNCIL

FROM: JO JOHNSON, MMC, CITY CLERK

DATE: MAY 22, 2017

SUBJECT: LETTER FROM MAYOR AND COUNCIL TO ALASKA COMMAND REQUESTING A DEBRIEFING ON NORTHERN EDGE TRAINING EXERCISES.

Councilmember Aderhold has proposed the attached letter be sent to Alaska Command to request a debriefing on Northern Edge Training Exercises.

RECOMMENDATION:

Discuss the letter and if approved the letter will be sent to Alaska Command.



City of Homer

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Homer City Council

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May 30, 2017

Alaska Command
Alaskan NORAD Region and 11 AF
Joint Base Elmendorf-Richardson, 99506

RE: Debrief to Communities on Alaska Northern Edge Training Exercises

Alaska Command,

The City of Homer would like to congratulate Alaska Command on a successful training mission in the Gulf of Alaska May 1-12. As you know, the City of Homer had the pleasure of hosting the USS Hopper for 3 days while the crew explored our beautiful City and residents got a chance to tour an Arleigh Burke class destroyer. Thank you for providing this opportunity to share our community with the sailors and thank them for their service.

In August of 2016 the Homer City Council passed Resolution 16-081(A) opposing the siting and timing of the U.S. Navy training exercises that pose risks to fish and fisheries in the Gulf of Alaska. The City is grateful for the measures that the U.S. Navy took to mitigate potential noise impacts and disturbances to marine mammals in advance of the training exercises. The Homer City Council and the Citizens of Homer would like to invite Alaska Command to a City Council meeting to report on how the training exercises went in regard to protection of our important marine ecosystem. City Council meetings are generally held the 2nd and 4th Monday of the month and with 7 days' notice, the City Clerk can place you on the agenda (907.235.3130).

The City of Homer appreciates the outreach the U.S. Navy and Alaska Command has done on this topic, including visits to our community and the highly anticipated port visit of the USS Hopper. The Homer City Council encourages the continued open communication between Alaska Command and Gulf of Alaska communities. Both the need for the military to provide real world training experiences for the men and women tasked with protecting the United States of America and the protection of the marine life that Alaskan waters support continue to be high priorities for everyone involved.

Thank you for your time and service.

Sincerely,

Homer City Council



Memorandum 17-081

TO: LIBRARY ADVISORY BOARD

THROUGH: MAYOR ZAK AND HOMER CITY COUNCIL

FROM: COUNCILMEMBER TOM STROOZAS

DATE: MAY 22, 2017

SUBJECT: OPERATIONAL COST REDUCTIONS AT HOMER PUBLIC LIBRARY

The purpose of this memo is to invite the Library Advisory Board to work collaboratively with Homer City Council in coming up with innovative measures for reducing operating expenses at the Library while maintaining the highest level of operational effectiveness possible.

At the May 8th work session the Library Advisory Board presented to the Homer City Council the results of many months of work on how to increase revenue to the Library from non-city residents, per the direction of Resolution 16-126. This work provided valuable information and useful strategies for sharing the expense of library services more broadly. Nevertheless, as the City of Homer continues to face budget constraints and uncertainty from the State, it is important to have both options to increase revenue and reduce expenses on the table as the Council struggles to find a balance between the level of service and what Homer taxpayers can afford.

The Library Advisory Board is in the best position to advise the Council on potential mechanisms to reduce the operating budget of the Library, including but not limited to a reduction in the hours of operation, the impact those would have, and the prioritization of certain measures over others. The Homer City Council would welcome the LAB's input on how to achieve a 5-15 percent reduction in the operating budget of the Homer Public Library with the least amount of impact to patrons. The Homer City Council feels it is important to initiate this conversation well in advance of the 2018 budget cycle so the most thoughtful ideas can come forward with input from the public.



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Memorandum 17-082

TO: MAYOR ZAK AND CITY COUNCIL

FROM: POLICE STATION BUILDING TASK FORCE

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MAY 24, 2017

SUBJECT: RECOMMENDATIONS FOR THE NEW POLICE STATION PROJECT

Through Resolution 16-128(S)(A) the City Council established the Police Station Building Task Force to build on the extensive work completed by the Public Safety Building Review Committee to assist the city to move forward on a separate Police Station Building Project.

The Task Force was directed to analyze and report back to City Council on the following:

- Two Proposed Not To Exceed Budgets - \$6 Million and \$9 Million
- Site Selection
- Possibility of Public Private Partnerships (such as Lease to Purchase)
- Feasibility of remodeling the HERC
- Impact to the operating budget of ongoing maintenance costs
- A funding mechanism and repayment method that takes in account capital and maintenance expenses

The members of the Task Force have had four meetings and recommend the following in accordance with the scope of work as outlined:

Not to Exceed \$6M and \$9M Budget: Option 2A \$6 M for an 8400 square foot building or Option 2B \$9M for a 13,900 square foot building as shown on the Conceptual Cost Estimate attached

Site Selection: Waddell parcel located at the confluence of Grubstake, Heath and Snowbird

Possibility of Public Private Partnerships: Consider Private Public Partnership with emphasis on Local Investment by Person(s) and/or Group(s) and Lease with Purchase Option Build to Suit

Constructing in Phases: Not Addressed by the Task Force

Feasibility of Remodeling the HERC: Not Addressed by the Task Force

Impact on the Operating Budget with ongoing Maintenance Costs: Annual costs for a \$6M project is an additional \$44,830 and for a \$9M project is \$127,330 for operational expenses Either option would require additional ½ time janitorial/maintenance personnel at \$56,575 annually

Funding Mechanism and Repayment Method to account for Capital & Maintenance Expenses: Bonding with Repayment by Seasonal Sales Tax, Private Investment Group(s) and/or Person(s), Lease Build to Suit with Purchase Option

Additional Recommendations from the Task Force: Re-Advertise the Project for Bid

Attachments:

Conceptual Cost Estimate New Homer Police Station – Four Alternative Corrected

Homer Police Station Funding Potential Spreadsheet

Minutes for the May 23, 2017 meeting

Minutes for the May 16, 2017 meeting

Minutes for the May 1, 2017 meeting

Minutes for the April 18, 2017 meeting

Conceptual Cost Estimate - New Homer Police Station - Four Alternatives

Option 1A Comments

Advantages:
 1) Low construction cost.
 2) Use of existing square footage cheaper than new construction.
 3) Property owned by City – no new land costs

Disadvantages:
 1) **No room for future needs. New building not large enough to accommodate "essential" uses.**
 2) Need for bringing existing building up to code or cost to modify not known.
 3) Presence of asbestos, lead based paint, and other safety/environmental issues unknown.
 4) Off-site improvements needed (drainage corrections).

Operational Costs:
 Current costs per square foot = \$81,170 or \$15/SF
 New costs per square foot = 6,500 SF x \$15/SF = **\$97,500.**

Plus additional 1/2 janitorial/bldg maintenance personnel = **\$56,575**

Total Annual Addn Operational Costs = **\$154,075**

Depreciation: (30 yr/3%) addn cost = **\$126,120**

OPTION 1A - EXISTING SITE - \$6,000,000 Budget Total SF = 12,000 6,500 SF New/5,500 SF Existing

Assumptions: 1) Non-essential uses can be accommodated in the existing building with limited code compliance work; 2) uses in existing and new buildings can be arranged to function effectively with adjacent uses.

	Quantity	Units	Unit Price	Cost
New Building Construction	6500	SF	435	\$ 2,827,500.00
Existing Building Modifications	5500	SF	150	\$ 825,000.00
Civil Site Improvements	LS	1	-	\$ 450,000.00
Accessory Structures	LS	1	0	\$ 425,000.00

Total Construction \$ 4,527,500.00

Design	\$ 407,475.00
Inspection	\$ 158,462.50
1% for Art	\$ 45,275.00
Furnishings	\$ 110,000.00
Communications	\$ 185,000.00
City Administration	\$ 67,912.50
Contingency	\$ 452,750.00

Total Project \$ 5,954,375.00

OPTION 1B - EXISTING SITE - \$9,000,000 Budget Total SF = 17,500 12000 SF New/5,500 SF Existing

Assumptions: 1) Non-essential uses can be accommodated in the existing building with limited code compliance work; 2) uses in existing and new buildings can be arranged to function effectively with adjacent uses.

	Quantity	Units	Unit Price	Cost
New Building Construction	12000	SF	435	\$ 5,220,000.00
Existing Building Modifications	5500	SF	150	\$ 825,000.00
Civil Site Improvements	LS	1	-	\$ 450,000.00
Accessory Structures	LS	1	0	\$ 425,000.00

Total Construction \$ 6,920,000.00

Design	\$ 622,800.00
Inspection	\$ 242,200.00
1% for Art	\$ 69,200.00
Furnishings	\$ 110,000.00
Communications	\$ 185,000.00
City Administration	\$ 103,800.00
Contingency	\$ 692,000.00

Total Project \$ 8,945,000.00

Option 1B Comments

Advantages:
 1) Use of existing square footage cheaper than new construction.
 2) Property owned by City – no land acquisition costs.

Disadvantages:
 1) higher construction cost.
 2) **No room for future needs. Site not large enough to accommodate accessory structures/circulation.**
 3) Need for bringing existing building up to code or cost to modify not known.
 4) Presence of asbestos, lead based paint, and other safety/environmental issues unknown.
 5) Off-site improvements needed (drainage corrections).

Operational Costs:
 Current costs per square foot = \$81,170 or \$15/SF
 Proposed costs per square foot = 12,000 SF x \$15/SF = **\$180,000**

Plus additional 1/2 janitorial/bldg maintenance personnel = **\$56,575**

Total Annual Addn Operational Costs = **\$236,575**

Depreciation: (30 yr/3%) addn cost = **\$189,180**

Option 2A Comments

Advantages:
 1) All new facility
 2) Room for expansion
 3) No off-site improvements needed.

Disadvantages:
 1) low construction cost.
 2) **New building cannot accommodate "essential" uses defined by Police Chief.**

Operational Costs:
 Current costs per square foot = \$81,170 or \$15/SF
 Proposed costs per square foot = 8,400 SF x \$15/SF = \$126,000. Difference = **\$44,830**

Plus additional 1/2 janitorial/bldg maintenance personnel = **\$56,575** Total Annual Addn

Operational Costs = **\$101,405**

Depreciation: (30 yr/3%) addn cost = **\$126,120**

OPTION 2A - WADDELL PROPERTY - \$6,000,000 Budget Total SF = 8,400

Assumptions: 1) Subsurface conditions are as expected (no deep organics); 2) CUP can be obtained.

	Quantity	Units	Unit Price	Cost
New Building Construction	8400	SF	435	\$ 3,654,000.00
Civil Site Improvements	LS	1	-	\$ 450,000.00
Accessory Structures	LS	1	-	\$ 425,000.00

Total Construction \$ 4,529,000.00

Design	\$ 407,610.00
Inspection	\$ 158,515.00
1% for Art	\$ 45,290.00
Furnishings	\$ 110,000.00
Communications	\$ 205,000.00
City Administration	\$ 67,935.00
Contingency	\$ 452,900.00

Total Project \$ 5,976,250.00

OPTION 2B - WADDELL PROPERTY - \$9,000,000 Budget Total SF = 13,900

Assumptions: 1) Subsurface conditions are as expected (no deep organics); 2) CUP can be obtained.

	Quantity	Units	Unit Price	Cost
New Building Construction	13900	SF	435	\$ 6,046,500.00
Civil Site Improvements	LS	1	-	\$ 450,000.00
Accessory Structures	LS	1	-	\$ 425,000.00

Total Construction \$ 6,921,500.00

Design	\$ 622,935.00
Inspection	\$ 242,252.50
1% for Art	\$ 69,215.00
Furnishings	\$ 110,000.00
Communications	\$ 205,000.00
City Administration	\$ 103,822.50
Contingency	\$ 692,150.00

Total Project \$ 8,966,875.00

Option 1B Comments

Advantages:
 1) All new facility
 2) Room for expansion
 3) No off-site improvements needed.
 4) New building can accommodate "essential and urgent" uses as defined by Police Chief.

Disadvantages:
 1) higher construction cost.

Operational Costs:
 Current costs per square foot = \$81,170 or \$15/SF
 Proposed costs per square foot = 13,900 SF x \$15/SF = \$208,500. Difference = **\$127,330**

Plus additional 1/2 janitorial/bldg maintenance personnel = **\$56,575** Total Annual Addn

Operational Costs = **\$183,905**

Depreciation: (30 yr/3%) addn cost = **\$189,180**

EXISTING SITE - \$6,000,000 Option (Building Cost = \$2,827,500)

Requested in Chief Robl's Memo		Rqsted SF	\$/SF	\$/Line Item	\$ Cumulative
Essential	Jail, five cells, visitation, interview room, jail support.	2,164	\$435	\$941,340	\$1,082,541
Essential	Investigation/Patrol, offices, storage, training and briefing.	2,400	\$435	\$1,044,000	\$2,126,541
Essential	Dispatch, mail room, copy, storage, IT, radios, soft interview.	1,832	\$435	\$796,920	\$2,923,461
Essential	Exercise, physical training, lockers, showers, storage.	1,232	\$435	\$535,920	\$3,459,381
Essential	Evidence receiving, processing.	896	\$435	\$389,760	\$3,849,141
Essential	Vehicle evidence processing.	360	\$435	\$156,600	\$4,005,741
Essential	Evidence storage.	900	\$435	\$391,500	\$4,397,241
Essential	Gun cleaning, storage.	244	\$435	\$106,140	\$4,503,381
Essential	Support, janitorial, rest rooms.	307	\$435	\$133,545	\$4,636,926
Essential	Kitchen	100	\$435	\$43,500	\$4,680,426
Urgent	Jail - Provide a sally port.	439	\$435	\$190,965	\$4,871,391
Urgent	Investigation/Patrol - Increase training/briefing area.	400	\$435	\$174,000	\$5,045,391
Urgent	Dispatch - Increase main dispatch area.	200	\$435	\$87,000	\$5,132,391
Urgent	Exercise - Increase gym area; add separate female locker/shower area.	532	\$435	\$231,420	\$5,363,811
Urgent	Evidence - add boot wash/raingear/decontamination areas.	115	\$435	\$50,025	\$5,413,836
Urgent	Storage - Increase storage space throughout the building.	300	\$435	\$130,500	\$5,544,336
Important	Jail - Hard interview room, laundry, defined intox area, drug investigations.	390	\$435	\$169,650	\$5,713,986
Important	Investigation/Patrol -Additional office spaces	460	\$435	\$200,100	\$5,914,086
Important	EOC/Mat room	900	\$435	\$391,500	\$6,305,586
Important	Evidence Storage - Increase long term storage area.	400	\$435	\$174,000	\$6,479,586
Important	Vehicle Evidence Processing - Provide space for two bays.	360	\$435	\$156,600	\$6,636,186
Important	Gun Range - Four shooting lanes	2,500	\$435	\$1,087,500	\$7,723,686

17,431

EXISTING SITE - \$9,000,000 Option (Building Cost = \$5,220,000)

Requested in Chief Robl's Memo		Rqsted SF	\$/SF	\$/Line Item	\$ Cumulative
Essential	Jail, five cells, visitation, interview room, jail support.	2,164	\$435	\$941,340	\$1,082,541
Essential	Investigation/Patrol, offices, storage, training and briefing.	2,400	\$435	\$1,044,000	\$2,126,541
Essential	Dispatch, mail room, copy, storage, IT, radios, soft interview.	1,832	\$435	\$796,920	\$2,923,461
Essential	Exercise, physical training, lockers, showers, storage.	1,232	\$435	\$535,920	\$3,459,381
Essential	Evidence receiving, processing.	896	\$435	\$389,760	\$3,849,141
Essential	Vehicle evidence processing.	360	\$435	\$156,600	\$4,005,741
Essential	Evidence storage.	900	\$435	\$391,500	\$4,397,241
Essential	Gun cleaning, storage.	244	\$435	\$106,140	\$4,503,381
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Important	Gun Range - Four shooting lanes	2,500	\$435	\$1,087,500	\$7,723,686

17,431

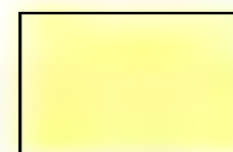
WADDELL SITE - \$6,000,000 Option (Building Cost = \$3,654,000)

Requested in Chief Robl's Memo		Rqsted SF	\$/SF	\$/Line Item	\$ Cumulative
Essential	Jail, five cells, visitation, interview room, jail support.	2,164	\$435	\$941,340	\$1,082,541
Essential	Investigation/Patrol, offices, storage, training and briefing.	2,400	\$435	\$1,044,000	\$2,126,541
Essential	Dispatch, mail room, copy, storage, IT, radios, soft interview.	1,832	\$435	\$796,920	\$2,923,461
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17,431

WADDELL SITE - \$9,000,000 Option (Building Cost = \$6,046,500)

Requested in Chief Robl's Memo		Rqsted SF	\$/SF	\$/Line Item	\$ Cumulative
Essential	Jail, five cells, visitation, interview room, jail support.	2,164	\$435	\$941,340	\$1,082,541
Essential	Investigation/Patrol, offices, storage, training and briefing.	2,400	\$435	\$1,044,000	\$2,126,541
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Important	Gun Range - Four shooting lanes	2,500	\$435	\$1,087,500	\$7,723,686



= Square footage able to be completed based on budget

Session 17-03, a Regular Meeting of the Police Station Building Task Force was called to order by Chair Garvey at 4:02 p.m. on May 23, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: WALKER, LOWNEY, GARVEY, WEATHERLY, LOWE

STAFF: CITY MANAGER KOESTER
POLICE CHIEF ROBL
PUBLIC WORKS DIRECTOR MEYER
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Garvey requested a motion to approve the agenda.

LOWNEY/WEATHERLY - MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

Scott Adams, city resident, stated that this is his first meeting in front of this task force but that he attended 75% of the meetings of the previous committee over two years and commented that it was hard to watch them push this through in two months' time; he believes that they should not even consider using the existing site it is not large enough; there are two other places Waddell and the HERC; they have already spent half a million dollars on the HERC site for that to just go into thin air. He is hoping that the project comes in at the six million dollar range because he believes that the nine million is not going to pass due to residents cannot afford it, he cited the gas assessment and the financial state of the Alaska. He will continue to watch what they do and the time is short.

Heath Smith, city resident, stated that the laydowns provided by Mr. Meyer were very useful in many regards. Looking at the Waddell site, the six million dollar option there are some things he really wants and hopes that they will key on; if they look at the urgent needs, they are basically increasing the size of the essential and then what becomes urgent is increasing the size. He thinks the \$435 per square foot is overinflated from the last number they received and pushes them out of the budget numbers in their realm, and decreases the square footage. He would hope that they keep in mind what they can build this for first of all, and also that this is Mr. Meyer's first guess on what he thinks he could get on the open market. Mr. Smith disagreed, saying that for \$6M, on the open market, they can get a lot more bang for their buck than what is being represented. He would hope that they would realize that they are being directed in one way over another through the manipulation of numbers. If you look at some of the operational costs, in the \$9M option they are looking at \$127,000 to run that facility. Our budget could not currently absorb that kind of money. They are already running at a deficit and borrowing to meet the budget demands. They have yet to go to the people to make up that difference, and what we are effectively doing is adding 10% to what we are chasing by constructing

a building that is going to add \$127,000 to our operating budget and that is the pressure that will put on the general fund and what we are going to have raise by taxation. The \$6M option is half at \$56,000 and these are things that they should keep in mind. JI appreciate all your work.

VISITORS

APPROVAL OF MINUTES

A. Meeting Minutes for May 16, 2017

Chair Garvey called for a motion to approve the minutes.

LOWNEY/WEATHERLY – MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE. YES. LOWE, WEATHERLY, GARVEY, LOWNEY, WALKER

Motion carried.

REPORTS

PUBLIC HEARING

PENDING BUSINESS

A. A. Construction Options – Conceptual Cost Estimates for Sites

1. Remodel/Renovation/Addition to Existing Facility
2. New Construction on Waddell Property
3. Use Both Existing & Build a New Facility
4. Additional Facility/Maintenance Costs to Overall City Budget

Chair Garvey read the title into the record and opened discussion. He requested Mr. Meyer to provide some clarification on the information he provided in the packet and the laydown. The following points were discussed at length:

- Conceptual Cost Estimate on page 13 of the packet

Option 1A – Existing Site \$6M and Option 1B \$9M - How was the total cost for Additional Operational Costs Developed?

The \$81,170 was pulled from the current budget for the Police Department and represents costs to operate the Building only. This does not reflect other costs such as uniforms, etc. Dividing by the existing square footage it equates to \$15 per square foot. Then taking the square footage for the new building multiplied by the \$15/square foot costs equates to \$97,500.

Mr. Meyer informed the Task Force that consideration for personnel when they built the new Library, Harbormasters Office and increased the size of City Hall presented a tipping point that additional staff is required adding this project.

Chair Garvey pointed out the error in calculations and it should reflect the amount of \$154,075 for Option 1A and for Option 1B the total should reflect \$180,000 for new square footage plus the \$56,575 which reflects a total additional cost of \$236,575.

- The ranking for additional costs to the budget is as follows:

- Option 2A – Waddell Property – New Construction \$6M
- Option 1A – Existing Property – Remodel/Renovation & Addition - \$6M
- Option 2B – Waddell Property – New Construction \$9M
- Option 1B – Existing Property – Remodel/Renovation & Addition – \$9M
- Very significant numbers and should be considered in the deliberation
- The city will incur the expense of additional personnel adding the additional square footage to maintain and that should be considered in building this project

Mr. Meyer provided clarification on the spreadsheet that was provided as a laydown stating that the information uses the information contained in Chief Robl's memorandum and showed a cost per square footage and then run cumulative costs to show what needs can be included within the stated budget. This spreadsheet also assumes that the costs for civil, site, design costs, 1% for Art, accessory structures, etc., will be the same and those costs are estimated at \$3,172,500. So as the first Option shows you reach the budget amount of \$6M considering only 3 of the essential needs in Chief Robl's memo. He stated that the \$435 per square foot costs does not take into consideration the hallways, mechanical rooms since he wanted to compare apples to apples since there is disagreement on the percentage that those spaces take as some designs take 30% and others it could be 10%. For simplicity none of these spreadsheets take into consideration the need for those rooms. He also explained that essential services according to the Fire Marshall must be in a building that meets code and nonessential services can be in the older facility that does not meet code. This information is different than what is designated as essential in Chief Robl's memo. He went on to provide an example using the evidence storage and could be accommodated in the old building while noting that there were several items identified as urgent that would be place in a new building.

Additional discussion on the requirement of whether they can fully utilize the space in the existing building, the presence of environmental hazards and if it can be used for essential services is unknown. Also the fact that the existing site will not accommodate projected future expansion. If they invest the \$6-9 million dollars and they need to expand in the future it will not be done on that site. The existing site is marginally big enough to do what they need now. It was also noted that looking in the past the population of Homer has increased 2-3% each year, some years it was flat. It was stated that Homer is becoming a retirement community and it was not believed that type of community would cause the increased issues for the Police. The community can ill afford the project. There is benefit to plan ahead to be able to expand if needed. The operational costs are a concern and that they really should be able to fund depreciation costs so that future generation will not be sitting here again wondering how they will deal with this issue.

LOWNEY/WALKER – MOVED TO ELIMINATE THE EXISTING SITE AS ONE OF THE OPTIONS.

Discussion ensued that this option presents the highest costs to operational costs, does not allow expansion, and presents a potential loss of square footage.

Chief Robl at the request of the Task Force provided input on a comparison of new construction one level smaller facility to a renovated, remodel, two story facility that will be confined to that space.

Chief Robl noted that there are several items not being considered such as significant square footage that cannot be recovered or relocated such as the jail cells, stairwells, parking, no impound yard or equipment storage. He additionally noted that they can get buy for a little longer, unsafely but less than 5 years, but a little longer. He felt that was a decision best made by Council. He agreed that the existing facility could be used for storage, the gym, and relocate some walls economically for additional uses.

It was discussed on the potential for difficulty in selling the new construction and site to the public which is the same size as the existing site but points in favor of the Waddell site with new construction was the economies of new construction, the new facility will offer the potential for expansion in the future and be 3000 square feet larger.

Additional points made on constructing with expandable spaces, daylight basement and other building efficiencies will make the Chief happy in the end.

VOTE. YES. WALKER, LOWNEY, LOWE, WEATHERLY, GARVEY.

Motion carried.

Chair Garvey stated that for the Council to have anything that will pass the vote it, they need to be creative, show that the staff, the Task Force, the Council, everybody involved have come together to redefine how we think, and how we are moving forward, fit in an expandable daylight basement or something, transition from what we have to have now to what we want one day, he would like the Chief to compare the Petersburg floorplan and modify that in a couple of ways and report back to the Task Force and present how he would use it to show them a visual example on how to use the square footage. This plan works for Petersburg and should provide a decent starting point.

Deputy City Clerk Krause interceded with a point of order noting that the request was more detail than the Task Force required to make their recommendations and that the Task Force was to either make the recommendations or request for extension and they have not made it to that point yet.

Chair Garvey questioned that it was more detailed because of the timeline or their scope of work. Ms. Krause responded the scope of work. Chair Garvey questioned that they are not allowed to ask staff to try to help comment on a floor plan or what it might look like given something.

Ms. Krause explained that the scope of work was to as analyze the feasibility of remodeling the HERC, phased construction, remodel, site selection, Public Partnerships, Lease – it was not go into details on how a building was to be constructed or how it was going to be laid out.

Chair Garvey then questioned the scope of work regarding the HERC since he did not see that pointed out in the first meeting packet, next he mentioned that the Task Force has already reviewed the Petersburg project and using that under the New Construction aspect he thought Chief Robl could provide a comparison on how that building square footages would work for Homer and he believed that Council would prefer to have a visual on the square footage would work and accommodate their needs. He requested more input on their scope of work.

Ms. Lowney commented that they would get those details when they submit their recommendations to proceed with architectural plans. She believes they are ready to finalize their recommendations on New Construction, using the Waddell site and a \$6M and \$9M project.

Ms. Walker confirmed the recommendation on how they are to pay for it also.

LOWNEY/WEATHERLY – MOVED THAT THE TASK FORCE RECOMMENDS TO COUNCIL NEW CONSTRUCTION, LOCATED ON THE WADDELL SITE FOR \$6M AND \$9M

Discussion ensued and included that consideration for the building to be constructed well using cost saving measures and efficiencies that lasts longer than 30-40 years and that it should be let for bid.

VOTE. YES. LOWE, WEATHERLY, LOWNEY, WALKER, GARVEY.

Motion carried.

Chair Garvey asked if there were any comments on the additional costs.

Ms. Lowney wanted to insure that the public was aware and understood that this was a product of multitude of variables that came together, that the building of several new facilities has pushed them over the threshold and not just this project. She was referring specifically about the maintenance personnel. Ms. Lowe asked if this cost could be removed from this project and asked for the response from the city staff.

Mr. Meyer responded that the information was provided for the Task Force so that they were aware of those costs, that as far as he knew they would not be including those costs in a Bond proposition.

Chair Garvey stated that one of the additional requirements from the April 18th meeting was to consider the additional costs to the overall city budget and the following items were listed: supplies, personnel, depreciation and furniture. He agreed that it might not be specifically tied to this building but that they should still report the personnel costs that might accumulate.

Ms. Lowney agreed she had concerns on how this information was explained and presented to the public.

Ms. Walker commented that the city still has a bill and that they need to figure out how to pay for it.

Chair Garvey requested clarification on her comment that they still have the bill, that they still have to pay the \$56K janitorial ½ person, whether they build this or not, he was under the assumption that if there is no new police building they would not need to hire new personnel.

Ms. Walker responded that she thought they would have to have the ½ a person without the new, which brings to point that if they build brand new which will be easier to take care of and maintain see does not understand the need to have additional personnel needed. A new building will have efficiencies in place.

Chair Garvey noted that was a good point and it may be a gray area. He then stated that they just bring that up to Council that the cold hard costs for Option 2A for the building square footage is \$44,000 and the \$9M option is \$127,000 higher both have the consideration that the city hire a ½ a janitorial person that is around this estimated costs which would suffice for the personnel side.

Chair Garvey asked for additional comments. Ms. Walker stated that they consider annual costs for maintenance increases. She understood from the Library that there were additional expenses at the Library for such things as arctic entry and return air because of inadequate planning. She wanted to make sure that costs similar to that were accounted for in the extra operating costs. In order to keep the property in good shape to address concerns as they come up.

Chair Garvey inquired if they need make a motion or is this good enough to forward to council. Ms. Krause requested some clarification on the recommendation. He believed Council wanted some hard data to show the public how much additional costs they will have to come up with for this building in addition to the

construction costs. He noted this would be in response to the Additional Facility/Maintenance Costs to Overall City Budget.

GARVEY/LOWNEY – FORWARD A MOTION THAT THEY USE THESE NUMBERS THAT MR. MEYER PROVIDED OF \$44K AND \$127K WITH RESPECT, AND A CAVEAT THAT THERE IS A LITTLE BIT OF EXTRA FOR THE ADDITIONAL MAINTENANCE, FOR AN ADDITIONAL JANITOR .

Discussion ensued on forwarding the projected costs to Council on additional personnel specifically the amounts shown on the spreadsheet that Mr. Meyer provided the Task force in the amounts of \$44000 for a \$6M building and \$127000 for a \$9M building that it reflects a tripled amount for the square footage since the square footage is not even doubled. It was noted that the figures in the spreadsheet were not hard figures and that the motion should reflect no hard numbers. Further comments were that the additional costs related to the costs already incurred is what was reflected.

Chair Garvey requested the motion to be read.

GARVEY/LOWNEY – MOVE TO USE THE FIGURES PROPOSED FOR ADDITIONAL OPERATIONAL COSTS FOR AN NEW 8400 SQUARE FOOT BUILDING...

Chair Garvey preferred the motion to be refined to passing on the costs of \$44,000 for \$6 million dollar option and \$127,000 for a \$ 9 million dollar option. Ms. Lowney wanted the specification that it was for the Additional costs that it includes the current costs of \$81,000. Chair Garvey agreed since he has heard that the current costs is much higher than the \$81,000.

Chair Garvey asked for the Clerk to read back the motion. MS. Clerk was unable to at this moment. Chair Garvey requested a five minute recess at 5:16 p.m. The meeting was called back to order at 5:21 p.m.

GARVEY/LOWNEY - MOVED TO SUBMIT TO CITY COUNCIL THE \$44,830 ADDITIONAL OPERATIONAL COSTS ON A \$6M PROJECT AND \$127,330 ADDITIONAL OPERATIONAL COSTS FOR A \$9M PROJECT AND ANTICIPATED SHARED COSTS OF \$56,575 FOR PERSONNEL.

There was no additional discussion.

VOTE. YES. LOWE, LOWNEY, GARVEY

VOTE. NO, WEATHERLY, WALKER

Motion carried.

B. Funding Mechanisms & Repayment Methods

1. Memorandum from City Manager dated May 18, 2017

Chair Garvey read the title into the record, noted the memorandum provided by City Manager Koester and invited her to come and speak to her memo.

Ms. Koester stated that her memorandum was probably not quite as inclusive as the funding mechanism and repayment methods rather an attempt to answer the questions raised at the last meeting. She welcomed comments or questions.

Chair Garvey requested the City Manager's impression of the response from Mr. Castner on the proposed Lease offer from Cornerstone. Ms. Koester stated that Mr. Castner responded that their offer was not in the city's favor, there was a large profit and not a substantial risk, however she noted that Cornerstone did not have the appropriate time to develop and submit a proposal and there are so many variables.

Mr. Castner stated that it was not a credible proposal since it did not include maintenance. A Public Private Partnership can be very creative. The city would not entertain the original proposal submitted by Cornerstone.

Chair Garvey agreed with Mr. Castner and stated that in his estimation it represented a 12% return and he believed Mr. Castner's opinion was that the percentage should be no more than 5% and the table included in the memo reflected that rate and also his discussion with other individuals.

Ms. Koester tried to give the Task Force an idea of the annual cost to frame their discussion.

Chair Garvey liked the idea of Public Private Partnership and was unsure what the Task Force would recommend regarding that but recollected the indication that the city would bring in the outside expertise since there was no one on staff with the expertise. Ms. Koester was sure that there were plenty of choices for that service.

Chair Garvey reading from the memo that there could be lots of options on structuring a bid and how to frame it.

Ms. Walker offered that if there were an individual locally that wanted to sponsor this venture would that be possible. Ms. Koester stated that would be possible. She provided an example that Kachemak City did with getting the natural gas into their community.

Ms. Lowney asked what the negatives or major "cons" to a Lease Purchase or Public Private Partnership.

Ms. Koester stated that it will be difficult to compete with the low interest rate and tax-exempt bonds that the city could get from the Alaska Bond Bank. As the city of Homer and the AAA rating get the best lowest possible rate.

A private investor or Public Private Partnership get the 3.85% interest rate was unknown. She explained how and when the Public Private Partnerships are employed; dependent upon the willingness of the private sector to take on the risk is a consideration also. She stated that this method is commonly used to circumvent the voter.

Ms. Walker noted the statement in the memo on the offer from Cornerstone and Chair Garvey queried if she was speaking in general or the Cornerstone option, he agreed in not considering the Cornerstone offer and that they would have a better chance going out on the open market for a Lease to Build option.

Ms. Walker asked Ms. Koester if they would have to go to Bid and how that would work with presenting a bond issue before the people.

Ms. Koester stated that if a Public Private Partnership does not require the vote of the people. However there are unknowns because they still need a way to pay for the Lease and they still need the voters to approve new revenue and due to the unknowns that could delay the project.

Chair Garvey stated that he still will recommend that no matter what the option is that the project be rebid on the open market. He cited that the economy was much different than when they contracted with Cornerstone. He read recently on the additional losses of employment in the near future. They can let the private sector compete for the project.

Discussion ensued on the preference to rebid the project.

GARVEY/LOWNEY – MOVED THAT CITY COUNCIL RE-BID THIS PROJECT ON THE OPEN MARKET NO MATTER WHAT THE TASK FORCE RECOMMENDS.

There was no discussion

VOTE. YES. WALKER, LOWNEY, LOWE, WEATHERLY, GARVEY

Motion carried.

Chair Garvey stated that there are three financing options that have been mentioned or discussed:

- Bonding
- Build to Suit Lease with some type of Buy Back and the Lessor is responsible for Maintenance
- Private Investor Group which Mr. Castner has mentioned that he has experience with and there are several Contractors with private investors that can finance a project at 4% interest rate and Mr. Castner is pretty sure that there would be very interested in investing

Ms. Walker agreed and stated that they could advertise across the state and first in Homer as there are people that may be interested in investing in their home town than putting it on the stock market.

Chair Garvey asked if there were any additional topics or if these three were good for discussion. There was general nod from the group. Ms. Walker stated to put it to the vote.

Chair Garvey wanted to discuss these option individually. There was no desire to discuss the topics expressed by the Task Force members. Chair Garvey wanted to scale it down then vote.

GARVEY/WALKER - MOVE TO LIMIT DISCUSSION TO THE THREE OPTIONS: BOND WITH REPAYMENT WITH A SEASONAL SALES TAX, BUILD TO SUIT LEASE WITH A BUY BACK OPTION AND A PRIVATE INVESTOR GROUP.

Brief discussion on bonds was entertained.

VOTE. YES. LOWE, WEATHERLY, LOWNEY, WALKER, GARVEY

Motion carried.

Chair Garvey then inquired if the Task Force was favorable to limiting the choice to one funding option. MS. Lowe asked if they have the responsibility to recommend a funding mechanism for the operating costs.

Chair Garvey requested clarification from the Clerk and it was confirmed that maintenance and capital expenses. Chair Garvey then requested assistance from City Manager Koester since he did not feel the Task Force was knowledgeable on that level.

Ms. Koester provided the previous actions of the City Council on funding to pay off the bond would be a seasonal sales tax and Council decided that they would not ask the voters for that and fund it through the general fund. It was determine that asking for that only confused the issue. It was also considered that there would be an increase in sales tax and a percentage could be built into the seasonal sales tax rate to cover a possible reduction in sales tax revenues. The Task Force can certainly recommend Council consider that option but it is a tough question. She was unsure on how to consider the costs associated with a capital project, the Task Force can recommend other tax increases to fund that and they could “punt” it back to Council.

Chair Garvey commented that makes sense, the bonding is complicated and private investor he not sure how that would be funded but the lease option would be covered in the payment.

Ms. Koester responded that is something they could go to the voters with, could be negotiated and the revenue would be used for the general operational expenses and even a reserve account to cover unexpected expenses or larger repairs. There will be an ordinance to abolish the Permanent Fund and use the revenue to pay off the Library loan and putting approximately \$1+ million towards this project. She additionally confirmed that Council can change what that ordinance does until final approval.

Ms. Walker noted that the payments on the Library would help in pay the maintenance for this project.

GARVEY/ WEATHERLY – MOVED TO RECOMMEND THAT COUNCIL CONSIDER A PRIVATE INVESTMENT GROUP FROM OUR LOCALE TO FUND THE PROJECT AS ONE OPTION.

Discussion concerning to direction for Council to explore this option, amend the motion to include all options and Council needs to evaluate the pros and cons of each and make the final decision. This Task Force does not have the information to determine the best option.

LOWNEY/GARVEY - AMEND THE MOTION TO INCLUDE BONDING WITH REPAYMENT OF A SEASONAL SALES TAX AND LEASE PURCHASE OPTION.

Discussion on concern regarding the Lease option bypassing the voters and clarification that they still would need the approval of the voters in order to pay for any lease since the city does not funding to pay for a lease currently. The Council can do property tax, excise taxes without the voters' approval. The residents can comment to council how they feel on that option. The city can sign the lease with Council approval realistically how does the city make a payment when they have no funding to pay for it.

Motion as amended – MOVE TO RECOMMEND COUNCIL CONSIDER THE FOLLOWING OPTIONS TO FUND THE PROJECT BONDING WITH REPAYMENT OF A SEASONAL SALES TAX, PRIVATE INVESTMENT GROUP, AND LEASE PURCHASE.

VOTE. (Amendment). YES. LOWE, WEATHERLY, LOWNEY, WALKER, GARVEY

Motion carried.

VOTE (Main). YES. WALKER, LOWNEY, WEATHERLY, LOWE, GARVEY.

Motion carried.

C. Memorandum to City Council: Recommendations or Request for Extension

This item was not addressed.

NEW BUSINESS

A. Memorandum to Establish Additional Meeting Dates if Required

Ms. Krause confirmed for Chair Garvey that the Task Force has completed the assigned work and unless Council changes the requirements their work is complete as outlined by the resolution.

INFORMATIONAL ITEMS

COMMENTS OF THE AUDIENCE

Scott Adams, expressed major concerns that the HERC was not reviewed again, that they could have taken some things away that would have reduced the project by \$3 million dollars immediately and it would have been a large enough property for future expansion and allow the fire station to move over there too. It bothered him that the site wasn't even considered after spending half a million dollars.

Next his concern was the city asking for a bond and not having the money to pay for the operation of a building. They will still have the costs for the HERC building for operating it and now the city will have the same issues with the police building. Right now the HART Funds are going to the general fund and then there will be a proposition on the ballot requesting the HART funds again, he mentioned that everyone is aware of the financial state of the state and that Alaska is in a recession for at least another three years. He liked the daylight basement idea, he disagreed with a gun range stating that they can use an outside gun range like Soldotna does, for a gym they can support local business here in town. An impound yard, this is a community use what the community offers. The last committee presented a spreadsheet that showed a line item cost for everything and this doesn't represent that cost so he has a hard time trying to figure out what the true costs really are, and if you're going to Council and the people of Homer put everything on paper on what everything will cost, you people have only been meeting for month and a half and you are putting it to Council.

Heath Smith supported the statement by Mr. Adams that they have only been meeting for a month and a half, you have had a very short time to tackle a task that has been underway for a very long time and appreciates the effort that was put in and the recommendations that are going to be put forward. With those recommendations he does see some challenges for Council in the sense that they are still faced with many questions that go unanswered, especially when it comes to the funding mechanisms. He still has concerns with unanswered questions with the P3 option, they may cover the maintenance but it will be incorporated into the charges so it will get paid for somehow. He is a visual person, likes to see the numbers, see that they are saving something and if we are how much is that, he wants a 8400 square on a piece of paper, what actually fits in that or what doesn't; those are things that Council still has to work out and have to see what they have before us; he doesn't want to send something to the voters that leaves them to fill in with their imaginations because it may not be what reality is but mostly he would like to appreciate the time they put in and the ball is now in Council's court.

COMMENTS OF STAFF OR CONSULTANTS

COMMENTS OF THE TASK FORCE

Ms. Lowe thinks that this is a huge process and a work in progress; they have definitely not put a stamp of approval on anything, they just took the direction of Council and hopefully they can go from there and they will see it again and be able to comment on it on behalf of the public and voting on this, thanks.

Mr. Weatherly had no comments he thanked the members of the task force, members of the community, City Manager Koester, the Chief, City Engineer for all their assistance and Renee for all her work.

Ms. Lowney ditto all those thanks, agreed with Mr. Adams on his comments on the HERC most definitely she was disappointed that they removed it from the table early in the process and felt that it was still a very viable project. She stated it was a win-win situation for the recreational community and the police department. Her main concern is that they still have the HERC building that sits on a beautiful piece of property that is an eyesore and they will now have, potentially and empty police building that sits as an eyesore. They will have a new police department which she was sure would be a beautiful building but they will have these eyesores to figure out what they are going to do with them as a community and how to address them. As far as sending this to voters, it is not ready for the voters it is up to Council to figure out how to get it there if we can get it there. She appreciates all the comments.

Ms. Walker commented that she appreciated being on the task force and advised that Council should establish a task force for funding, people that deal with big dollars and there are people in this community that have big dollars. She knows people who just sold businesses for millions of dollars and those are the people you want on a task force. Ms. Walker does not believe the city can afford or build right now, that we are in a recession and people cannot afford it right now, it's not the right time. On the HERC she felt that it was a like the movie with Tom Hanks, The Money Pit; they would just be putting millions upon millions of dollars into that building. What they need to find is a private investor who will take the building and use it for a Boys and Girls Club. She understands that they have a huge problem in this community with drugs and as a community they need to bond together and do something with that building for their children and get them off drugs. Thank you.

Chair Garvey really appreciate working with the task force and their time and efforts, he appreciates Renee's help and staff and the comments from the audience; he wished that they had more time to come up with a more clear thought out recommendation but felt they did the best they could with the time constraints. As far as the HERC since that has come up he understands both sides of that but in his opinion there was a significant amount of the vote that would be lost if they included it and whether that was 10%, 25% or 50% he did not want to jeopardize the building getting built, if anything they can agree that the police building needs to be improved, needs to have some type of growth, needs to have some type of new structure; he admires what they have been putting up with Chief Robl and of all of us who have seen that want to thank you and your staff for being able to work through that and his goal was to bring something to bear that would have the best chance for council to bring forward for a vote and be successful. He always leaned toward the \$6M option given the burden of the community and understands the needs but believes that the voters cannot bear much more than the \$6M figure and encourages Council and the staff to be creative share spaces and structure efficiencies to look at ways to fund that will be tolerated by the voters come election time.

ADJOURN

There being no further business to come before the Task Force Chair Garvey adjourned the meeting at 6:20 p.m.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

Session 17-03, a Regular Meeting of the Police Station Building Task Force was called to order by Chair Garvey at 4:04 p.m. on May 16, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: WALKER, LOWNEY, GARVEY, WEATHERLY, LOWE

STAFF: CITY MANAGER KOESTER
POLICE CHIEF ROBL
PUBLIC WORKS DIRECTOR MEYER
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Garvey requested a motion to approve the agenda.

LOWNEY/WALKER - MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

Larry Slone, city resident, provided written comment.

Heath Smith, city resident, commented that he was concerned on what was presented as laydowns tonight since neither one of the cost estimates hit the mark of \$6 million or \$9 million; referencing the space needs that Chief Robl provided, Mr. Smith stated that there is no conceptual floor plan to provide a visual rendering of what was proposed in the laydowns and he did not recall any 16,000 square foot footprint discussed in the last meeting only 8,000 and 12,000 square foot and he is not understanding what has been presented to them. Mr. Smith stated that he hopes they can get traction on what they asked for going forward and in the future they give very pointed requests and everything is clearly stated so that those that are tasked with it do not come back with something that does not hit the marks.

Mr. Meyer took this time to introduce Giovanna Gambardella, Senior Architect and Project Manager with Stantec and Jo Jolly, President of Cornerstone Construction. Mr. Jolly and Ms. Gambardella provided a brief understanding on the information they were to provide to the Task Force.

VISITORS

APPROVAL OF MINUTES

A. Meeting Minutes for May 1, 2017

Chair Garvey called for a motion to approve the minutes.

LOWNEY/WEATHERLY – MOVED TO APPROVE THE MINUTES.

Discussion ensued on the motion made by Ms. Lowney and Chair Garvey, page 15 of the minutes, last line, she did not recall making the motion referring to the incomplete motion, a statement called out by Mr. Smith from the audience was inaudible and she moved to support that. Deputy City Clerk explained that she was unable to capture what Mr. Smith said from the audience and was hoping some clarification could be made by him.

Mr. Smith came forward and stated that he did not recall what he said but believed that, referring to the context of the discussion prior to the motion, it was regarding a decision made by Council of the proposed seasonal sales tax for the previous bond issue on the last ballot. He believed he said that it would be a reduced seasonal sales tax of .5 or less.

Ms. Lowney and Chair Garvey supported that option and would still support it. Chair Garvey noted that the Task Force approved the motion.

Chair Garvey then referred to page 6 of the minutes, bottom of the page, in the last bullet point “The Mayor has questionable thoughts on the use of the location” he did not recall making that statement or the Mayor issuing this comment to him or publically or if it was from the current Mayor or a past Mayor. He requested input from the Clerk on the proper procedure to strike this from the record.

Deputy City Clerk Krause responded that normally statements are not stricken from the record unless in error. His opposition to the statement will be noted in the minutes for this meeting for the record.¹

VOTE. YES. LOWE, WEATHERLY, GARVEY, LOWNEY, WALKER

Motion carried.

REPORTS

Mr. Meyer provided laydowns reflecting the placement of a proposed building footprint that contained the Essential and Urgent Space Needs identified by Chief Robl. He related his understanding of the request from the Task Force at the last meeting. He noted that the space identified by the Chief did not account for the hallways, HVAC, mechanical spaces, etc. The number was increased by 15% which represents a standard figure that overall can be refined as the project progresses.

Mr. Meyer noted that the Waddell site was large enough to accommodate the needs and allows for a separation of the public and secured entrances, multiple access points and for future growth.

He then noted that the existing lot offers only half the buildable area and that they could use this building for uses such as storage and gun range which is dependent on not causing any code compliance issues. Mr. Meyer did state that the existing lot only provides access from two sides of the building and there would not be room to expand the facility in the future.

He reviewed and used information from the recently completed Harbormaster Office in his summary. He continued to explain that the costs went over the \$6M and \$9 M that were authorized by Council, but that is how expensive things are, he pointed out that there are necessary items that are not part of the construction costs such as 1% for Art, furnishings and contingency and that the actual construction costs estimate is close to the amounts designated by Council.

He explained the existing contract between the Design Team, Stantec/Cornerstone and the City of Homer still had \$40,000 remaining. He further added that Stantec has in house engineers to cover the geo,

¹ Clerk reviewed recording of 05/01/17 PSBTF meeting, the minutes were corrected to reflect verbatim statement of Chair Garvey and noted that audio recording picked up commentary from the audience which reflected in the misstated comment.

structural, electrical and mechanical and Cornerstone has the construction experience in all variety of methods such as steel, block or stick, prefab or modular.

Ms. Lowney appreciated their efforts and questioned Chief Robl if the uses described under the space needs categories could be divided among the new building and the existing building to save on costs.

Chief Robl responded that he believed that there are some items that could be separate such as the long term evidence and evidence processing.

Mr. Meyer interjected that the existing site could be sold and funds used towards the project and that the Waddell site does not come free since the funds used to purchase the land came from the HART fund and the city was to sell the unused portion to replace funds taken from the HART Fund.

Ms. Lowney commented that she did not feel that selling the existing lot was in the best interests since the Fire Station could expand onto that lot in the future if it is not used for the Police Department in some aspect.

Mr. Meyer also reminded the Task Force that this cost estimate was a rough order of magnitude estimate and there are still a lot of variables and if they went to a bond this amount would cover it.

Ms. Walker expressed confusion since reading the minutes the Task Force requested two conceptual designs for an 8000 sf and 12000sf project, she expressed that they wanted to be able to compare the two.

Mr. Meyer stated he did not recall the request for two sizes but to show on each lot the relation to essential and urgent space needs footprint..

Chair Garvey provided clarifications on the final request, represented on page 17, was one design with essential space needs at 10,000 square feet and one design with essential and urgent space needs at 12000 square feet. He further expressed disappointment that the numbers have come in so high and doesn't give them much to work with today other than they will not be able to accommodate all of the essential and urgent needs that the Chief wants and still meet the budget that Council has asked the Task Force to meet with the two possible solutions.

Ms. Lowney cautioned saying that they cannot accommodate those needs since modifications are necessary and they may very well bring those figures down while providing the space.

Chair Garvey acknowledged that may be possible but since they do not know how extensive those modifications would be but right now they are quite over those dollar limits and there is a lot they will be required to do.

Ms. Lowe addressing Mr. Meyer and referencing Mr. Smith's statement charging the Task Force with making sure they communicate effectively with Staff so they can do the job that the Task Force wants done; questioned if there was a better way that the Task Force can communicate or forms that can be filled out so there is an easier reference.

Mr. Meyer responded that he just needed to listen a little closer and further stated he was not expecting to bring something back to fit the template to make a decision at this meeting. However, the lesson they learned by the efforts presented tonight is that the existing site will probably not accommodate or absorb all three of the space needs now or in the future. The Waddell site is the place to go. If the decision of the Task Force is that they cannot afford 16,000 square feet and needs to be reduced to 12000 square feet, the work product can be adjusted in an hour to accommodate that reduced square footage. He went on to

provide an example using the Harbormaster Office project which that task force met every two weeks and how they worked on the project until coming up with the final design and acceptable budget.

Mr. Meyer informed the Task Force that if they only provided the essential space needs it would result in a 12,000 square foot building and would be 1/3 the costs shown and an 8000 square foot would be 1/2 the costs shown but that doesn't provide the essential space needs requested by the Chief. He mentioned not having a budget until now on the project and have always based it on the Space Needs required.

Mr. Meyer explained what and how contingency line item is used for and on a project and the standard amounts on projects and that this is to cover unanticipated costs or unknown costs of a project.

Joe Jolley, Cornerstone Construction, commented that this type of contract methodology allows the project to move forward with construction with a lower contingency amount than is standard.

Mr. Meyer noted that ultimately Cornerstone will be providing a Guaranteed Maximum Price for the project and currently they do not have any geotechnical or surveys, and there are a lot of questions that are unanswered. It is still too early to know what the costs are to establish a price. The best they can do is to evaluate what they do have to come up with the best estimate of costs.

Ms. Lowney stated she would like to entertain the use of the existing building for some of the items and not sure how that would affect the operations side or the costs since there would be construction costs at both sites. She is very uncomfortable removing any of the essential and urgent and even some of the important space needs. She would like to have a discussion on that possibility.

Mr. Jolley commented on the back of house activities such as storage could be done and may reduce new construction costs, he was not sure that they could accomplish a hazardous material study of the existing building and code study but wasn't sure it could be done in two weeks.

Chair Garvey stated that he did not want to make assumptions on the knowledge of the staff or consultants but they are on a tight deadline and he would like to get to that end as Council directed. Deputy City Clerk Krause reiterated that a recommendation or request must be completed by next Tuesday.

Chair Garvey did not want to waste any additional time they can only present a \$6M and \$9M options as requested, the right site and how to fund that. He did not want to have anything come back and wasting time and money. He does not want to be critical but does not want to disappoint Council by not providing what they want.

Mr. Jolley restated the Task Force request to have a \$6M and \$9M on each site resulting in a total of 4 options. If they can put a per dollar amount to the square foot they could produce a spreadsheet options but not drawings, reports, etc. Chair Garvey agreed that having the spreadsheets to review.

Additional discussion ensued on the capability to produce those spreadsheets and numbers for those options of \$6M and \$9M and whether the Police Department can operate out of that square footage is still to be answered because they are not going to be able to provide the square footage that Chief Robl is going to need. There is still the unknowns to consider and if they come up with the budget go to bond it passes then they find out they have some of those issues and have to figure out what they are going to do about it. There is going to be level of certainty that the Task Force will have to present the options to Council.

Further comment on the conceptual budget, too short of timeframe and that they could take the time in the next couple of weeks to come up with the best possible project and then the time between the bond

propositions and now to educate and inform the public along with refining the project. There is time to fill some of those voids from the end of May, there is a process to reach 10%, 35%, 65% to reach the final cost.

Chair Garvey stated he would like to see a \$6M option for each site and \$9M on both sites. Ms. Walker concurred and added that it was to be under those amounts not over. She also requested confirmation on the dollars that Mr. Meyer keeps referring to.

Mr. Meyer explained that there is a contract with approximately \$40,000, they contracted with the design team for less than the money that was authorized for the project and there is money remaining in that contract outside the funds appropriated in the amount of \$110,000.

Ms. Lowe thanked Mr. Meyer for all his help but wanted to recognize that he is taking Chief's desires into account but they have to recognize that they were charged with the underlying assumption that this is something our community can live with so in addition at looking at the lower dollar amounts she is challenging the Chief to look at the square footage such as the gym is 12% and consider that if the Fire Hall has a gym can they share that facility.

Chair Garvey is proposing getting the four different options and then request the Chief to choose.

Ms. Walker reminded Chair Garvey regarding the additional costs to relocate Dispatch.

Chair Garvey inquired about making a motion from the Clerk as he wanted to be very specific.

GARVEY/LOWNEY - MOVE TO HAVE STAFF AND THE CONTRACTORS PREPARE A \$6M AND \$9M DOLLAR OPTION FOR EACH SITE.

Brief discussion on the deliverables to be spreadsheets only not drawings.

GARVEY/LOWNEY - AMEND THE MOTION TO INCLUDE MOVE TO HAVE STAFF AND CONSULTANTS PROVIDE AND PREPARE A SPREADSHEET SHOWING A \$6M AND \$9M OPTION FOR THE EXISTING SITE AND THE WADDELL SITE AND TO INCLUDE THE OPERATING COSTS FOR THOSE OPTIONS.

Discussion ensued on keeping the old one and building the new one too and this can be discussed when they receive the information. The operation and maintenance is approximately \$160,000 annually.

VOTE. (Amendment) YES. WALKER, LOWNEY, WEATHERLY, LOWE, GARVEY

Chair Garvey requested the Clerk to read the motion as amended. He called for the vote.

VOTE. MAIN. YES. LOWE, WEATHERLY, GARVEY, LOWNEY, WALKER.

PUBLIC HEARING

PENDING BUSINESS

A. Comparison Information on Comparable Cities

1. Municipality & Borough of Petersburg, Alaska
2. Additional Alaska Cities Comparable to Homer

Chair Garvey read the title into the record and opened for discussion.

A brief discussion ensued on the information provided including the discrepancies in size, case load and that Homer's Police has the highest case load in the state and that needs to be taken into account. The statistics provided is the reality and they should not be ignored. That sometimes competing needs make it difficult to balance the choices. Advocating for proper design of 8000 square feet with minimal waste for hallways, etc. will make it seem much larger.

Further comments on details in construction, design and the future expansion of the building ensued.

B. Construction Options –

1. Remodel/Renovation/Addition
 - a. Dispatch Connectivity

Chair Garvey introduced the item and invited Mr. Poolos, IT Manager to respond to a couple of concerns he had regarding the Dispatch operation if they choose to renovate the existing building.

Mr. Poolos explained that it is hard to throw a dollar amount until they are at 65% design.

Chair Garvey questioned the alternatives to circumvent expending half a million dollars on additional equipment and if renovation is cost prohibitive.

Mr. Poolos provided explanation on how the existing building is constructed prohibits and makes for laying cables and equipment very difficult and that three sides of the building currently houses the cabling for the dispatch and radio, another issue is the current status of the Homeland Security grant to put a new console system. Chief Robl was brought forward to offer input on that grant.

Chair Garvey asked Chief Robl his input on having to install a new system in the old building and then having to purchase additional system to put into the new building if they find that the old building is not usable. He did not believe that the cost would be half a million. Additional explanation on the costs were explained that since they do not have any details and once they have a temporary transition plan they will have a better feel on the costs. One option provided by Chief Robl was that the City could borrow a mobile dispatch unit from the borough.

Mr. Poolos also stated that evidence storage requires a direct connection and if the old building is used that will present an annual cost of \$40,000. They do not have that requirement now since everything is onsite. It is just another expense to factor in when considering using the offsite storage.

Ms. Lowney requested clarification on these costs are if they use the existing building. Mr. Poolos replied in the affirmative and that if they placed the gym facility or another uses then it would not be required. He further added that coming in with higher figures they can reduce the figure when it is determined exactly what they are doing and how it is being done.

Mr. Meyer wanted to remind the Task Force about keeping the Architect and Contractor on the line and suggested that if there were no further questions for the architect they could let Ms. Gambardella go for the evening and keep Mr. Jolley for just a bit more as he may be helpful in answering some questions regarding

the letter and construction methods. He will contact Ms. Gambardella in the morning regarding what they will need for the next meeting.

Ms. Walker asked if they could afford the choice of radiant heating system.

Mr. Meyer stated that Mr. Jolley could provide an answer on that and released the architect from the meeting.

Mr. Jolley proceeded to explain that a radiant heat system is the standard in most all public buildings and there are many forms of radiant heating and HVAC systems. This also comes in many forms and can be floor, wall or ceiling.

C. Funding Mechanisms & Repayment Methods
a. Lease/Build to Suit – Letter from Cornerstone

Chair Garvey read the title into the record. Ms. Lowney requested they address the items involving Mr. Jolley and there was consensus.

Discussion ensued on the following:

- There was no penalty after 5 years of payments
- Cornerstone reached out to different developers for input on the numbers
 - o Started with the total project costs
 - o Determine how much equity is required to build that similar to a down payment which is typically 30%
 - o Balance at rough assumption costs 5% for 25-30 years
 - o Reasonable return on the 30% equity investment
 - On a \$9 M project initial equity contribution of \$2.5M to secure the financing
 - Interim financing during the construction process
 - o General Lease amount is the sum of these figures

These numbers are a bit round and if they want more clearer figures he can work on that and provide a spreadsheet for them.

Chair Garvey stated he has spoken to several people and contractors regarding a declining purchase option and would like Mr. Jolley to provide a recommendation on how this would be done over a 5, 7, or 10 year mark on an option to purchase. Mr. Jolley responded that he was sure it could be negotiated. He clarified the question. Chair Garvey stated that in the case in the free market that there are people out there that would bid out a declining option based on depreciation instead of appreciation of the building.

Mr. Jolley stated that he would have to discuss this with his developer partners as he is not as knowledgeable as they are and bring that information back if they would like. There was no response from the Task Force.

Chair Garvey they asked if there were any additional questions for Mr. Jolley.

Mr. Weatherly inquired about the cost per square foot based on the construction method they were using when comparing stick built, steel, modular and block from the least expensive and longest lasting building materials for a 40 year project.

Mr. Jolley restated his question and then proceeded to list the construction methods from cheapest up as follows:

- Stick Build – wood frame
- Modular, which is still wood frame
- Pre-engineered which is steel but this is optimized and does not lend itself to future modification
- Steel Framed building

For this project the wood frame doesn't work, modular on some aspects such as the jail cells which they used on the Juneau project and pre-engineered would not work since it could not be expanded.

So that leaves the steel frame with block. Mr. Jolley then provided some details on constructing the building and accounting for the weather such as snow and the materials used to a certain point. He noted that depending on the foundation but provided a detailed description of the building process, materials and processes that could be employed in constructing the project.

Mr. Jolley departed the meeting at 5:52 p.m.

Chair Garvey then requested if City Manager Koester had time to respond to a few questions and asked if there was any way that her staff can help the Task Force understand what a Lease Build to Suit process would look like. They have received responses to really good idea, smart thing to do, and another way to get around the voters and not bind the project. Is there any way to model, research, project out, what something may reasonably look like in terms of Lease Options, payment per month and buy back potential and be able to compare that to building and paying for it themselves.

He would like to be able to see the differences in bonding a project with interest and payback and costs compared to the Lease Build to Suit and those costs.

City Manager Koester stated that she would be speaking with Mr. Jolley and Cornerstone to get that information and based on the letter the city could bond for a building twice the size at this price. She provided some additional details that in general apply with bonding the project based on figures from 2016. She will be able to provide more information but will be leaning on Cornerstone and depending on the figures maybe an additional source.

Chair Garvey agreed if these were the numbers that were represented in the Cornerstone's letter and based on conversations with others saying that the private sector should be able to provide better prices and if this letter reflects the actuals then he would be prepared to strike the Lease Build option from the list but would prefer some additional information to clarify this option better so they feel that they have done their due diligence. City Manager Koester stated that she will provide information for the next meeting but could not promise all the information will be available.

Chair Garvey inquired if there were any additional questions for the City Manager.

Ms. Walker inquired if a decision was made on paying off the Library loan yet? City Manager Koester responded that she did not make that decision and City Council has not taken any action and there is to be an item on the agenda for the next Council meeting.

Mr. Weatherly inquired if the City can bond or sell bonds? City manager Koester explained how the bonding process works through the Municipal Bond Bank. Mr. Weatherly then inquired about ownership of those bonds? Ms. Koester stated that in issuing binds the city is pledging to pay those back no matter what. Mr.

Weatherly provided some personal involvement with buying bonds since it would be an opportunity for local residents to invest in their own community and receive a return buying their own bonds.

D. Additional Facility/Maintenance Costs to Overall City Budget

Chair Garvey stated that they requested additional costs from Mr. Meyer based on square footage and Chair Garvey was needing the depreciation, personnel, supplies, utilities, etc. and requested City Manager Koester if her staff could provide these costs for them.

City Manager Koester responded that she will work on getting those numbers and that they would probably need 1-11/2 extra personnel, she added that as far as depreciation that in itself is something that the City has been unable to budget for and if they did they would not be having the difficulties they are now.

NEW BUSINESS

A. Draft Recommendation to Council

1. Site Location
2. Construction Method
3. Funding Options

Discussion ensued on not yet prepared to make recommendations at this time and wanting to make sure that they have all the information and their due diligence completed since they would prefer to submit the recommendations to Council as requested by the deadline of May 30th. Deputy City Clerk Krause explained that the recommendations were needed next Tuesday due to packet deadlines. So in essence Council will make a decision or have it for the meeting on May 30th; the Task Force does not have until May 30th actually.

LOWNEY/WEATHERLY – MOVED TO TABLE THE DRAFT RECOMMENDATION TO COUNCIL UNTIL MAY 23RD MEETING.

GARVEY/WEATHERLY – MOVED TO AMEND THE MOTION TO POSTPONE UNTIL THE MAY 23RD MEETING.

There was no discussion.

VOTE. (Amendment) YES. NON-OBEJCTION. UNANIMOUS CONSENT.

Motion carried.

VOTE. (Main) YES. WEATHERLY, LOWNEY, GARVEY, WALKER.

Motion carried.

INFORMATIONAL ITEMS

A. A. Project Summary submitted to Star Building Systems and Information on Exterior Materials Used in Constructing Buildings from Star Building Systems by Task Force member Walker

Ms. Walker provided commentary on the informational materials she provided.

COMMENTS OF THE AUDIENCE

Joe Singleton, city resident, offered assistance on research the remodel studies.

COMMENTS OF STAFF OR CONSULTANTS

COMMENTS OF THE TASK FORCE

Ms. Walker thanked everyone for the assistance and the information and hoped that they receive the information they requested for the next meeting.

Ms. Lowney had no comments.

Mr. Weatherly thanked everyone for attending.

Mr. Garvey appreciated everyone's efforts, staff assistance and Mr. Smith's comments.

ADJOURN

There being no further business to come before the Task Force Chair Garvey adjourned the meeting at 6:13 p.m. The next regular meeting is scheduled for Tuesday, May 23, 2017 at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

POLICE STATION BUILDING TASK FORCE
REGULAR MEETING
MAY 1, 2017

Session 17-02, a Regular Meeting of the Police Station Building Task Force was called to order by Chair Garvey at 4:02 p.m. on May 1, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: WALKER, LOWNEY, GARVEY, WEATHERLY, LOWE

STAFF: POLICE CHIEF ROBL
PUBLIC WORKS DIRECTOR MEYER
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Garvey requested a motion to approve the agenda.

LOWNEY/LOWE - MOVED TO AMEND THE AGENDA BY MOVING THE "INFORMATION TECHNOLOGY" PORTION AS ITEM D UNDER PENDING BUSINESS.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

Chris Newby, city resident, commented on the Build to Suit Lease Option and his property located at Kachemak Center being a viable option that would fulfill the requirements and he was interested in working with the City on this project. He cited the necessary footage and connection to natural gas and has done some minor improvements to the lower level. He cited his previous knowledge working with State and government entities and project management experience and believes that they could come to a mutual agreement in relation to the project.

Ms. Lowney inquired if Mr. Newby would be able to provide printed information and pictures of the building for the Task Force to review.

Mr. Newby stated that he will be getting a final plan set from his architect. He noted that the upstairs and downstairs are approximately 25-28,000 square feet. The facility is on a 2 acre site and of course he would like to accommodate his current tenants but could provide a basic set of plans.

Mr. Larry Slone, city resident, commented on reviewing the tsunami hazard plan from the April 18, 2017 meeting he submitted for review to a retired geologist who concurred with the findings in the report that the Waddell property is above the tsunami zone and also the property next to the Public Works facility which is another location that the committee might consider.

VISITORS

APPROVAL OF MINUTES

A. Meeting Minutes for April 18, 2017

Chair Garvey called for a motion to approve the minutes.

LOWNEY/WEATHERLY – MOVED TO APPROVE THE MINUTES OF THE APRIL 18, 2017 MEETING.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

REPORTS

Public Works Director Meyer reported that he did not have information requested due to a hectic work schedule and being out of town but felt confident he could address any questions brought forward as the items are addressed on the agenda.

PUBLIC HEARING

PENDING BUSINESS

A. Facility Space Needs and Requirements

1. Memorandum from Chief Robl dated April 24, 2017 re: Space Needs

Chair Garvey read the title into the record and invited Chief Robl forward to provide any additional comment on his memoranda.

Chief Robl noted that it was a difficult memo to write and requested the consideration from the Task Force that he is not an architect and did not include square footages in the estimates for stairwells, HVAC, etc.

Chair Garvey expressed appreciation for the work that Chief Robl did for their consideration.

The Task Force members reviewed the memorandum and asked for further clarifications on the following:
Under Essential Space Needs

- Vehicle Evidence Processing 360 sf
 - o Square footage allows for one full size vehicle/SUV/Truck to be pulled in and processed for evidence
 - o Homer Police Department currently has qualified personnel on staff and processes vehicles on a routine basis.
 - o The current situation does not offer climate controlled space or area and evidence can deteriorate rapidly if not processed in the time needed.
 - o A climate controlled space, an industry standard, would allow the department to process a vehicle in a timely and orderly manner and maintain the evidence with the least amount of degradation.
- Dispatch, Mail Room, copy, storage, IT, Radios, Soft Interview 1832 sf
 - o Dispatch area allows for four dispatchers currently they strive for two dispatchers on shift

- A trainee will work with alongside a Trainer for up to one year
- Currently have no back up console for dispatch
- Mailroom, Copy, Storage
 - besides processing normal incoming and outgoing mail, process case files, copier and all appropriate and necessary supplies, administrative and criminal case files
- Information Technology
 - This is a separate room and contains the network servers and associated equipment
- Radio
 - This will house all radio and video surveillance equipment
- Soft Interview
 - This is used for initial filings of complaints
 - Located right off the main Lobby
 - A witness could speak with an officer without the need to go into the main building

These square footages reflected in the memo are the minimum that Chief Robl feels is required to perform their jobs and he opined that a facility should contain the items under the Essential and urgent Space needs and if possible the Important Space Needs listed should at least be configured in if not built out for a later date.

Ms. Lowney appreciated the effort in submitting these numbers to the Task Force and the additional comments. She stated that she did not want to dissect the needs and space as presented, she did not want to tear it apart, that the Task Force is not qualified to determine whether they should have 200 sf not 300 sf. The Task Force needs to make this work as much as possible and deal with it to the best of their ability.

It was noted by Chair Garvey that the square footage was similar to the Petersburg, Alaska facility and requested confirmation from Ms. Walker who confirmed and also noted that the Petersburg Sally Port was actually substantially larger. It was noted that Chief Robl had that listed under Urgent; Ms. Walker then requested confirmation that Sally Ports were used for vehicle processing.

Chief Robl responded that a Sally Port purpose and use is for transfer of prisoners, however he can see where in a situation it might get used for other purposes but by standard they are for prisoner transfers.

Chair Garvey inquired how the Task Force was to take the recommendations from the Chief and translating this into a model. How do they go about assigning this initiative? Ms. Lowney responded that part is the work of an architect who can draw out the spaces once they settle on a location. She added that currently Kachemak Center has enough space.

Mr. Weatherly questioned if the Kachemak Center is available for a lease purchase option or just a lease that he will kick the city out in 20 years. Chair Garvey reported that during his talks with Mr. Newby he was very open to working with the city on a variety of possible solutions. He then asked for additional comments or questions on the space needs as stated in the memo.

Ms. Walker commented that the space should be considered on what the city can afford and the public is willing to pay for, it should be comparable to other cities similar to theirs, she was encouraged hearing that the Harbormaster's Office was built for \$2.1 million dollars and contains the most updated technology that they require for weather and it was paid for.

Mr. Weatherly expressed agreement with Ms. Lowney and he is not sure how close the Petersburg Police building would line up with Homer regarding how busy Petersburg was compared to Homer; he saw some issues with the drawings contained in the packet regarding sight and sound issues of the cell locations. Ms. Walker responded that the architect she spoke with stated the women's and children's were up to Federal Standards. Mr. Weatherly pointed out that the layout did not comply with the sound separation.

Ms. Lowe stated that she believed they would have better success in fund raising if the facilities such as the gym and gun range were shared with the public and at the very least shared with other city employees. She further noted that the more agencies and entities involved the more support for the project and asked if that could be a consideration.

Chief Robl responded that it would be dependent on the final size of the building, location within the building since there are security issues that would have to be addressed.

Ms. Lowney asked for the statistics for Petersburg since they were using it for comparison and as far as she knew the population was half the size of Homer and that they had a Police Force that was half the size too.

Chief Robl stated that he could provide some information on that for the next meeting in response to Chair Garvey broadening the request to include like or similar cities in size, area served and population.

Chair Garvey requested additional information on the Sally Port and agreed with Ms. Lowney and was not intending to be critical of Chief Robl's stated needs. He requested additional clarification on the possibilities of using the Sally Port for Vehicle Evidence Processing.

Chief Robl provided the following information:

- Sally Port was not appropriate or suitable since the time frame for evidence varied for each case
- Dependent on the time interval for the Search Warrant, type of search such as pulling seats
- Average processing time for vehicles is 2-3 days
- Longer times can be 7 or more days
- Estimated processing under 50 vehicles, 24-36 vehicles that had to be processed thoroughly in a year
- When a vehicle is pulled in for evidence processing the space is sealed and only the evidence technician is allowed entry
- Two different spaces are really needed
- A sally port is used for bringing the prisoners in and out in a safe and confined space

Chair Garvey then asked for clarification on the dispatch area regarding the following:

- Space in the new design was to accommodate 4 consoles
- Currently staff for two dispatchers
- Space for four consoles will be needed especially when training
 - o Currently two dispatchers are in one room and third is placed in another room which is not really convenient because if they have two consoles and they are taken up with a trainer and trainee then the third is not aware of and able to assist with calls as needed
 - o Chief advocated for building out for the four consoles versus three then in the future they could equip the fourth console. Otherwise it would be detrimental to try to increase the area in the future if the population and service requirements showed a need to increase to four dispatchers on duty. In the initial build there is incorporated the necessary space to accommodate wiring, etc.
 - o Minimal square footage is required to accommodate a fourth console in contrast to three consoles that are needed now

- Jail cells required and how they would be determined
 - o 4 two bed cells for men
 - o 1 2 bed cell for women
 - o Appropriate sight and sound requirements met
 - o A juvenile holding cell that is separate but within the cell area that meets the same sight and sound requirements

A brief discussion ensued on the size of the Petersburg Police facility and a representation of the possible square footage sent to obtain some ballpark figures between Chief Robl and Ms. Walker.

Chief Robl then addressed the question posed by Chair Garvey regarding the Borough Dispatch compared to our needs by responding it is not an apples to apples comparison. The Borough Dispatch performs dispatch services only where in Homer, the Dispatchers also provide administrative duties and work with female prisoners as required performing pat downs and such. The dispatchers also provide Customer Service related duties when the Public visits the Department. He was unaware of the exact number of consoles in the Borough Dispatch center but believed there to be around 12.

B. Site Selection

1. PSBRC Memorandum 14-163 Recommendation for Site Selection

Chair Garvey introduced the item by reading of the title into the record. Deputy City Clerk Krause stated that this contained the requested information for how the HERC site was selected. Chair Garvey noted that the members can discuss the different sites or request input from staff.

Discussion by the Task Force and Public Works Director Meyer included the following points:

- The Waddell property is well above the Tsunami or flood line, this is a city owned lot that is 1.5 acres
- Vacant Property to the East of Public Works facility has a conservation easement and thus not suited for consideration
- Test core samples were conducted on the road corridor but not on that specific acreage but the Public Works Director did not expect to find anything outside the expected norms.
- Previous consideration to purchase the Borough Maintenance and vacating Heath Street and would that be a viable option to consider.
 - o Inherent issues with private property involved in vacating Heath Street
- Existing Parcel does not offer room for expansion unless they build up portions of it
- Historical issues regarding the existing parcel not being brought up to grade to drain properly
 - o Clarification on rebuild or remodel on site would require extensive site and grading to address drainage

Ms. Walker provided the Task Force with the following information and consultation that she has done on the project:

- Consulting with local contractor onsite assured that drainage issues were addressable by installing culverts and ditching up the road from the existing parcel. Drainage on the parcel in the back could be fixed through construction of a two story addition to house storage and a Sally Port explaining that would eliminate the shed and all the junk.
- Alleged by local persons the building was originally constructed and used as a residence that was remodeled for a police department
 - o Chief Robl confirmed that the building was constructed and designed as a Police Station in 1979 then the second story was added in 1981-82.

Ms. Walker continued explaining her two proposed considerations would be total demolition of the existing building and design of a project that would best accommodate the existing parcel after all appropriate site work was completed. Her second idea to use the existing building, gut and construction and addition.

Ms. Walker contacted the modular pre-fab companies to get pricing and plans for the Waddell property which is attractive due to the access on three sides.

She has a contractor that is interested in carry a note on a lease purchase or Build to Suit and the price is really good.

Chair Garvey restated the ideas proposed by Ms. Walker and requested clarification on the use for the pre-fab and steel building was for which site. Ms. Walker responded that they would work for either site. Chair Garvey then brought forth the idea of reviewing other sites such as Kachemak Wholesale, the Bowling Alley or the other sites recommended and inquired if the Task Force would like to consider those sites.

Mr. Weatherly acknowledged that they would need to have an engineer review the Kachemak Wholesale building since he recalled that the building would not be suitable due to many structural issues. Mr. Weatherly stated that the square footage was there but he did not feel that the building was suitable for a 40-50 year facility.

Chair Garvey stated that the contractor would be responsible for ensuring the building is suitable and that this method is cost effective since the city would not own the building. The top level of Kachemak Wholesale would more than cover the space needs at over 25,000 square feet and the Bowling Alley is over 10,000 square feet. He has been approached by a council member to consider these options as well as several individuals in the community to consider these sites for the police station. He would like feedback on these sites from the Task Force.

Ms. Walker stated that she has lived in the community 27 years and the building (Kachemak Wholesale) has always had issues with water and she would prefer not to spend money on an engineer. She opted for money going towards something that the city will eventually own. She has had a contractor state that the building would not be suitable and in her opinion is a dilapidated building.

Ms. Lowney stated that she did not want to exclude the HERC site from consideration, there has been too much money, time and effort that has gone into this site.

Ms. Walker opposed the idea of the HERC site since her opinion is that they will spend too much money getting the HERC site ready to use.

Ms. Lowe interjected that she has posed this question before and has not received an answer but questioned before any more time is spent on the HERC, if someone asked the neighbors such as the Bidarka, schools how they felt.

Chair Garvey felt that was an appropriate thing to ask and Ms. Lowney questioned if they did it for the HERC site then they need to conduct the same questions to the neighbors of the other sites.

Chair Garvey noted that what Ms. Lowe cited was the importance of community input and acceptance he noted that they each had an opinion on the HERC site and proceeded to note several reasons that have been proposed against not using the HERC site as follows:

- Proximity to schools
- Personal opinions on the historical aspects and attendance at the former school
- Impression of visitors to Homer seeing a Police Station upon arrival into Homer
- Current Recreational Use

- Questionable use of the location are comments from people he interacts with and works with¹

Ms. Lowe queried the use of the Transportation Plan as mentioned by Mr. Meyer and working at the school she sees how the traffic backs up and perceives the potential to do the same at the HERC site and speculated how important that consideration is and should the Task Force consider this on moving forward and requested input from Chief Robl.

Chief Robl stated that they do have issues now especially during the release of students for the day but use of sirens and lights helps solves the problem.

Ms. Lowe expressed more concern with the Safe Routes for the younger students, especially passing by that area in the dark and did not think there was much concern for the High School Students. This is a huge concern for her and asked if it was for Chief Robl. He responded that how the use of the HERC site is designed the patrol would exit out on to the Sterling Highway and he did not see as much of a traffic problem as they have now.

Ms. Lowe stated she has been stuck on that road waiting to make a right turn to get into the parking lot of the school. Chief Robl acknowledged that it does get busy.

She questioned Mr. Meyer if the Task Force should review the Transportation Plan and if it would be impactful on their review of the existing site.

Mr. Meyer wasn't too sure if it would be beneficial since right now there should be a Traffic Signal installed at the intersection of Pioneer and Sterling Hwy according to an intersection study performed. Mr. Meyer noted the same study recommended that there should be traffic controlling devices at Lake Street and Pioneer, Heath Street intersections but they are too close together, he mentioned the difficulties when streets are not aligned at 90 degrees and then Mr. Meyer asked if the Task Force has been provided the maps for the sites that were previously considered including the Borough property.

Deputy City Clerk Krause responded that the Task Force was not provided those maps they are available on the city website for their review.

Ms. Walker observed that the Waddell parcel would present less traffic and chaos to the city. Mr. Meyer responded that it would initially.

Chair Garvey would like to hear some feedback from the Council members and the City Manager on the use of the HERC site since it was vetted intensely but everyone knows his personal preference and opinion. He is operating from the people he has heard from which amounts to a couple of thousand and he wanted to know if there is value in considering the HERC site or removing it now from consideration.

Deputy City Clerk Krause stated that the minutes and public input information was available on the website for review as all meetings are public. Chair Garvey requested a summary of the public input if that was possible. Deputy City Clerk Krause responded that in accordance with procedure the Council or City Manager could provide the information at the end of the meeting during Audience Comments. She explained that it is not a standard for the audience to provide comment during the agenda that is the time for the members of the Task Force to discuss and work on the item.

Ms. Lowney remarked that she did attend a number of the former committee's meetings and originally was in opposition of vacating a facility that was greatly used by the community, not the building as a whole but specifically the gym. She also commented on the concerns for the proximity to the school and the skateboard park and the basketball courts heavy use and the first impression a visitor would have of Homer seeing a police station. She opined that the area being as large as it is could make a good marriage between the community and public safety. In her circle the people were not opposed to the site in general just the loss of the gym. In response to a question regarding the number of gyms in town by Mr. Weatherly she stated that all the other gyms were owned and operated by the school district or private/commercial businesses.

¹ Corrected to reflect verbatim statement from Chair Garvey. During statement audience commentary picked up over audio on Mayor commenting which was mistaken as comment from Chair.

She did not believe the issues were insurmountable and could be overcome. She further noted that it could very well be their \$9 million option. Ms. Lowney advocated for the opportunity to consider the site.

Ms. Walker expressed that she wanted to save money and would like a project that was \$6 million preferably less than that, she did not want to go for the \$9 million. She opined that if they can keep under \$6 million they may have a chance of getting that and she just recently learned about the city having about \$2 million just sitting there from the Valdez Oil Spill that could be used. She did find out too that if they paid off the Library loan would save over \$1 million in interest and that \$1.2 million is owed and would apply to the police station and surely they could scratch a \$1 million from the cash that the City Manager likes to keep, since there is \$5 million available, then that would mean they would only have to come up with \$2 million less to get their police station built. She further annotated the financial conditions of the residents of Homer and that they need to consider that and shooting for the moon with the HERC.

Ms. Walker would like to recommend that they do not waste time on the Kachemak Center or the Bowling Alley, they are supposed to put a plan before Council on May 30th however they won't put the Task Force before a firing squad if they don't have a recommendation ready; she prefers a new facility on the Waddell Heath parcel which has the benefit of three road frontages. She opposes the use of the HERC site because of the perception of visitors upon entering the city, traffic and the congestion factors when school is in session and tourists in the summer.

Ms. Walker requested direction on how to remove the two parcels. Deputy City Clerk Krause responded that she just makes a motion to remove the two.

WALKER/LOWNEY – MOVED TO RECOMMEND THE TASK FORCE REMOVE THE KACHEMAK CENTER AND THE BOWLING ALLEY PARCELS FROM CONSIDERATION.

Discussion ensued with Chair Garvey objecting to the motion, he is not opposed to striking them entirely but he considers them on the same plain as the HERC option, as a place that they would have to go through a lot of added expenses as compared to owning them for now.

He is okay for removing the HERC building since a couple of councilmembers have requested that they look at other options and a couple of members of the public have suggested looking at other options. He believes it would be remiss of the Task Force removing these two parcels since it was requested that they consider other sites.

Chair Garvey reiterated that he is fully supportive of removing the HERC site. He further stated that he prefers remodeling the existing site or building on the Waddell site. He is fine to narrowing down to those two but finds the Kachemak Wholesale, Bowling Alley and the HERC on equal terms and they could strike all three from their list.

Ms. Lowney stated that she is opposed to narrowing it to a \$6 million dollar project since they were tasked with coming up with both a \$6 million and \$9 million project and the HERC could represent that \$9 million project with no more additional work. She does not oppose eliminating the Kachemak Wholesale or the Bowling Alley but feels that in fairness to allow for a visual presentation from those parties would be a better avenue but agrees with Mr. Weatherly that it would take a substantial amount to bring those sites into useable condition.

Chair Garvey stated that both people have presented the build to suit option with a lease or lease to purchase to him, he prefers one of the other two as stated, but believes that the lease purchase options would both be less expensive than the HERC. If they consider the HERC they should consider these other two options also.

Ms. Lowe commented that she loves the community sharing aspect of a project at the HERC and proceeded to read aloud a statement in Chief Robl's memo regarding many of the officers being unable to attend the local clubs due to harassment at all levels and she did not feel that statement reflected the philosophy of the department and would like to hear frankly from Chief Robl on the idea of a shared facility.

Ms. Lowney understood the comment in the memo to reflect a different aspect and provided a similar experience with her husband who was a vet and herself as a teacher and getting stopped by the public everywhere they went which thankfully being retired is much less frequent. As far as a shared facility she believes that would require programming between the department and public.

Ms. Lowe understood that experiencing that aspect herself as a teacher and would like Chief Robl to explain the philosophy of the department since "harassment" which she believed was very different in context.

Chief Robl responded that Ms. Lowney interpreted his comments quite well and further explained that it is very difficult for them to attend or visit public venues, he provided a few examples and that it is hard to explain unless you experience it. He acknowledged that the use of the word harassment may have been a bit strong.

Deputy City Clerk Krause called for a point of order since there is a motion on the floor to remove the two sites from consideration and there has been a deviation to focus on the HERC and other topics.

Chair Garvey stated that he sees community members saying come and build here with regard to the Bowling Alley and Kachemak Wholesale while he only hears a divided community on the use of the HERC. Again he advocated for keeping the two sites as options.

WALKER/GARVEY - MOVED TO AMEND THE MOTION TO REMOVE THE HERC BUILDING, KACHEMAK CENTER AND THE BOWLING ALLEY SO THAT TIME, ENERGY AND MONEY CAN BE SAVED AND GET THIS DONE BY THE END OF MAY.

Discussion ensued on the HERC presenting as a \$9 million dollar option and presenting another \$9 million at another location and viewing corporate buy-in would it equally pass or be approved. The impression some members of the Task Force and audience input provided is that a project presented using the HERC facility would not pass; the Waddell property is 1.5 acres not 2 acres and may not accommodate a \$9 million dollar project. There is a limited use for the HERC building and that could be portrayed as an overuse of the space for the needs required by the department. Further points discussed were community use of a shooting range next to a school and having the children exposed to guns and ammunition. Reiteration of the HERC site as a viable option, the HERC building cannot be used for fulltime uses only temporary uses; previous sites were not vetted thoroughly according to conjecture; planning for the future of the building; doing away with the 4.2 acre site since it is not required at this time; Council members and the City Manager have stated the Waddell property is available for consideration and in the future if the Fire Station needs to be expanded it could expand into the vacated Police Station property.

Ms. Lowney requested the motion to be read. Ms. Krause read the motion on the floor.

Mr. Weatherly agreed with Ms. Lowney on keeping the HERC as an option. He commented on details in construction methods.

Ms. Lowney requested a call to order that they have a motion on the floor. She further noted that they are using hear-say to drive a decision of the Task Force and they each have different opinions which is driving their decision and she would like to emphasize caution.

Chair Garvey called for the vote.

VOTE. YES. LOWE, WALKER, GARVEY

VOTE. NO. LOWNEY, WEATHERLY.

The motion carried.

C. Construction Options

1. Phased Construction

Memorandum re: Design Cost Estimates dated January 2016

Chair Garvey read the title into the record. Deputy City Clerk Krause informed the Task Force that this information was provided to Council in January of last year and that Mr. Meyer could provide additional information on the line items that were removed since the project was split from the Fire Station. She noted this is document that they requested.

Chair Garvey stated that he found the document irrelevant and did not see what value could be gained. He inquired if there was any desire for discussion. There was none indicated by the Task Force members.

2. Remodel/Renovation/Addition

a. Memorandum re: Temporary Space Connectivity Requirements

Chair Garvey read the title into the record. Ms. Walker preferred to see the old options before discussing the new options. Chair Garvey requested clarification on her statement. Ms. Walker wanted to address item 4 under C. Deputy City Clerk Krause explained that a motion to amend the agenda to change the order was required during the approval of the agenda. Chair Garvey noted the similar action by Ms. Lowney.

Chair Garvey then requested clarification if dispatch could be temporarily contracted out. Chief Robl note that it would be difficult in itself and present a cost that will probably present a big dollar amount. He added that moving dispatch is just not the best option.

Chair Garvey inquired if there was no other option but to relocate dispatch into temporary location such as working around them or contracting out the service or even another option that has not been thought of. Chief Robl was sure that anything was possible but he was unsure and would have to see the proposed design, talk with the contractor, etc.

Deputy City Clerk Krause stated that in consideration of the Task Force looking at remodeling the existing facility she requested the Information Technology (IT) Manager and asked him to write up a memo that could provide a brief insight into the requirements and costs involved with that aspect of the project whether remodel or new facility. Mr. Poolos will be glad to attend the next meeting to answer any questions or provide further clarification.

Ms. Walker also mentioned in considering a remodel what would they do with the cells and prisoners, rewiring, etc.

A brief discussion on the inherent difficulties that come with remodeling and retrofitting an older building. Ms. Walker inquired if the Task Force would like to discuss removing Remodel form consideration.

Chair Garvey stated he would like to have some clarification from the IT Manager Poolos on if the equipment would be reusable in as much as \$525,000 build one next to the existing one then shut down and relocate to the new section and if the “old” equipment would be reusable. He went on to further indicate that expending half a million dollars would probably put them way over budget unless it was reusable. Ms. Walker provided a proposed remodeling scenario and building a new dispatch area above the proposed new Sally Port to the property line. Ms. Lowney stated that the Task Force is getting into a discussion that would require the services of an architect to review that existing facility and the needs of the department and recommending how to make the necessary and required changes and renovations including placement of services. Without those services the task force does not know what they are building. The Task Force discussed vetting the remodel aspect and getting the Council in a good position to consider that option and at what point do they involve an architect. The following information is needed to make a determination:

- The current state of the existing building
- Department requirements
- Connectivity

Mr. Meyer was asked to provide input on involving an architect.

Mr. Meyer provided the Task Force with the information that the city currently has on contract an architectural firm, Stantec and a Contractor, Cornerstone to work on this project. He reiterated that the funding was provided by Council to provide the services that would be needed for the project.

LOWNEY/WEATHERLY - MOVED TO ENGAGE AN ARCHITECT TO EVALUATE THE CURRENT POLICE STATION, CONSIDER A REMODEL AND CREATING A DESIGN THAT WOULD INCORPORATE THE ESSENTIAL SPACE NEEDS AND ALTERNATIVE FOR FUTURE GROWTH THAT INCLUDES THE URGENT AND IMPORTANT SPACE NEEDS FOR GROWTH.

Discussion on excluding the contractor

WEATHERLY/LOWNEY – MOVED TO AMEND THE MOTION TO INCLUDE THE CONTRACTOR.

There was a brief discussion on clarification of the intent of the motion.

VOTE. (Amendment) YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Discussion continued on the following points:

- the costs involved to get the advice and design from the architect and contractor
- Task Force is to rely on staff to contain costs and provide the information that they need to make their decision
- the current architectural firm and contractor are qualified and willing to fund the project up front
- Costs for new construction per foot is easy to obtain remodel is a little different since there are so many variables and unknowns
- Request for the Clerk to read the motion on the floor as amended
 - o MOVED TO ENGAGE AN ARCHITECT AND CONTRACTOR TO EVALUATE THE CURRENT POLICE STATION FOR A REMODEL/RENOVATION AND CREATE A DESIGN THAT WOULD INCORPORATE THE ESSENTIAL SPACE NEEDS AND PROVIDE ALTERNATIVE DESIGN TO INCLUDE THE

URGENT AND IMPORTANT SPACE NEEDS FOR FUTURE GROWTH AS SHOWN IN CHIEF ROBL
MEMORANDUM DATED APRIL 24, 2017.

- Clarification of the motion to designate the square footage in relation to the essential space needs at 10,435 sf +/- and the design including the urgent space needs square footage to include the additional 1986 +/- sf
- Recommendation from Council member Smith to obtain evaluation from an engineer to use the existing building and the ability to renovate and/or remodel the building.
- It will take longer than the time allotted for the Task force to present recommendations to Council that are detailed enough to say here is a \$6 million dollar and \$9 million projects that could be submitted to the voters.
- Not relying on conjecture and make a decision based on facts and they do not have the facts that the existing building is useable or not
- Fire Marshall will review a public safety differently as the city found out with the remodel on the fire station facility.

Further discussion on how to proceed to get the essential information required for a conceptual design with a ballpark figure with a large contingency since there are so many unknowns.

Ms. Lowney pulled her motion from the floor for consideration. Mr. Weatherly agreed to the action. Ms. Lowney requested the language for the motion from Mr. Meyer.

LOWNEY/WEATHERLY - MOVED TO REQUEST CONCEPTUAL DESIGNS OF A POLICE STATION TO INCLUDE ESSENTIAL AND URGENT SPACE NEEDS AT THE EXISTING LOCATION UTILIZING REMODEL/RENOVATION CONSTRUCTION METHODS AND THE WADDELL SITE UTILIZING NEW CONSTRUCTION METHODS.

Discussion centered on the pricing for a design that is focused on specific square footage based on the space needs outlined in the memorandum from Chief Robl with preference of a price on 8,000 and 12,000 square foot conceptual design.

GARVEY/LOWE – MOVED TO AMEND THE MOTION TO DEFINE THE REQUEST FOR AN 8,000 SQUARE FOOT CONCEPTUAL DESIGN AND A 12,000 SQUARE FOOT CONCEPTUAL DESIGN FOR EACH SITE.

Mr. Weatherly inquired where the figure of 8,000 sf come from, Chair Garvey responded that this figure reflected overall discussion on determining square footage for various aspects of the design during their continued discussion. Clarification on one of the points highlighted in explaining where the reduced square footage was derived and the intent was to request a more defined response. Ms. Lowney and Walker advocated for use of the square footage that was represented in the memorandum, 10500 sf and then an additional 1986 sf. Chair Garvey advocated for very detailed conceptual designs even if it included the essential, urgent and important.

Mr. Meyer requested that the Task Force not to limit the request to a specific footage since there are many facets that are not included such as the hallways and closets.

It was noted that this direction would provide a base to work from and that they cannot ignore the important space needs when designing for the future since it may show that the Waddell site is not sufficient.

Staff further added some items that will be considered within the design is placement of services to allow room from expansion, however did not believe they will attain that level of detail at this point. At this point it will be difficult to make a motion to request what he could provide in the time allotted.

Chair requested the motion to be read. Deputy City Clerk Krause read the motion and noted the amendment that is currently on the floor for discussion. Chair Garvey requested to pull that amendment and offer a new amendment as follows:

GARVEY/LOWNEY – MOVED TO AMEND THE MOTION TO REQUEST TWO SEPARATE CONCEPTUAL DESIGNS ONE DESIGN WITH JUST ESSENTIAL SPACE NEEDS AND ONE DESIGN WITH ESSENTIAL AND URGENT SPACE NEEDS FOR EACH SITE USING THE REMODEL/RENOVATION CONSTRUCTION METHOD AT THE EXISTING LOCATION AND NEW CONSTRUCTION METHOD AT THE WADDELL SITE LOCATION.

There was no discussion.

VOTE. (Amendment) YES. WALKER, LOWNEY, GARVEY, WEATHERLY, LOWE

Motion carried.

LOWNEY/WEATHERLY - MOVED TO REQUEST TWO SEPARATE CONCEPTUAL DESIGNS OF A POLICE STATION TO INCLUDE ONE DESIGN WITH JUST ESSENTIAL SPACE NEEDS AND ONE DESIGN WITH ESSENTIAL AND URGENT SPACE NEEDS FOR EACH SITE USING THE REMODEL/RENOVATION CONSTRUCTION METHOD AT THE EXISTING LOCATION AND NEW CONSTRUCTION METHOD AT THE WADDELL SITE LOCATION.

There was no additional discussion on the motion.

VOTE. (Main) YES. WALKER, LOWNEY, GARVEY, WEATHERLY, LOWE.

Motion carried.

3. New Construction

It was determined that the Task Force included discussion of new construction under the previous item.

4. Modular or Pre-Fab

- a. Star Sales Brochure
- b. ModSpace Manufacturing Video
- c. Maximum Security Systems Price Quote on a Pre-Fab Cell & Specifications

The Task force viewed a sales video that showed the manufacturing process for manufactured buildings that can be trailered and erected on foundation. That would cost \$400 per square foot. They reviewed the brochures supplied by Ms. Walker and commented on the variety of colors that are available. The Task Force discussed the cost to ship these items to Alaska and Ms. Walker can provide that information for the next meeting. It was noted that the costs to ship a pre-fab cell to Alaska from the port of Washington was unknown since the estimate/quote only provided costs from the manufacturer to the Port of Washington and that was \$149,000 for 7 jail cells. Mr. Weatherly did some research and the cost to barge it to Alaska is unknown what he was able to find out was that to have one company barge it to the port of Homer would entail a cost of a minimum of \$80,000 in addition to the barge costs and required 2-140 ton cranes, 1 crane would have to be onsite for a minimum of 2 weeks at least in order to get it off the barge and then at the site this is for new construction, modular.

He also spoke with Linden and they would not stop in Homer, Whittier is out as the tunnel is not wide enough, which then will require trucking from Anchorage which requires pilot cars, etc and they have a width limit of 15 feet.

A brief discussion on the options available for the construction of the cells was limited and they will have to take the hit there.

Discussion progressed on the various aspects of constructing modular, pre-fab, and details of location of service such as dispatch provides additional services such as customer service, female prisoner management.

LOWE/LOWNEY – MOVED TO ELIMINATE THE MODULAR CONSTRUCTION OPTION.

There was no further discussion.

VOTE. YES. LOWE, LOWNEY, WEATHERLY WALKER AND GARVEY

Motion carried.

D. Additional Facility/Maintenance Costs to Overall City Budget

Deputy City Clerk Krause provided input to the limit of her knowledge on this item. She does not have the specifics as to what additional information Council would like so it is assumed that the additional cost to maintain the new police station in the HERC was \$144,000 so it can be assumed that a smaller building would present a smaller cost of maintaining would be subjective.

Councilmember Smith provided input on why this was tasked to the group since there is an inherent cost in addition to the current facility a new facility will add to the annual budget. He provided clarification that the \$144,000 on the proposed building using the HERC was in addition to the existing budgeted amount for the current police station facility. The Council's intent was to be able to provide the total cost of a new facility to the voter.

Ms. Lowney recommended that the Task Force table to item until...Mr. Smith interjected that the Task Force should add this to the list of tasks for Mr. Meyer since the Architect can provide a "ballpark" figure regarding the costs to cover maintenance, furniture, etc.

LOWNEY/WEATHERLY - MOVED TO POSTPONE THIS PORTION OF THE TASKS UNTIL THE INITIAL INFORMATION IS RECEIVED FROM MR. MEYER AND THEY KNOW WHAT DIRECTION THEY WILL BE GOING WITH THE PROJECT.

Ms. Lowe requested clarification if this information would be determined by square footage methodology. Mr. Meyer stated the he believed it was and he would be able to get those numbers. Ms. Lowe did not believe that they needed to table this item since Mr. Meyer could provide it.

Deputy City Clerk Krause pointed out that the use of the word table was inappropriate and recommended postponement. Ms. Lowney agreed to the minor correction to the motion.

VOTE. YES. WALKER, LOWNEY, GARVEY, WEATHERLY, LOWE.

Motion carried.

E. Funding Mechanisms & Repayment Methods

- a. Memorandum dated April 24, 2017 re: Possible Funding Sources
- b. Memorandum dated April 26, 2017 re: Revenue Options
- c. Lease/Build to Suit Information from Public Works Director

Chair Garvey read the title into the record.

Mr. Meyer was unable to provide information on the Lease/Build to Suit option in a timely manner due to work obligations.

The Task Force reviewed the various options and Ms. Walker was only able to find one gentleman who could provide the land, fund the construction and hold the note which would have to be negotiated with the city.

Chair Garvey requested the Task Force to focus on the memorandum from City Manager Koester. It was noted that there are not many options available to the city in the way of grants due to the demographics.

Ms. Walker asked about submitting the recommendation to pay off the library loan and then use those funds to pay on the Police Station. Councilmember Smith provided information that the Council is already considering paying off the library loan to reduce the budget needed.

Deputy City Clerk Krause suggested that when it comes to the recommendation to Council it will motion that it recommends Council can fund the Police Station by the following means and list paying off the loan on the library.

Chair Garvey then brought forward the option of a bed tax. Ms. Walker and Chair Garvey were adamantly opposed to recommending a bed tax and presented a supposition of a 1% bed tax using the average reported nightly stay of \$175.00 in Homer would amount to \$1.75 per night which for 7 night would add an additional \$12.25 for a weekly stay. The opposition is that it adds up.

Chair Garvey reviewed the options presented and inquired if there were any additional comments and or questions on the other options.

Councilmember Smith offered the information on the actions of Council to pay for the proposed bond last October was to institute a seasonal sales tax of .65% which would end when the bond was paid. Since it was seasonally implemented it would capture the revenue expended from visitors, summer residents and tourists to Homer. That minimal amount would produce enough revenue at the \$12 million mark and if it is \$6 million it would be less than ½% the seasonal sales tax was the most acceptable by the public.

Further discussion was needed on options to recommend to Council.

Ms. Lowney wanted to get further input from Council on this part of the recommendation.

Councilmember Smith called out from the audience and it was not captured on audio or caught by the Clerk in her notes.

LOWNEY/GARVEY - MOVED TO SUPPORT COUNCIL DECISION (WHAT WAS THE DECISION?).

A brief discussion on a question posed by Ms. Lowe regarding a possible funding option by selling city owned land, that they should put more in to the game.

VOTE. YES. LOWE, WEATHERLY, GARVEY, LOWNEY, WALKER.

Motion carried.

Ms. Lowe wanted to inquire if the City sells any of its land and Mr. Smith responded that they have occasionally designed land that serves no purpose for the city for sale but there are usually drawbacks to the land that is offered for sale and as such they are not sold and are still available. It is the goal of the city to get most land back on the tax roll.

Deputy City Clerk Krause explained that the Task Force can include in their final recommendation to Council that they offer for sale available parcels and designate the proceeds to fund the Police Station.

Chair Garvey noted the next item on the agenda of Build to Suit information from the Public Works Director but there were no items in the packet. Mr. Meyer explained that he did not have time to write anything up but proceeded to explain the process and standard benefits to a Public Private Partnership or otherwise known as a P3 and are becoming standard operating processes to fund capital improvements and all costs or aspects of the projects are negotiated and can include operation maintenance, funding, etc.

He then proceeded to explain that the city is obligated in as much as they have a contract and if they decide to end that agreement then they will have to start over again by issuing a RFP and go through the bidding process all over again. This will negatively impact the work they have completed and not only add time but additional costs.

He provided additional information on the procurement process of the city and how government cannot just select a contractor or architect to build something for them that all capital projects must be competitively bid or procured.

Stantec and Cornerstone were selected as the most qualified and competent.

Ms. Walker commented on why they expended so much time and effort in getting costs if they were going to be using that architect and contractor. They just wasted a lot of time and energy.

Chair Garvey requested a recess at 7:35 p.m. The meeting was reconvened at 7:38 p.m.

Ms. Lowney would like to know the disadvantages of the option to Build to Suit.

NEW BUSINESS

- A. Conducting a Meeting, Applying Roberts Rules and Providing Reports to City Council
 - a. Understanding Parliamentary Procedure

Chair Garvey read the title into the record and really appreciating having this information provided by the Clerk. He thanked Ms. Krause since this has been really very helpful.

Ms. Krause explained that due to the Clerk's office being very busy and the impending City Clerk retiring it has been very hectic. She also explained that for the Task Force to seek input from the audience is not standard protocol and that no Council member was appointed to task force.

Chair Garvey provided some input that he considers this the same as when his boss assigns him a task and he has a question regarding what outcome do you want and how do you want us to proceed.

Councilmember Smith did not see a problem where the members of the Task Force could consider the members of Council as a resource for information the same as staff.

Ms. Krause added that Council has appointed members of the public to this task force so that the recommendation and project is vetted by the public with the recommendation to Council to consider. Council provided the parameters that the Task Force is to operate under and having input from Council while allowed is highly subject unless they are reporting on actions taken by Council as a body. She further added that they could obtain the opinion from every Council member but in that same theory they should obtain input from every resident. She is not quite sure how to answer the question in that they were assigned and tasked to report to Council not have Council direct their recommendations.

Ms. Lowe reminded the Task Force members that by seeking input from Council members they fall under the hearsay and making recommendations upon hearsay not facts. Ms. Lowney agreed stating they have made decisions tonight based on hearsay and that it is concerning. The feedback received by the former committee was not representative of the whole community and perhaps they should slow down and take proper consideration of the facts. They do have the minutes of the previous meetings and it is daunting to read through those 2.5 years but there is valuable information within those minutes.

Ms. Lowe clarified that she does not feel that the decisions made tonight have been based on hearsay but on information presented by Council. She is not concerned that decisions tonight have been made on hearsay personally.

Ms. Lowney thanked the Clerk for providing the materials in the packet.

INFORMATIONAL ITEMS

A. Municipality & Borough of Petersburg, Alaska Police Station & Municipal Project Information

Chair Garvey introduced the item into the record and inquired if the group had any discussion they wanted to entertain on this information.

There was a brief discussion on the funding that Petersburg was able to accumulate in preparation for their project. There were comment regarding the grant monies received from the State. Chair Garvey liked the use of revenue received from land sales.

B. Operating Costs Budgeted for the HERC 2017

There was no discussion on this item.

C. Chapter 2 – City of Homer Comprehensive Plan re: Demographics

Chair Garvey thought it was very interesting read and was unsure how recent this information was compiled. Deputy City Clerk Krause stated that it was 2016. Reflecting some of comments on the population growth it is stated that increase is at a “leisurely” pace. He commented on the information projected in the tables provided. He did note a possible typographical error or that the figures represent stagnant growth, Ms.

Krause will look into that information and report back at the next meeting. Chair Garvey stated that taking it as a stagnant growth then reducing the footprint would be the right direction for the overall project.

Ms. Walker commented on Homer being a “hot” residential destination but with the increase in property taxes that may not be correct.

Chair Garvey commented on the fiscal challenges and opined that the person who prepared this information was being pretty reasonable in recognizing Homer decline in income levels and paying increased taxes and fees for services. This fits right in with their discussions on the requirement of an economical and affordable solution.

COMMENTS OF THE AUDIENCE

Joe Singleton, resident for 10 years, commented that it may be easier when making their comparisons that instead of trying to get Architects and engineers to get the costs to the group they could get a magnitude of estimate and that is what Mr. Meyer was trying to tell them. There is enough information to get a ballpark amount and as time goes by those numbers can get refined. This is a good way to do it too but it costs a lot of money and there was half a million dollars spent up to where they could make a presentation but to get to 35% level was half million bucks and there was still major systems that were not designed, they were costed out but he does not believe that Mr. Meyer will get into the order of magnitude with the Task Force so he thought he would mention it as there is lot of information in that man.

Larry Slone, city resident, stated in regards to soliciting input from the audience he doesn't see a problem with it at all as long as it is staff since the information they provide will be factual; with regards to soliciting input from City Council he would be circumspect; he believed that as Renee indicated as they would be providing their opinions and it would be appropriate that they should seek the input of the remaining 5000 residents in order to be fair. On the other hand it would be beneficial to hear the input from the Council that attended the meetings and provide information in context but not opinion since it would be appropriate to have the separation between the Council and the Task Force. He agreed that Homer would continue a very modest growth rate and did not believe that the Chief's space needs was based on that moderate growth but assuming that it was then they are not going to get away with change the space needed as shown in the Chief's memo and taking into account the space needed for hallways, storage, HVAC and such they will end up with a 15,000 sf building and at \$400 per sf cost that comes out to \$6 million dollars. Mr. Slone went on to comment on removing or postponing certain features of the important needs at a later date and that it may all fit on the property north of the Post Office. There may be an additional couple million once you add in the ground work and such and as for the architect due to the short nature of the time you are tied into the current architect.

Heath Smith, resident, stated that he has tried to keep his opinion separate from his comments as Council and he did express one opinion for the most part they are tasked with something that is relatively pressure packed as far as the time frame goes and the expectation is that they will meet the time frame as well as they can; if it not at all possible they will move on from there; he continues to have concerns with a build lease option and as a council member they will have to show him the savings before he votes in favor of it; the P3 as Carey explained it is basically a way around needing voter approval for bonding; one of the problems in Homer is that they do not have a way to pay for it even if they get it built; they need a way to pay the monthly bill to operate; there is not going to be an option to go around the voter on this. The costs have to show how they are going to pay for it, maintain it for him to approve it. As far as dispatch Council has agreed that

Dispatch will stay in Homer. Central Dispatch has 5 consoles and a Clerk. He doesn't want to challenge the Chief but he wants to be able to provide the service and provide for moderate growth over time and size does matter.

COMMENTS OF STAFF OR CONSULTANTS

Carey Meyer commented that it was valuable to speak on the context of getting them where they are now and a time not long ago you would put 20 projects on a Capital Improvements List and could pretty much count on the State funding 3 or 4 them and that is where they were when they started this project and in a way drove them towards the HERC which could be used as a match for the funding. This is part of the reason why the project was separated from the Fire Station was the committee realized things were changing. Mr. Meyer did not believe that the environment was done changing yet. He mentioned the probability of losing half the PFD amount and having to pay income taxes. He also notified the Task Force that he has been reluctant to involve the architect up to this point due to the funding being limited.

Chief Robl and Deputy City Clerk Krause had no comments.

COMMENTS OF THE TASK FORCE

Ms. Walker commented on the Council providing a deadline of May 30th but that it wasn't do or die and that an extension could be made and then the issue will go on the ballot next fall. She likes to know that they are doing it correctly and doesn't want to rush just because they have a deadline. Ms. Walker stated she likes to be expedient when given a task and wants to be exact, and not slapped dab together when done.

Ms. Lowney apologized for missing the first meeting but feels that she is pretty well caught up, complimented the Chair on a good job tonight; she appreciates the desire to take on the task and find a path through this by the task force and looks forward to the next meeting in two weeks with the next effort.

Chair Garvey stated that he seconded Coletta's statement that he does want to respect the Council's wishes and provide them with something of quality and not just throw something to them and to that end he appreciates the staff, Chief Robl, Renee, Carey and the City Manager for helping them to meet those deadlines and getting them up to speed and if they keep up they will be able to meet their deadline or extension of some sort.

Mr. Weatherly thanked everyone for attending and Chief Robl for his update and appreciated the explanation from Carey, he understands it better now, he appreciates everyone's input and help on this project.

Ms. Lowe thanked everyone for their time and the education she is receiving.

ADJOURN

There being no further business to come before the Task Force Chair Garvey adjourned the meeting at 8:14 p.m. The next regular meeting is scheduled for Tuesday, May 16, 2017 at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

POLICE STATION BUILDING TASK FORCE
REGULAR MEETING
MAY 1, 2017

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

POLICE STATION BUILDING TASK FORCE
REGULAR MEETING
APRIL 18, 2017

Session 17-01, a Regular Meeting of the Police Station Building Task Force was called to order by Acting Chair Weatherly at 4:07 p.m. on April 18, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: WEATHERLY, WALKER, GARVEY, LOWE

ABSENT: LOWNEY (EXCUSED)

STAFF: POLICE CHIEF ROBL
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

The agenda was approved by consensus of the Task Force

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

Heath Smith, resident and member of City Council commented on the previous legwork done by the former committee and that the Task Force has an opportunity to consider another location since the project was split by performing some upgrades and renovations at the existing Fire Department that will last another 20 years. He cited the financial conditions of the state and that the residents cannot bear any more costs. He further suggested that the committee look at the numbers for actual growth and crime and base a new police building on those figures. He also cited his research on a Perryville Maryland Police Station built for under \$4 million dollars. He reiterated throughout his comments that the project must be sustainable for Homer and that maintenance costs must be considered along with construction costs. This project was one of the main reasons he decided to run for office.

Larry Slone, city resident supported some of the comments made by Mr. Smith, referencing the work done by the previous committee, he noted the aging population, tsunami information should be reviewed by a professional, and commented on land choice and that they need to consider furnishings and fixtures in the costs.

Joe Singleton, city resident, questioned if anyone thought of building the project with cash; the City should just collect the funding necessary in one pot until they have the amount needed.

RECONSIDERATION

VISITORS

APPROVAL OF MINUTES

REPORTS

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A. Memorandum PSBTF 17-01 Welcome Task Force Members

1. Resolution 16-128(S) (A), Creating a Police Station Building Task Force
Establishing the Scope of Work and Parameters to Conduct Its Work
2. Memorandum 17-051, Appointments to the Police Station Building Task Force

Acting Chair Weatherly requested direction from the Clerk regarding proper procedure. Ms. Krause responded that he was to read the title of the item into the record, he did not have to recite the whole memorandum, and open it for discussion which is basically welcoming the Task Force. She further clarified that it just provides the description of what City Council has tasked them with and that they understood the job appointed to them by Council. She commented they could introduce themselves.

Acting Chair Weatherly read Item D. into the record and asked the Task Force if there was any discussion or comments.

Ms. Walker provided information to the Task Force that she toured the existing facility and after contacting contractors and architects she would like to present the idea of remodeling the existing facility. That cost in comparison to new construction is substantially less due to the lack of dirt work. She wanted to get rid of the connexes and put in a Sally Port so there would be enhanced safety in moving prisoners. Ms. Walker reviewed the Police Facility Planning Guidelines and noted some areas seemed out of order in her opinion.

Ms. Krause responded that the document was provided as an informational source and that a majority of the steps listed in the document have already been completed by the previous committee. This document was provided to give the Task Force an idea on how a project could proceed. The former committee did not have this material. As far as the remodel of the existing building Ms. Krause did not recollect any discussion held at the committee level and but maybe Chief Robl would have some input on the subject.

Chief Robl stated that he was hoping Carey Meyer, Public Works Director, would be present as he could respond to their question, as he is not a professional builder. Chief Robl added that there are limitations to the existing lot that you could expand to up against the High School you could not build towards and you could build out front towards the road a little bit and the area between the Fire Station if you build a retaining wall may be able to extend that way he was sure that anything was possible but pointed out that there is a serious issue with drainage.

Ms. Walker responded that she had also contacted a contractor who walked the site and pointed out that the drainage issues start further up along Fairview and it could be solved by some ditching and culverts being placed. Chief Robl acknowledged that would probably help a lot.

Ms. Walker continued by providing the following details to remodeling the existing structure:
- that they could gain 30 more feet of depth by adding retaining walls to provide parking there (between Police & Fire and allowing them to extend the building in the front and if they build the sally port out back they can extend the upstairs over that for more offices and storage. The architect she spoke to, who has completed several buildings around the state for law enforcement, stated that costs were \$388/sf for remodel and \$500/sf for new construction a few years ago, which represents a substantial savings for the city if they do not have to do a lot of dirt work or remove asbestos from old buildings.

Deputy City Clerk Krause explained that the abatement of the asbestos would be minimal if at all since it would be contained and the square footage realized in using the HERC was more for storage. She provided the additional requirements of ADA and jail separation adding this is something they cannot put off any longer. Ms. Krause pointed out that remodel would only last so long and that the current improvements at the Fire Station life span, it would be best to ask for Chief Painter's input, but agreed that it is projected to last 20 years.

Ms. Walker provided opinion received from a former battalion chief that the Fire Station could last an additional 20 years with proper management. She noted the following comments and input received from the public:

- Homer is a tourism town and having a Police Station the first thing you see when coming into Homer is not welcoming
- Expense of putting the Police Station in the HERC
- Some residents are absolutely opposed to having the HERC used for the project
- The population growth is not as projected, there are no young families moving to Homer, that Homer is a retirement community
- Seeing a Police Station first thing upon arriving gives the impression that Homer is very Public Safety minded

Ms. Lowe inquired if the former committee had access to the Police Facility Planning Guidelines. She noted that some language seemed to be out of order, she also noted that there was community relationship built into this document and inquired about Homer's Policing philosophy.

Ms. Krause responded that was a document that she found while doing some research and felt it would provide some informational data for the Task Force on the process of a construction project from a law enforcement point of view. Ms. Krause provided a summary of the public participation in the past project effort.

Ms. Lowe stated that she is not familiar leases and land deals/trades that could be done with the lower portion of the High School parking lot in regards to extending the existing building but questioned if that has been considered. Chief Robl explained about the Fairview and Lake Street future expansion causing some issue with expansion in that direction.

Ms. Walker commented that she thought about using the High School parking since there is an excess parking for the high school. She stated that Fairview could curve around same as Soundview does. If they look at a remodel to facilitate the needs of the department. They could get the Borough Maintenance Building and the Police Department could move into those buildings while they remodel the existing building.

Chief Robl responded that while that idea is possible there are some very costly challenges with the jail facilities and dispatch relocation.

Ms. Walker then mentioned the Petersburg, Alaska police station and inquired if Chief Robl has seen it. She stated that they actually remodeled an older building and created new City Administration/Council upstairs and Police Station downstairs. This was about 10,000 sf for the entire facility breaking down to 3100 for jailhouse facilities and 3100 for offices.

Ms. Walker stated and requested confirmation that Chief Robl's time is not that long and he has already retired and right now he is on contract. Chief Robl responded that was correct. Ms. Walker then stated that

in this time where everyone is downsizing including their homes he would like to see the city do that with the Police Station. She tends to be very frugal and tight fisted with money and what she liked about the Petersburg project was they had half the projects funds up front before starting this project. She commented that this community could not stand additional costs and are tired of the bond issues. She inquired how much the city has saved towards this project and requested confirmation on the year the Police Station was built.

Chief Robl responded that the building was constructed in 1974 and then in 1983 the second story was constructed.

Ms. Walker provided commentary on the conditions of the existing working conditions for Police personnel.

Acting Chair Weatherly inquired if the Petersburg, Alaska project was completed. Ms. Walker responded that it was and it was the architect for the project that she spoke with. Ms. Walker stated that the architect is where she obtained the figures quoted earlier. They charged an 11% design fee and they finished under the \$7.1 million project estimated.

Ms. Krause stated she will provide information on the project for the committee for the May 1, 2017 meeting in response to Ms. Walker's offer to provide a copy of the drawing she had from the Petersburg, Alaska project.

Mr. Garvey was unfamiliar with Petersburg, Alaska in comparison to Homer as related to size and what they process (related to arrests) and inquired if Ms. Walker had any relative information. Ms. Walker reported that her information from Petersburg was 1400 nights and Homer was around 700. The architect for that project stated that they have a lot of space. She did note that our police station did not have a sally port, the drain spout drains right there and she is amazed that employees have not slipped and fell due to ice.

Chief Robl recounted incidents regarding prisoners breaking away and the danger to employees when bringing prisoners to the visitation room.

Ms. Walker also has looked into prefabricated jail cells and was informed that there are designs for pre-fabricated police stations, although she has not looked into those costs. She also supports the police department having a gun range and understands that certain council members do not support that but she knows that a pre-fabricated gun range can be obtained at a very reasonable price and that the NRA also has grants available. It was noted that this could be incorporated into the remodel or new building very easily.

Acting Chair Weatherly inquired if she had a list of manufacturers and shipping costs to Alaska. Ms. Walker responded that she believed the costs in Arizona were \$200,000 but she did not have the shipping costs to Alaska. They would also need a 20 ton crane so those costs would have to be added.

Ms. Walker provided additional information to the task force that she has been in business in the Bed & Breakfast industry for 24 years and that they paid off their original note in 11 years instead of 30 yrs and all the subsequent improvements were "paid out of hand." She would like the Task Force to review all the possibilities of the alternatives. So while she understands that the Police Department would like all the "bells and whistles" they can consolidate and still have what the department requires. When it comes down to the design she would like the dispatch off by themselves as she does not see how they can work with all the background noise.

Ms. Walker reported that she has a 20 year design engineer making more use out of space for people.

Ms. Lowe advocated that there would be more success with the receipt of the project if the public has the ability to use some of the amenities such as the gun range and fitness facility. She inquired if there has been a prioritization on items that can be eliminated from the project so they know what can be cut first. Chief Robl responded that they have not performed that for this project.

Ms. Walker requested that the list should reflect the required items, the need to have and then the “cool” items.

Chief Robl provided some background on the needs study that was performed by professionals that initially produced a drawing that was substantially larger than the design they have now and while he objected to some of the sizes of the rooms and facilities in the building they were minimally reduced by the architects.

Ms. Walker referenced a document online from a meeting in January 2016 that the former Mayor stated that the city had millions of dollars for this project and wondered where they have this funding. Staff responded that they were unaware of a large amount of money available.

Ms. Walker then indicated that she was opposed to the City occurring any additional bonds and requested information on existing obligations of the city.

Staff provided input to the limit of their knowledge that the City is only obligated for the Natural Gas and the Library which is a loan. There are other smaller equipment loans and provided clarification that new police vehicles would be out of existing budgets in response to Ms. Walker’s additional comment.

Ms. Walker requested confirmation that the design as presented was over 31000 sf. Staff did not have the exact numbers. Councilmember Smith called out the square footage from the audience referencing the drawings provided by the staff. Ms. Walker referencing her information identified that the Petersburg project was 10,000 sf and half of that project was for other uses and then the sally port was half of the square footage for the Police station.

Chief Robl confirmed for Acting Chair Weatherly that the existing Police building square footage of 5000 sf did not include the storage connexes, shed or carport.

Ms. Lowe inquired if the Space Needs Study included a projection of the population growth and if so should the Task Force revisit those numbers. Ms. Walker remarked that she has lived here 30 years and the population hasn’t grown that much and while Homer has summer people, they are not a problem. Ms. Lowe commented that if they do not have that population growth it stands that it does not warrant a building of this size.

Chief Robl provided information regarding the size of the current design is the result of re-using the HERC regarding extra space that they do not need such as the gym, and some of the configurations in the design lends to larger spaces than required.

Ms. Walker requested confirmation on population growth expectation and the Petersburg project. She advocated that it would be beneficial to compare Homer to another community that is similar in size and include the number of nights someone spends in jail.

Chief Robl added that they should include crime level, number of cases work, number of arrests they have, number of personnel, if they store and maintain evidence storage onsite or offsite. They maintain an evidence room on the second floor which is approximately 240 sf and is stacked floor to ceiling, they also have evidence stored in the connexes and there is evidence scattered around the carport, which is really an improper way to hold evidence.

Mr. Garvey commented on the request from Council for two different levels of the project and referenced the previous design in relationship to the size of the building and in referring to the Petersburg project he was unsure what was right for them to get the top priority needs and how they would fit that into a building. He believed they could all agree that it is bigger than 5000 sf and he wanted to know how they could expeditiously reach the appropriate space needs since that will determine site selection too.

Chief Robl agreed and was open to an intelligent design that was expandable. The population may not have grown much in the last 30 years and it may not grow much in the next 30 years it is an unknown really in his opinion.

Acting Chair Weatherly opined that they need to come up with a plan of action and how they should divide the 6 tasks outlined between five people.

Mr. Garvey did not feel that would be the best use of time and felt that the Task Force should focus on each task in order since information from earlier steps may change the steps listed later.

Ms. Lowe reminded them regarding the population growth expectation may change the recommendation.

Mr. Garvey listed the items of information requested so far:

- Population growth information
- Prioritized Absolute Necessities in the New Police Station
- Comparison Information of Homer versus other communities

Mr. Garvey inquired if there were any additional informational items that they would need to determine the size of the project. There was no response from the Task Force.

Chief Robl responded that he could provide the prioritized list for the next meeting on May 1, 2017.

Ms. Lowe questioned Chief Robl on the philosophy of the shared space between the community and department such as the firing range. Chief Robl responded that they are governed by Federal law on how the public accesses parts of their facility. It would have to be designed and managed appropriately.

Acting Chair Weatherly added that he was sure the City would have some liability concerns also that would need to be addressed.

Ms. Walker remarked that they should review the NRA grant requirements and responded that in her plan to remodel the existing police department this would be a separate facility on site in response to Acting Chair Weatherly, providing details on backfilling and placement on site. Mr. Weatherly noted that he recalled backfilling the sloped area between the Fire & Police was considered years ago but did not recall why it was not done other than expense.

Ms. Walker interjected that her understanding is the City owns a gravel pit or has access to free gravel which cuts the expense down substantially. She commented that there is a benefit that today's engineers have developed keener ways to deal with drainage issues and deterring that water properly.

Mr. Garvey inquired if he could pose questions to the Council members for their feedback and input on the project since they are present at this time.

Deputy City Clerk Krause stated that the appropriate time would be later in the agenda, there are two items that require the Task Force's attention; elections and meeting schedules on the agenda, but after they could certainly request some input since this meeting is less formal than a commission or Council meeting.

Chief Robl responded to questions from the Task Force regarding the following:

- Existing site and Waddell site would both be appropriate locales providing the necessary accessibility
- One story is industry standard
- The Department is currently understaffed by three officers
 - o The City of Homer Police Officer case load is the highest in the State
 - o Adding three additional officers now would still make the case load per officer the highest on the Kenai Peninsula
 - o Adding three would bring it close to the other cities
 - o Dispatch is adequately staffed at this time
 - o They are short staffed in Jail Officers but get around that by not staffing 24 hrs
 - o Standard is 2.7 officers per 1000 residents
 - o This does not include the needed jail officers
 - o The number of officers is almost the same as 2007
 - o Crime levels are similar to other cities on the Peninsula
 - o The State has moved away from renting facilities however they could approach the State again to see if they may be interested in space. The State is consolidating services in several locations which is being driven by budget
 - o Preference would be for a maintenance free as possible exterior the former design process did not get to the level of detail

Ms. Walker commented that they do make a steel building that would provide an easy maintenance free exterior but she forgot to bring her papers on the size and costs for those buildings but also pointed out that a new building has higher costs in site work.

Acting Chair Weatherly inquired on the additional costs related to maintenance of a new building versus the existing building. Ms. Krause stated that information could be provided at the next meeting. Mr. Smith interjected from the audience that the cost was estimated at \$144,000 in addition to the normal budgeted costs for maintenance. Those costs were based on the current design.

Ms. Krause clarified for Ms. Walker that the heating costs were around \$39,000 annual since the building was to be minimal heat, she reported being unaware of what actual maintenance/janitorial costs if any were included in those costs. Information can be provided at the next meeting. Ms. Walker stated that she was informed the costs were \$145,000 per year.

Discussion ensued on funding options with the State, reviewing the Build to Suit or Lease Back options and Build the budget to that due to the financial conditions at the State, Borough and City levels in review of the information provided in the packet on page 95. Information on how the City may go about that type of funding would be good. Along with information the Contractor carry the costs and the City making lease

payments for 5-7 years then buying it back would allow the city to save a substantial down payment and provide and help the city with the debt structure a lot.

Deputy City Clerk Krause requested Acting Chair Weatherly to address the election of Chair and Vice Chair and then approve the meeting schedule the Task Force can then direct questions to the City Manager and Council members that are present. She requested the Task Force to refer to page 27 in the packet.

Acting Chair Weatherly inquired if there were any volunteers.

Ms. Walker nominated Josh Garvey for Chair. Dan Weatherly seconded the motion.

All members voted in favor of Josh Garvey as Chair and Mr. Weatherly turned the meeting over to Mr. Garvey.

Chair Garvey inquired if there were any volunteers for Vice Chair. None were forthcoming.

Chair Garvey nominated Ms. Walker or Vice Chair. Mr. Weatherly seconded that nomination.

All members voted in favor of Coletta Walker as Vice Chair.

Chair Garvey then addressed the meeting schedule and Deputy City Clerk Krause noted that information is on page 29 in the packet. Ms. Krause provided a brief summary of action required from the Task Force.

The Task Force approved by consensus to meeting at 4:00 p.m. on Monday, May 1, 2017, Tuesday, May 16, 2017 and Tuesday, May 23, 2017.

Chair Garvey then inquired if it was appropriate to ask his questions of the City Council members that were present noting that Council member Stroozas and Mayor Zak had departed the meeting. Deputy City Clerk Krause stated it would be okay at this time.

Chair Garvey posed the following question to Councilmember Smith and Aderhold:

Can you provide input on favoring or opposing renovation or new construction; are they favorable to the HERC or opposed to the HERC

Councilmember Smith stated that when he became a Councilmember the site location was already chosen and there was nothing to do to change that choice. The direction of the project was already set. There was no talk of renovation and a brief discussion on the Waddell property that garnered no traction. It remained as the large scale project that sits before you today. He has no opinion other than he wants to do something within the scope of what the city can afford to do. He noted the need for three additional officers and what the state is doing regarding budget cuts. The city cannot afford an Assistant Fire Chief. What the city is capable of doing has to be the driving factor. He knows that the future is good to plan for but if he planned for 30 years down the road then he would never have bought or planned to build a house for 5 kids. There is a present that we have to live in and a reasonable future that that we have to build for; he is on the record 100% in support of doing something for the police department; he wants it at a level that they take into account the cumulative costs of doing everything involved and whether that involves a renovation or the Waddell property he is support of that. He believes that the Council is divided in what they should do. He cannot speak for Council as a whole just for himself. He is not sure he answered Chair Garvey's questions.

Chair Garvey thanked him and commented regarding Councilmember Smith's comments being in line with the four members represented here in crafting something that will have consensus and support with Council which is critical to their success.

Councilmember Smith noted that it will be up to the voters to decide the issue since they ultimately will foot the bill. Mr. Castner, bless his heart, felt that they could bring it in under the \$12 million; that it could be built for around \$10 million, but it was still too much since the vote failed. Mr. Smith then mentioned the project that was built in Perryville, Maryland, which is a coastal community similar to Homer in many areas and they built their new police station for \$2.6 million, at 8100 square feet and due to some differences like their project not having a dispatch center he recommended \$6 million dollars. This is all within what he sees as a reasonable project and he does not want to be at odds with the Chief but everyone has their opinion. He sees other communities get things that suit their needs and will accommodate the demand of the community at a cost that seems completely doable that he believes they won't have any problem getting this community behind the project. It is one thing to get the Council on board but ultimately it comes down to getting people to check yes on the ballot. The Council's part is miniscule in comparison.

Councilmember Aderhold commented that Council worked very hard to provide the Task Force with information that was agreed upon by them and that's really where the Task Force needs to focus and while it's nice to get opinion of members of Council, it is better to get a diversity of viewpoints and you have only two viewpoints; She does not necessarily with Mr. Smith but she very much agrees that this is for the community and the community needs to agree what it wants and is willing to pay for; she does not know why the ballot measure failed there may be any number of reasons and does not believe it can be based solely on costs, there may be other reasons. She believes Mr. Castner was here earlier and hoped he may be have provided some input on what the other committee did; she strongly recommended that the Task Force review the work that the prior committee did; Ms. Aderhold commented on the importance of that work since it may save this Task Force time from repeating previous work done. She noted that they wanted to stay out the Tsunami zone, parcel size, city owned property so the city did not occur additional costs.

Chair Garvey suggested the Task Force solicit the Council for their opinions and noted that their contact information was on the website.

Councilmember Aderhold commented that the Council established dollar figures but her opinion is the number will be what the number will be; she believed that comparing a project in Maryland to their needs may be different.

Ms. Walker responded that they were talking about a police station in southeast. She added, regarding the outcome of the election, that everyone she spoke with stated it was the money. The residents are faced with too many expenses such as the hospital bond, the lack of a PFD, increase in property taxes, all the bond costs and they haven't received any increases in their paychecks. The residents can't afford anymore costs.

Ms. Lowe appreciated the suggestion to talk to Mr. Castner and asked about the information on the \$10 million dollar project.

Deputy City Clerk pointed out that all information was available on the website and it included links to all memorandums, resolutions, etc., and the minutes were grouped by the year. Mr. Weatherly could only find one recommendation from January 2016 it kept freezing his computer up. Deputy City Clerk Krause will provide a hard copy.

Council member Smith commented that he did not see provided here the line item costs that were projected for the project shown in the design here. He commented that the HERC is usable for a limited purposes.

Chair Garvey requested input from City Manager Koester on the following:

- Location and how that works from a financial standpoint
- Feasibility of land swaps with neighboring property owners
- Cost of extending the existing site to accommodate expansion of the existing building
- Compared to cost of developing the Waddell site location
- Additional costs involved if any to making the Waddell location buildable
- HERC site from management standpoint
- Possibility of acquiring Wildberry site or additional site location

City Manager Koester responded that the City Engineer, Carey Meyer could definitely provide those answers related more engineering questions, but responded as follows:

- HERC site chosen as a site that was large enough to contain a Public Safety Campus and it was owned by the City
- Consideration was given to expanding the current site and obtaining the Borough lot but that would present additional costs related to purchasing the borough parcel
- The Waddell parcel was not under consideration and the size prohibited consideration under the prior plan to build a combined public safety complex and was not acquired until much later.
- The Waddell parcel was also purchased with HART funds and the remaining parcel was to be sold to reimburse the HART fund which if chosen an alternative plan could be determined to replace those funds
- The Town Center parcel was also considered and it was determined that due to the high cost to provide the necessary infrastructure required to even utilize that lot increased the cost of the project substantially, which is the prohibitive factor for that lot. This was not the goal of Council.
- Public Works Director, Carey Meyer would be able to provide most of the information regarding costs involved in renovation of the current building
- Funding has been allocated for the Task Force to obtain analysis of various options
- The Task Force has to determine possible sites to consider
 - o Staff will be able to provide approximate costs for development of particular site locations Based on the building size, requirements and needs
- The remediation has been completed regarding the hazardous materials at the Waddell property
 - o Use of the Waddell parcel offers two accesses

Requests for information from the Task Force will be handled through the Clerk and then processed for the next upcoming meeting

- o Chair Garvey requested information on the costs to expand the current site and the Waddell property making them buildable
- o Vice Chair Walker inquired about investigating modular buildings and jails and what that entails.

Chair Garvey inquired if the Task Force was agreeable and there was consensus to have the information. Ms. Krause responded that she had it on her list to provide information to the Task Force.

Mr. Weatherly requested clarification from Vice Chair Walker on what projects the architect she spoke with worked on. Vice Chair Walker responded that it was the Trooper station in Juneau.

Chair Garvey inquired about the most viable or practical funding options before the city to get the \$6 million or \$9 million from City Manager Koester who provided the information that Council did for the previous ballot proposition which also asked for approval but to approve a mechanism to pay for that bond as the city is not in a position to request approval from the voters and pay for it from the general fund. The city does have a savings account for the general fund operating fund in the \$5-6 million dollar range but she is not will to use that unless absolutely needed for the operating the city. The Task Force could recommend increasing property tax which does not require a vote or they could again recommend an increase in the sales tax rate.

Chair Garvey restated that a bond option with a repayment mechanism is one option. He requested information regarding a Lease Option. City Manager Koester responded that the former Council did not want to go that route but this Council may be of a different opinion and willing to consider that option since they requested the Task Force to consider it. She is not familiar with the details and what exactly a Lease Option could entail since it can be contracted very differently on each and every project. Chair Garvey added that it appears to be a valid option in his opinion if the city had a Lease Option with the Contractor for the construction amount over a 20 year time period at say 6% that annual payment may be more affordable for the city budget and then they can certainly use additional information on the option since the residents are not wanting to pay higher taxes and do not want to pay additional bonds for anything.

City Manager Koester will try to get the information on what a Lease Option would look like but pointed out that it does not negate the payment requirement.

Mr. Weatherly inquired on the different options to pay for this project. City Manager Koester responded that she could provide a spreadsheet of the information on the different options and revenue projections that Council considered.

The Task Force discussed doing individual research on shipping costs and sales for the pre-fab items such as jail cells, building and the gun range. They also requested the information on \$10 million dollar budget that was previously mentioned. Ms. Krause interjected that any information the Task Force wanted to share was to be sent to her and she would distribute. In response to Ms. Lowe she can provide a link to the information regarding the \$10 million.

Mr. Weatherly inquired about construction method for the new police station and Chief Robl responded that it was to be stick built frame construction.

Mr. Weatherly volunteered to look into the pre-fab shipping and costs along with costs and Vice Chair Walker will work with him. Chair Garvey and Ms. Lowe will look into available grants.

Chief Robl responded to Mr. Weatherly that no consideration or discussion was conducted regarding Styrofoam block and poured concrete construction.

City manager Koester will provide a memorandum on a previous extensive review of available grants although it is not comprehensive since it has been at least a year since then.

INFORMATIONAL ITEMS

COMMENTS OF THE AUDIENCE

Mr. Smith commented on the \$10 million dollar budget and that it was more like \$11.6 million since the architect/contractor liked to build to the budget which was \$12 million but Mr. Castner was very confident that he could get down under \$10 million due to several outstanding unknowns. Mr. Smith further commented that he personally felt several line items were quite high and could be reduced. He wanted to express his appreciation to the Task Force members again for taking this on and that it is not an easy task and an important service they are providing. He would be glad to assist in any way that he can. In response to Vice Chair Walker the square footage cost varied since the cost for remodeling the HERC was less than the new construction which was around \$400 per square foot. That information is available online.

Larry Slone reiterated that it was very important that the Task Force familiarize themselves with the information from the previous committee since it will save a substantial amount of time and provide a lot of the information they are requiring. Mr. Slone believed that they should review the demographics that are available from the Borough or State and from that information, in consultation with Chief Robl, the Task Force should be able to determine an appropriate size building but he cautioned that the Chief was right and there are some very special needs, you just can't cobble together a police station or put up a Quonset hut from the Lower 48 and call it good. You really need to consult with Chief Robl, Carey Meyer and an architect. He also suggested reviewing parcels that are for sale in the city such as Main St and Pioneer. Thanks you all for your efforts tonight.

COMMENTS OF STAFF

Ms. Krause provided a brief outline of the information and packet availability for the next meeting.

COMMENTS OF THE TASK FORCE

Ms. Lowe thanked everyone for being there tonight and the education, we got a lot of work to do.

Chair Garvey thanked the Chief and City Manager and appreciates all the input from everyone tonight there is a lot to learn and take in in the next 5 weeks or so.

Vice Chair Walker commented that they need to put the current plans in the washer and then the dryer and shrink them down and build on the Waddell property next to the Post Office.

ADJOURN

There being no further business to come before the Task Force Chair Garvey adjourned the meeting at 6:23 p.m. The next regular meeting is scheduled for Monday, May 1, 2017 at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

RESOLUTIONS

COMMENTS OF THE AUDIENCE
COMMENTS OF THE CITY ATTORNEY
COMMENTS OF THE CITY CLERK
COMMENTS OF THE CITY MANAGER
COMMENTS OF THE MAYOR
COMMENTS OF THE CITY COUNCIL
ADJOURNMENT

