

City Council

Monday, December 10, 2018

Committee of the Whole 5:00 p.m.
Regular Meeting 6:00 p.m.



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

December 2018-January 2019

- Monday 10th:** **City Council**
Committee of the Whole 5:00 p.m. Regular Meeting 6:00 p.m.
- Wednesday 12th:** **Port and Harbor Advisory Commission**
Regular Meeting 5:00 p.m.
- Tuesday 25th:** **City offices closed in observance of Christmas**
- Tuesday 1st:** **City offices closed in observance of New Year's Day**
- Monday 7th:** **Library Advisory Board**
Worksession 5:30 p.m.
- Tuesday 8th:** **Economic Development Advisory Commission**
Regular Meeting 6:00 p.m.
- Thursday 10th:** **ADA Compliance Committee**
Regular Meeting 4:00 p.m.
- Monday 10th:** **City Council**
Committee of the Whole 5:00 p.m. Regular Meeting 6:00 p.m.

Regular Meeting Schedule

- City Council 2nd and 4th Mondays 6:00 p.m.
Library Advisory Board 1st Tuesday 5:30 p.m. except January, April, August, November
Economic Development Advisory Commission 2nd Tuesday 6:00 p.m.
Parks Art Recreation and Culture Advisory Commission 3rd Thursday 5:30 p.m. except July, December, January
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.)

MAYOR AND CITY COUNCILMEMBERS AND TERMS

- KEN CASTNER, MAYOR – 20
SHELLY ERICKSON, COUNCILMEMBER – 19
TOM STROOZAS, COUNCILMEMBER – 19
RACHEL LORD, COUNCILMEMBER – 20
CAROLINE VENUTI, COUNCILMEMBER – 20
DONNA ADERHOLD, COUNCILMEMBER – 21
HEATH SMITH, COUNCILMEMBER – 21

<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. MONDAY
DECEMBER 10, 2018
COWLES COUNCIL CHAMBERS

MAYOR KEN CASTNER
COUNCIL MEMBER DONNA ADERHOLD
COUNCIL MEMBER HEATH SMITH
COUNCIL MEMBER TOM STROOZAS
COUNCIL MEMBER SHELLY ERICKSON
COUNCIL MEMBER CAROLINE VENUTI
COUNCIL MEMBER RACHEL LORD
CITY ATTORNEY HOLLY WELLS
CITY MANAGER KATIE KOESTER
CITY CLERK MELISSA JACOBSEN

COMMITTEE OF THE WHOLE AGENDA

1. **CALL TO ORDER, 5:00 P.M.**
2. **AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)
3. **ALASKA MUNICIPAL LEAGUE JOINT INSURANCE AGENCY – KEVIN SMITH, EXECUTIVE DIRECTOR**
4. **ORDINANCE 18-52, AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING HOMER CITY CODE 4.35.020, VOTES REQUIRED TO BE ELECTED, TO MORE CLEARLY DEFINE HOW A PLURALITY OF VOTES IS CALCULATED IN COUNCILMEMBER ELECTIONS. SMITH/ADERHOLD. RECOMMENDED DATES INTRODUCTION DECEMBER 10, 2018, PUBLIC HEARING AND SECOND READING JANUARY 14, 2019. Page 61**
5. **CONSENT AGENDA**
6. **REGULAR MEETING AGENDA**
7. **COMMENTS OF THE AUDIENCE**
8. **ADJOURNMENT NO LATER THAN 5:50 P.M.**
Next Regular Meeting is Monday, January 14, 2019 at 6:00 p.m., and Committee of the Whole at 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.

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. MONDAY
DECEMBER 10, 2018
COWLES COUNCIL CHAMBERS**

MAYOR KEN CASTNER
COUNCIL MEMBER DONNA ADERHOLD
COUNCIL MEMBER HEATH SMITH
COUNCIL MEMBER TOM STROOZAS
COUNCIL MEMBER SHELLY ERICKSON
COUNCIL MEMBER CAROLINE VENUTI
COUNCIL MEMBER RACHEL LORD
CITY ATTORNEY HOLLY WELLS
CITY MANAGER KATIE KOESTER
CITY CLERK MELISSA JACOBSEN

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

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

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 Regular Meeting Minutes of November 26, 2018. City Clerk. Recommend adoption. **Page 21**

B. **Memorandum 18-137** from City Clerk Re: Liquor License Renewals for La Baleine Café and Happy Face Restaurant **Page 37**

C. **Memorandum 18-138** from City Clerk Re: Travel Reimbursement for Councilmember Erickson's Attendance at the Alaska Municipal League Annual Local Government Conference in Anchorage, Alaska November 14-16, 2018. **Page 57**

D. **Ordinance 18-52**, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 4.35.020, Votes Required to be Elected, to more Clearly Define how a Plurality of Votes is Calculated in Councilmember Elections. Smith/Aderhold. Recommended dates Introduction December 10, 2018, Public Hearing and Second Reading January 14, 2019. **Page 61**

E. **Resolution 18-093**, A Resolution of the City Council of Homer, Alaska, Authorizing the City Manager to Provide Notice to Withdraw to our Current Property, Automotive and General Liability Insurance Provider, Alaska Municipal League Joint Insurance Association, with the Intent to Issue a Request for Proposals. City Manager. **Page 65**

Memorandum 18-140 from City Manager as backup **Page 67**

F. **Resolution 18-094**, A Resolution of the City Council of Homer, Alaska, Establishing the 2019 Regular Meeting Schedule for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory Planning Commission, and Port and Harbor Advisory Commission. City Clerk. **Page 69**

Memorandum 18-139 from Deputy City Clerk as backup **Page 73**

G. **Resolution 18-095**, A Resolution of the City Council of Homer, Alaska Confirming the City Manager's Appointment of Rick Abboud as the Acting City Manager for Calendar Year 2019. City Manager. **Page 75**

7. VISITORS

A. Alaska Municipal League Joint Insurance Agency (AMLJIA) – Kevin Smith, Executive Director (5 minutes)

B. South Peninsula Hospital Annual Report – Joseph Woodin, Chief Executive Officer (10 minutes)

C. HERC Task Force Final Report – Crisi Matthews and Michael Haines (10 minutes) **Page 79**

8. ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/ COMMISSION/COMMITTEE REPORTS

- A. Borough Report
- B. Commissions/Board/Committee Reports (5 minute limit per report)
 - 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. Americans with Disabilities Act Compliance Committee

C. Travel Narrative Reports

- 1. Councilmember Stroozas AML Report **Page 117**

9. PUBLIC HEARING(S)

- A. **Ordinance 18-44(A)**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. Introduction October 22, 2018, Public Hearing November 26 and December 10, 2018 and Second Reading December 10, 2018. **Page 125**

- B. **Resolution 18-077(A)**, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees. City Clerk. (Follows Ordinance 18-44) **Page 131**

Memorandum 18-131 from PARCAC as backup **Page 135**

Memorandum 18-132 from Library Advisory Board as backup **Page 137**

- C. **Resolution 18-078**, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff. City Clerk. (Follows Ordinance 18-44) **Page 139**

D. **Ordinance 18-49(A)**, An Ordinance of the City Council of Homer, Alaska, Amending the 2018 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls. City Manager/Port Director. Introduction November 26, 2018, Public Hearing and Second Reading December 10, 2018. **Page 143**

E. **Ordinance 18-50**, An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding Greatland Street, Nelson Avenue, Ronda Street, Father Dean Court, and South Slope Drive as Urban Roads. City Manager/Public Works Director. Introduction November 26, 2018, Public Hearing and Second Reading December 10, 2018. **Page 149**

Memorandum 18-133 from Public Works Superintendent as backup. **Page 151**

10. ORDINANCE(S)

11. CITY MANAGER’S REPORT

A. City Manager’s Report **Page 157**

B. City Attorney Report

12. PENDING BUSINESS

13. NEW BUSINESS

14. RESOLUTIONS

15. COMMENTS OF THE AUDIENCE

16. COMMENTS OF THE CITY ATTORNEY

17. COMMENTS OF THE CITY CLERK

18. COMMENTS OF THE CITY MANAGER

19. COMMENTS OF THE MAYOR

20. COMMENTS OF THE CITY COUNCIL

21. ADJOURNMENT

Next Regular Meeting is Monday, January 14, 2019 at 6:00 p.m., Committee of the Whole at 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.

MAYORAL PROCLAMATIONS
AND RECOGNITIONS

PUBLIC COMMENTS
UPON MATTERS
ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

Session 18-28 a Regular Meeting of the Homer City Council was called to order on November 26, 2018 at 6:00 p.m. by Mayor Ken Castner at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS: ADERHOLD (telephonic), ERICKSON, LORD, SMITH, STROOZAS, VENUTI

STAFF: CITY MANAGER KOESTER
CITY CLERK JACOBSEN
HARBORMASTER HAWKINS
LIBRARY DIRECTOR DIXON
FINANCE DIRECTOR WALTON
PUBLIC WORKS DIRECTOR MEYER
CITY PLANNER ABBOUD
POLICE CHIEF ROBL

Council met for a Worksession at 4:00 p.m. to discuss the 2019 Budget, Fee Schedule, and 2020 preliminary budget and Committee of the Whole at 5:00 p.m. to discuss the 2019 Budget, Fee Schedule, consent agenda and regular agenda items in the City Hall Cowles Council Chambers.

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: **PUBLIC HEARING - Ordinance 18-44**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. City Manager. Proposed 2019 Budget Amendment-Lord.

ERICKSON/VENUTI SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

A. Recognition of Mayor Zak

Mayor Pro Tem Smith read and presented Mayor Zak with a recognition for his service to the City of Homer. Jan Mosher and Janet Bacher with Kachemak Bay Quilters presented Mayor Zak with a Quilt of Valor that was made by Janet Bacher.

Mayor Zak thanked everyone and shared his gratitude and appreciation for the recognition from the City, the Quilt of Valor, and recognized what a wonderful community we live in.

B. Recognition of Richard Klopp as Alaska Rural Water Association Wastewater Operator of the Year

City Manager Koester, Public Works Director Meyer, Water/Wastewater Treatment Superintendent Cook, and Mayor Castner recognized Richard Klopp for winning Alaska Rural Water Association Wastewater Operator of the Year Award from the Alaska Rural Water Association.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Fire Chief Terry Kadel commented regarding the City's participation in an emergency preparedness exercise coordinated to drill on our mass dispensing plan for opening, operating, and closing an open point of dispensing site to quickly dispense medications in the event of a public health emergency. The exercise is Saturday, December 8th at the high school, and free flu shots will be given to fully exercise the dispensing part of the plan.

RECONSIDERATION

A. **Memorandum 18-112** from City Clerk Re: New Marijuana Cultivation License for 420 on Main. *(Timely notice of reconsideration issued by Councilmember Erickson)*

Mayor Castner asked for a motion for the reconsideration of Memorandum 18-112.

No motion was made.

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 Regular Meeting Minutes of October 22, 2018 and Special Meeting Minutes of November 1, 2018. City Clerk. Recommend adoption.

- B. **Memorandum 18-123** from Mayor Re: Appointment of Katia Holmes to the Economic Development Advisory Commission as their Student Representative. Recommend approval.
- C. **Memorandum 18-124** from Mayor Re: Appointment of Karin Marks as Kenai Peninsula Economic Development Division Board Representative for the City of Homer. Recommend approval
- D. **Memorandum 18-125** from City Clerk Re: Liquor License Renewals for Don Jose's Mexican Restaurant, Fresh Catch Café, and Homer Spit Oyster Bar. Recommend approval
- E. **Memorandum 18-126** from City Clerk Re: Approval of a Letter to Kenai Peninsula Economic Development Division Requesting Outreach to Airlines for Seasonal Jet Service to Homer. Requested by Councilmember Stroozas.
- F. **Ordinance 18-49**, An Ordinance of the City Council of Homer, Alaska, Amending the 2019 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls. City Manager/Port Director. Recommended dates Introduction November 26, 2018, Public Hearing and Second Reading December 10, 2018.

Moved to Ordinances. Lord.

- G. **Ordinance 18-50**, An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding Greatland Street, Nelson Avenue, Ronda Street, Father Dean Court, and South Slope Drive as Urban Roads. City Manager/Public Works Director. Recommended dates Introduction November 26, 2018, Public Hearing and Second Reading December 10, 2018.

Memorandum 18-133 from Public Works Superintendent as backup.

- H. **Ordinance 18-51**, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Chapter 21.18 Central Business District, Section 21.18.020 Permitted Uses and Structures to Delete Marijuana Cultivation Facilities as a Permitted Use. Smith. Recommended dates Introduction and Refer to Planning Commission November 26, 2018, Public Hearing and Second Reading January 14, 2018.

Moved to Ordinances. Smith.

- I. **Resolution 18-088**, A Resolution of the City Council of Homer, Alaska, in Support of Full Funding (\$7,409,439) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2020 Capital Budget. City Manager/Port Director. Recommend adoption

- J. **Resolution 18-089**, A Resolution of the City Council of Homer, Alaska, Authorizing the Participation of its Employees in the Public Employees' Deferred Compensation Plan of Alaska and the Payment of the Required Contributions, Pursuant to AS 39.45 ET SEQ. City Manager. Recommend adoption

Memorandum 18-128 from Personnel Director as backup.

- K. **Resolution 18-090**, A Resolution of the Homer City Council Establishing a Regular Quarterly Report from the Southern Kenai Peninsula Opioid Task Force to the Homer City Council for 2019. Aderhold. Recommend adoption

- L. **Resolution 18-091**, A Resolution of the City Council of Homer, Alaska, Supporting the Siting of the Alaska Gas Line Development Corporation's Alaska LNG Liquefaction Plant and Marine Terminal in Nikiski, Alaska. Stroozas. Recommend adoption

- M. **Resolution 18-092**, A Resolution of the City Council of Homer, Alaska, Supporting the City Manager of the City of Kenai, or Their Designee, Be Appointed to the Municipal Advisory Gas Project Review (MAG) Board as the Member of an Organization Representing the Interest of Kenai Peninsula Borough Municipalities. Stroozas. Recommend adoption

Ordinance 18-49 moved to Ordinances. Lord.

Ordinance 18-51 moved to Ordinances. Smith.

Mayor Castner asked for a motion for the approval of the recommendations of the consent agenda as read.

ERICKSON/VENUTI SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS

- A. Homer Chamber of Commerce Annual Report (10 minutes)

Debbie Speakman, Executive Director of the Homer Chamber of Commerce, presented 2018 visitor statistics, travel trends, outreach and online efforts, and 2019 marketing plans. A copy of Ms. Speakman's [Homer Chamber of Commerce Annual Report](#) presentation is available on the City Website.

ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/COMMISSION/COMMITTEE REPORTS

- A. Borough Report
- B. Commissions/Board/Committee Reports (5 minute limit per report)
1. Library Advisory Board

Mark Massion, Library Advisory Boardmember, reported at their last meeting the Board focused on their 2019 goals, with the primary goal being to ensure the library has enough money to function properly, which includes sustaining our collection and keeping up on technology. There are approximately 27 public access computers that need to be maintained and updated, as well as printers and scanners. They are also concerned with physical upkeep of the library. Mr. Massion thanked Mayor Castner for attending their last meeting. He reported on upcoming activities at the library and thanked Council for their efforts for Lunch with a Councilmember.

2. Homer Advisory Planning Commission
3. Economic Development Advisory Commission
 - a. Memorandum re: Commission Report

Karin Marks, Economic Development Advisory Commission Chair, thanked Council for their appointment of Katia Holmes as their Student Representative. She and the Commission are pleased they are making a thoughtful progression on the Wayfaring and Street Scape Plan. They hope to bring something to Council in the New Year. With the Business Retention and Expansion Survey, and area that was highlighted was signage issues in general so the Commission has chosen to place that in relationship with the Wayfaring and Street Scape Plan. The Commission appreciated having Mayor Castner come to their meeting. They're pleased he's been suggesting people and groups come to the EDC with ideas, and she encourage interested parties to contact their staff person Jenny Carrol for scheduling.

4. Parks Art Recreation and Culture Advisory Commission

Jon Sharp, Parks Art Recreation and Culture Advisory Commissioner, report the Commission had their annual Park Walk-Thru in October and visited and discussed the spit camping areas and changes with the port facility that's going in there. They're hoping there will be open dialog between Port and Harbor and Parks and Rec to find other spaces for people to camp since a lot of the Pier One sites will be used for a different purpose. The Commission appreciates the funding to the Parks Reserve Account. In November they discussed the Quiet Creek Park in the new subdivision and hopes people take a look at it. They will be meeting January 17th to discuss some different ideas of getting involved in the Winter Carnival, and ways to get Ben Walter's Park better utilized. He encouraged people to visit the park to see the great work done by Kachemak Bay Rotary and McDonald's.

5. Port and Harbor Advisory Commission

- a. Memorandum re: PHC Goals for Developing a Work Strategy with City Council

6. Americans with Disabilities Act Compliance Committee

Councilmember Aderhold reported on the Committee's progress with the Transition Plan and their efforts in prioritizing accessibility barriers that need to be resolved, and working with Public Works on a range of what it will take to alleviate the issues.

7. Employee Committee

- a. Memorandum 18-117 from Employee Committee

Deputy Harbormaster Matt Clarke reported on the Employee Committee meeting and their support for the half percent COLA.

PUBLIC HEARING(S)

- A. **Ordinance 18-39**, An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.18.040 to Reduce the Setback Requiring a Conditional Use Permit from Twenty Feet to Ten Feet in the Central Business District. Aderhold. Introduction and Refer to Planning Commission August 27, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-129 from City Planner as backup.

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

ADERHOLD/VENUTI MOVED TO ADOPT ORDINANCE 18-39 BY READING OF TITLE ONLY.

Councilmember Aderhold expressed her appreciation for the Planning Commission's work in evaluating the ordinance and recommended voting it down.

Councilmember Smith concurred with supporting the Commission's decision.

VOTE: NO: VENUTI, SMITH, LORD, STROOZAS, ERICKSON

Councilmember Aderhold was inaudible.

Motion failed.

- B. **Ordinance 18-40**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating the FY19 State of Alaska Community Assistance Program Payment the Amount of \$177,172.05 to the Police Station Fund. City Manager. Recommended Dates: Introduction September 10, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-130 from City Clerk as back up.

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

Mayor Castner asked for a motion for the adoption of Ordinance 18-40 by reading of title only for second and final reading.

ERICKSON/VENUTI SO MOVED

There was no discussion.

VOTE: YES: LORD, VENUTI, STROOZAS, SMITH, ERICKSON

Councilmember Aderhold was inaudible.

Motion carried.

- C. **Ordinance 18-44**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. Recommended dates Introduction October 22, 2018, Public Hearing November 26 and December 10, 2018 and Second Reading December 10, 2018.

Budget Amendment Packet 11-26-18
Memorandum 18-114 from Mayor as backup

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

Mayor Castner opened the floor to amendments.

SMITH/ERICKSON MOVED TO MAKE A CAPITAL BUDGET AMENDMENT BY TAKING THE 2017 GENERAL FUND SURPLUS OF \$250,000 AND MOVE IT TO THE POLICE STATION CONSTRUCTION FUND.

Councilmember Lord commented briefly regarding the need for discussion of a fund balance policy with guidelines to address reserve accounts and unassigned fund balance.

Councilmember Aderhold commented in opposition as there may be other uses these for these funds, such as upcoming HERC Task Force recommendations.

VOTE: YES: LORD, ERICKSON, STROOZAS, SMITH
NO: ADERHOLD, VENUTI

Motion carried.

ERICKSON/LORD MOVED TO ACCEPT THE RV DUMP STATION FOR \$15,000.

Councilmember Erickson clarified this is for a credit card station to allow users to pay when they use the dump station as an effort to recoup some cost for the service, and that it be located at the Homer Spit station.

City Manager Koester noted the backup material reference this station references the public works location and asked for an amendment to clarify the location is the Spit.

ERICKSON/LORD SO MOVED

VOTE (secondary amendment): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VOTE: (primary amendment): YES: ERICKSON, VENUTI, ORD, STROOZAS, ADERHOLD, SMITH

Motion carried.

ERICKSON/VENUTI MOVED TO AMEND TO INCLUDE THE PORTA POTTIES ON THE SPIT IN THE AMOUNT OF \$7,500.

Councilmember Erickson explained this amendment is for funding to place a porta potty at the spit trailhead and a second one in a sheltered area along the trail near where all the boats are.

VOTE: YES: SMITH, LORD, VENUTI, STROOZAS, ADERHOLD, ERICKSON

Motion carried.

LORD/VENUTI MOVED FOR AN AMENDMENT FOR \$46,110 FROM GENERAL FUND, WATER SEWER, PORT AND HARBOR TRANSFERS TO RESERVES TO FUND A .5% COLA IN THE BUDGET.

Councilmember Lord commented the income appears fairly stable and she believes it's good fiscal policy as an employer to maintain a wage scale that's in line with inflation over time. In response to request for clarification from Councilmember Stroozas, she explained this comes from different funds because employees are paid from different accounts.

Councilmember Venuti commented in support of the motion.

VOTE: YES: VENUTI, ADERHOLD, LORD, STROOZAS
NO: SMITH, ERICKSON

Motion carried.

ERICKSON MOVED TO APPROVE THE BUILDING MAINTENANCE PERSON IN THE AMOUNT OF \$83,941 FROM PUBLIC WORKS RESERVES.

City Manager Koester commented regarding the need for an addition staff member as they have discussed would be necessary with the building of the new police station, and also for succession planning as other staff members near retirement.

VOTE: YES: ADERHOLD, LORD, VENUTI, STROOZAS, SMITH, ERICKSON

Motion carried.

ERICKSON/STROOZAS MOVED TO APPROVE THE AMENDMENT FOR SCOPING STUDIES BROUGHT FORWARD BY THE MAYOR FOR \$18,000.

Mayor Castner commented briefly about his meetings with the Advisory Bodies and the need to revisit and update several city plans. This is funding to assist in getting the process started.

VOTE: YES: LORD, ERICKSON, STROOZAS, SMITH, VENUTI

Councilmember Aderhold was inaudible.

Motion carried.

LORD/VENUTI MOVED TO TRANSFER \$10,000 FROM THE LIBRARY TRANSFERS TO RESERVES TO THE LIBRARY'S BOOK BUDGET.

Councilmember Stroozas commented it's unfortunate the library didn't get any grants this year, but perhaps next year they will and the reserves can be adjusted accordingly.

VOTE: YES: ERICKSON, VENUTI, LORD, STROOZAS, ADERHOLD, SMITH

Motion carried.

D. **Resolution 18-077**, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees. City Clerk. (Follows Ordinance 18-44)

Memorandum 18-131 from PARCAC as backup

Memorandum 18-132 from Library Advisory Board as backup

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

ERICKSON/LORD MOVED TO AMEND THE DUMP STATION FEE TO \$15

Councilmember Erickson suggested it was a compromise from between the \$10 proposed by staff and the \$25 proposed by PARCAC.

VOTE: YES: STROOZAS, ERICKSON, SMITH, LORD, VENUTI, ADERHOLD

Motion carried.

E. **Resolution 18-078**, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff. City Clerk. (Follows Ordinance 18-44)

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

- F. **Ordinance 18-45**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Grant from the Alaska Highway Safety Office in the Amount of \$27,633 for the Homer Police Department Project Drive and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-120 from Police Chief as backup

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

Mayor Castner asked for a motion for the adoption of Ordinance 18-45 by reading of title for second and final reading.

ERICKSON/LORD SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- G. **Ordinance 18-46**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY 2018 State Homeland Security Grant for Upgrading the City's Radio Communication System and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-122 from Police Chief as backup

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

Mayor Castner asked for a motion for the adoption of Ordinance 18-46 by reading of title for second and final reading.

ERICKSON/VENUTI SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- H. **Ordinance 18-47**, An Ordinance of the City Council of Homer, Alaska, Adopting the 2018 Homer Comprehensive Plan and Recommending Adoption by the Kenai Peninsula Borough. City Manager. Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-115 from City Planner as backup

Mayor Castner opened the public hearing. There were no public comments and the hearing was closed.

Mayor Castner asked for a motion for the adoption of Ordinance 18-47 by reading of title for second and final reading.

ERICKSON/VENUTI SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

ORDINANCE(S)

- A. **Ordinance 18-49**, An Ordinance of the City Council of Homer, Alaska, Amending the 2019 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls. City Manager/Port Director. Recommended dates Introduction November 26, 2018, Public Hearing and Second Reading December 10, 2018.

Mayor Castner asked for a motion for the introduction of Ordinance 18-49 by reading of title only.

ERICKSON/VENUTI SO MOVED

LORD/VENUTI MOVED TO AMEND 2019 TO 2018 ON LINES 7 AND 32.

There was no discussion.

VOTE (amendment): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VOTE (introduction): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- B. **Ordinance 18-51**, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Chapter 21.18 Central Business District, Section 21.18.020 Permitted Uses and Structures to Delete Marijuana Cultivation Facilities as a Permitted Use. Smith. Recommended dates Introduction and Refer to Planning Commission November 26, 2018, Public Hearing and Second Reading January 14, 2018.

Mayor Castner asked for a motion for the introduction of Ordinance 18-51 by reading of title only.

No motion was made to introduce Ordinance 18-51.

CITY MANAGER'S REPORT

- A. City Manager's Report

City Manager Koester noted the training information in her report and expressed her appreciation to Council for allowing her the opportunity to travel and attend.

Councilmember Lord commented regarding the information about staffing changes with Library Director Dixon and Administrative Assistant Dotti Harness-Foster retiring.

PENDING BUSINESS

- A. **Memorandum 18-112** from City Clerk Re: New Standard Marijuana Cultivation License for 420 on Main. *(If reconsideration passes)*

This item was not reconsidered.

NEW BUSINESS

- A. **Memorandum 18-134** from City Clerk Re: Approval of a Letter to Marijuana Control Board Re: Request to postpone issuing a decision on permit for License 16446 for 420 On Main. Requested by Councilmember Smith.

Mayor Castner asked for a motion for the approval of the recommendation to send the letter requesting to postpone issuing a decision on permit for license 16446 for 420 on main.

No motion was made.

- B. **Memorandum 18-135** from City Clerk Re: New Marijuana Product Manufacturing Facility License for 420 on Main.

LORD/VENUTI MOVED NOT TO PROTEST THE MARIJUANA MANUFACTURING LICENSE

There was brief discussion clarifying the wording of the motion and confirming it is appropriate.

VOTE: YES: LORD, ADERHOLD, ERICKSON, STROOZAS, SMITH, VENUTI

Motion carried.

- C. **Memorandum 18-127**, from City Clerk Re: Approval of a Letter to Alaska DOT Commenting on Changes to the Intersection at Lake Street and East End Road. Requested by Councilmember Stroozas.

Mayor Castner asked for a motion for the approval of the recommendation to send the letter commenting on changes to the intersection at lake street and east end road to AKDOT.

STROOZAS/ERICKSON SO MOVED

There was brief comment the letter requests no changes to the current layout of the intersection.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

RESOLUTIONS

COMMENTS OF THE AUDIENCE

Bob Bornt, 420 on Main applicant, commented in appreciation of Council's consideration of what he had to say and he looks forward to good business.

COMMENTS OF THE CITY ATTORNEY

Attorney Wells had no comment.

COMMENTS OF THE CITY CLERK

City Clerk Jacobsen had no comment.

COMMENTS OF THE CITY MANAGER

City Manager Koester had no comment.

COMMENTS OF THE MAYOR

Mayor Castner noted that Friday is the Chambers Tree Lighting event and also the first night of the Nutcracker Ballet. He said it was a great meeting and thanked Council for their good work on the budget tonight.

COMMENTS OF THE CITY COUNCIL

Councilmember Aderhold said she looks forward to being back for the next meeting.

Councilmember Venuti gave a shout out to Public Works for a great job getting the roads sanded quickly over the weekend. She wished retiring employee Dotti Harness-Foster well, she will miss her. She also commented that she enjoyed her time at the AML Conference, she attended several sessions, she's always impressed with the knowledge base that's up there and the networking that takes place.

Councilmember Smith thanked Mayor Zak for coming in this evening and said farewell to Dotti Harness-Foster. He thanked the Lions Club for their continued efforts in our expanded community with the Thanksgiving Food Baskets. They distributed well over 200 boxes. We have a number of groups and people who are committed to helping their neighbor and making sure the holidays are bright.

Councilmember Lord said it was great to see Mayor Zak and his wife Karen here tonight. She shared her appreciation for the work Public Works does, and especially in our water and wastewater treatment. Getting accolades for water water treatment is fantastic and she's proud that the City's received several awards for water and waste water. She thanked Councilmember Aderhold for calling in, she understands how challenging it is to participate that way. She did Lunch with a Councilmember today and it was good, wide-ranging conversation. She noted that Councilmember contact information is available on the City website and that the community members are welcome to contact them with questions or feedback. Lastly she noted the Nutcracker Ballet and Nutcracker Fair are coming up, and the Share the Spirit Giving Trees are out to help our neighbors.

Councilmember Erickson thanked the City employees. The City Manager's report included a lot of things happening with our employees. She thanked City Manager Koester for all her work and exciting things she's doing and representing our City well. She also appreciates Dotti Harness-Foster dedication to her work with the City. She looks forward to working with her

replacement Rachel Friedlander. There are a lot of activities coming up with the Holidays and it's a great time to give and reach out to those in need. She appreciated tonight's Chamber report. She encouraged everyone to pay attention and be safe on the dark roads.

Councilmember Stroozas thanked Mayor Zak and Karin for coming tonight and to recognize him for his 12 years of service to the City of Homer. He recognized Dotti Harness-Foster in her retirement. He was glad to represent our community at AML with Councilmember's Venuti and Erickson, and City Manager Koester. He will be attending Lunch with a Councilmember on December 10th, and he looks forward to seeing everyone at the Chamber on Friday for the Annual Tree Lighting.

ADJOURN

There being no further business to come before the Council Mayor Castner adjourned the meeting at 7:54 p.m. The next Regular Meeting is Monday, December 10, 2018 at 6:00 p.m., Committee of the Whole at 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.

MELISSA JACOBSEN, MMC, CITY CLERK

Approved: _____



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 18-137

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: DECEMBER 4, 2018
SUBJECT: LIQUOR LICENSE RENEWALS LA BALEINE CAFÉ AND HAPPY FACE RESTAURANT

We have been notified by the Alcohol Marijuana Control Office of liquor license renewals in the City of Homer for the following:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
5368	La Baleine Cafe	Restaurant/Eating Place- Public Convenience Seasonal	Within the Wild Adventure Co.	4460 Homer Spit Rd. Homer, Alaska 99603
5342	Happy Face Restaurant	Restaurant/Eating Place	Lee & Kim, LLC	4400 Homer Spit Road Homer, Alaska 99603

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

Fiscal Note: Revenues.



November 20, 2018

City of Homer

Attn: City Clerk

Via Email: clerk@cityofhomer-ak.gov

Cc: joanne@borough.kenai.ak.us

jblankenship@borough.kenai.ak.us

tshassetz@kpb.us

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Restaurant/Eating Place – Public Convenience Seasonal	License Number:	5368
Licensee:	Within the Wild Adventure Company		
Doing Business As:	La Baleine Cafe		

We have received a completed renewal 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 written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	La Baleine Cafe	License Number:	5368
License Type:	Restaurant/Eating Place - PUBLIC CONVENIENCE SEASONAL		
Examiner:	JOHN	Transaction #:	955760

Document	Received	Completed	Notes
AB-17: Renewal Application	11/9/18	11/16/18	
App and License Fees	11/9/18	11/9/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	11/9/18	11/9/18	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

LGB 2 Response:

- Waive
 Protest
 Lapsed
 Waive
 Protest
 Lapsed



Alaska Alcoholic Beverage Control Board
Restaurant or Eating Place License
Form AB-17a: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Within The Wild Adventure Company	License #:	5368
License Type:	Restaurant or Eating Place - Public Convenience Seasonal	Statute:	AS 04.11.400(d)
Doing Business As:	La Baleine Cafe		
Premises Address:	4460 Homer Spit Road		
Local Governing Body:	City of Homer (Kenai Peninsula Borough)		
Community Council:	None		

Mailing Address:	Box 91419				
City:	Anchorage	State:	Alaska	ZIP:	99509

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	CARL L. DIXON	Contact Phone:	907 274-2710
Contact Email:	carl@withinthewild.com		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			





Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 2 - Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: https://www.commerce.alaska.gov/cbp/main/search/entities

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #: 65938D

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

Initials: [Signature]

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

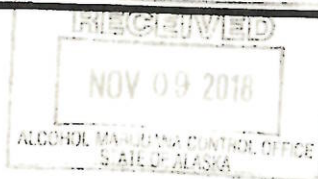
- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
• If the applicant is a limited liability organization, the following information 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.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official: CARL L. DIXON
Title(s): President/manager
Phone: 907-2274610
% Owned: 50
Mailing Address: Box 91419
City: Anchorage
State: Alaska
ZIP: 99509

Name of Official: Kirsten M. Dixon
Title(s): Secretary
Phone: 907 3515496
% Owned: 50
Mailing Address: Box 91419
City: Anchorage
State: AK
ZIP: 99509

Name of Official: Kirsten M. Dixon
Title(s): ~~vice president~~ CEO
Phone: ~~907 3515496~~
% Owned: ~~50~~ same as above
Mailing Address: ~~Box 91419~~
City: ~~Anchorage~~
State: ~~AK~~
ZIP: 99509





Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: applicant affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – Alcohol Server Education

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

The license was regularly operated during a specific season each year.

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.





Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

Yes No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

Yes No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

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 current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

I certify on behalf of myself or of the organized entity 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.

I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

As an applicant for a liquor license renewal, 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. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of

My commission expires:

Subscribed and sworn to before me this 7 day of November, 2018.

Seasonal License? Yes No

If "Yes", write your six-month operating period: April → Sept.

License Fee:	\$ 300.00	Application Fee:	\$ 300.00	TOTAL:	\$ 600.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					\$ 600.00



Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS &
 PROFESSIONAL LICENSING**

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database](#)
[Download / Corporations / Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	WITHIN THE WILD ADVENTURE COMPANY

Entity Type: Business Corporation

Entity #: 65938D

Status: Good Standing

AK Formed Date: 2/22/1999

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2021

Entity Mailing Address: BOX 91419, ANCHORAGE, AK 99509

Entity Physical Address: 2618 GALEWOOD ST., ANCHORAGE, AK 99508

Registered Agent

Agent Name: Carl Dixon

Registered Mailing Address: BOX 91419, ANCHORAGE, AK 99509

Registered Physical Address: 2626 GALEWOOD ST, ANCHORAGE, AK 99508

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Carl L. Dixon	Director, President, Shareholder	50
	Kirsten M. Dixon	Director, Shareholder, Secretary, Treasurer	50



November 20, 2018

City of Homer

Attn: City Clerk

Via Email: clerk@cityofhomer-ak.gov

Cc: joanne@borough.kenai.ak.us

jblankenship@borough.kenai.ak.us

tshassetz@kpb.us

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Restaurant/Eating Place – Public Convenience	License Number:	5342
Licensee:	Lee & Kim LLC		
Doing Business As:	Happy Face Restaurant		

We have received a completed renewal 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 written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Happy Face Restaurant	License Number:	5342
License Type:	Restaurant/Eating Place		
Examiner:	John	Transaction #:	952487 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	11/6/18	11/16/18	
App and License Fees	11/6/18	11/6/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	11/6/18	11/6/18	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

Waive Protest Lapsed

LGB 2 Response:

Waive Protest Lapsed



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board
Restaurant or Eating Place License
Form AB-17a: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Lee & Kim, LLC	License #:	5342
License Type:	Restaurant or Eating Place - Public Convenience	Statute:	AS 04.11.400(d)
Doing Business As:	Happy Face Restaurant		
Premises Address:	4400 Homer Spit Road		
Local Governing Body:	City of Homer (Kenai Peninsula Borough)		
Community Council:	None		

Mailing Address:	4400 Homer Spit Road		
City:	Homer	State:	AK
ZIP:	99603		

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Yong Kim	Contact Phone:	907-600-1115
Contact Email:	wodnjs18@hanmail.net		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Genice Lee	Contact Phone:	682-888-4859
Contact Email:	wodnjs18@hanmail.net		





Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 2 - Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: https://www.commerce.alaska.gov/cbp/main/search/entities

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #: 10018252

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

Initials [Signature]

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

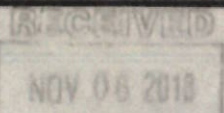
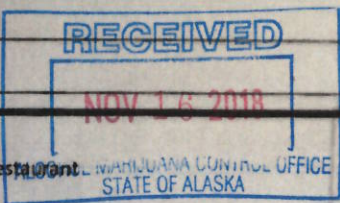
- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
• If the applicant is a limited liability organization, the following information 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.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official: Yong Kim Member and Manager
Title(s): [blank]
Phone: 907-600-1151 % Owned: 100
Mailing Address: 4400 Homer Spit Road
City: Homer State: AK ZIP: 99607

Name of Official:
Title(s):
Phone:
% Owned:
Mailing Address:
City:
State:
ZIP:

Name of Official:
Title(s):
Phone:
% Owned:
Mailing Address:
City:
State:
ZIP:





Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: [] applicant [] affiliate (spouse)

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

This individual is an: [] applicant [] affiliate (spouse)

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

Section 4 – Alcohol Server Education

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

[Handwritten initials in a box]

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

[Checked] [Checked]

The license was regularly operated during a specific season each year.

[] []

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

[] []

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.

[] []





Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

Yes No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

Yes No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

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 current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

I certify on behalf of myself or of the organized entity 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.

I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

As an applicant for a liquor license renewal, 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. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

JH

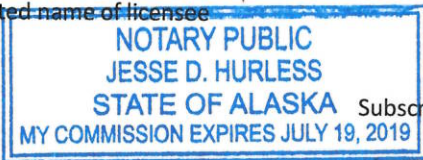
Signature of licensee

Signature of Notary Public

YONG KIM

Printed name of licensee

Notary Public in and for the State of Alaska



Subscribed and sworn to before me this 5TH day of November 2018.

My commission expires: July 19, 2019

Seasonal License? Yes No

If "Yes", write your six-month operating period: JH

License Fee:	\$ 600.00	Application Fee:	\$ 300.00	TOTAL:	\$ 900.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					\$ 900.00



Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS &
 PROFESSIONAL LICENSING**

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database](#)
[Download / Corporations / Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	LEE & KIM LLC

Entity Type: Limited Liability Company

Entity #: 10018252

Status: Good Standing

AK Formed Date: 1/27/2014

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2020

Entity Mailing Address: 4400 HOMER SPIT RD, HOMER, AK 99603

Entity Physical Address: 4400 HOMER SPIT RD, HOMER, AK 99603

Registered Agent

Agent Name: YONG KIM

Registered Mailing Address: 4400 HOMER SPIT RD, HOMER, AK 99603

Registered Physical Address: 4400 HOMER SPIT RD, HOMER, AK 99603

Officials

AK Entity #	Name	Titles	Owned
	yong kim	Member, Manager	100

Show Former

Filed Documents



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/ 907-226-3009

Memorandum

TO: Rachel Tussey, Deputy City Clerk

FROM: Mark Robt, Police Chief

SUBJECT: Liquor License Renewals for

There is no objection to these Liquor License Renewals.

License #: 5368

Doing Business as: La Baleine Cafe

License Type: Restaurant/Eating Place- Public Convenience Seasonal

Licensee: Within the Wild Adventure Company

Premises Address: 4460 Homer Spit Road Homer, AK 99603

License #: 5342

Doing Business as: Happy Face Restaurant

License Type: Restaurant/Eating Place

Licensee: Lee & Kim, LLC.

Premises Address: 440 Homer Spit Road, Homer, AK 99603



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

CC: JONA FOCHT, COMMUNICATIONS SUPERVISOR

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK I

DATE: NOVEMBER 29, 2018

SUBJECT: LIQUOR LICENSE RENEWALS FOR LA BALEINE CAFÉ & HAPPY FACE

We have been notified by the Alcohol and Marijuana Control Office of three applications for liquor license renewals in the City of Homer for the following:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
5368	La Baleine Cafe	Restaurant/Eating Place - Public Convenience Seasonal	Within the Wild Adventure Company	4460 Homer Spit Road
5342	Happy Face Restaurant	Restaurant/Eating Place	Lee & Kim, LLC	4400 Homer Spit Road

This matter is scheduled for the December 10, 2018 City Council meeting. Please respond with objections/non-objections to these liquor license renewals by **Tuesday, December 4, 2018**.

Thank you for your assistance.



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 18-138

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: DECEMBER 4, 2018

SUBJECT: TRAVEL REIMBURSEMENT FOR COUNCILMEMBER ERICKSON'S ATTENDANCE AT THE ALASKA MUNICIPAL LEAGUE ANNUAL LOCAL GOVERNMENT CONFERENCE IN ANCHORAGE, ALASKA NOVEMBER 14-16, 2018

At the October 8, 2018 Regular City Council Meeting, Council approved Memorandum 18-107 authorizing travel for Mayor Castner, and Councilmember's Stroozas and Venuti to attend the Alaska Municipal League (AML) 68th Annual Local Government Conference in Anchorage, Alaska, November 12-16, 2018.

Councilmember Erickson attended the annual conference sessions on November 14 – 16, 2018 and is requesting reimbursement.

Cost estimates for travel included round trip airfare from Homer to Anchorage at \$250.00 and room rates at \$117.60 per night. Per diem is \$58.00 per day, for three meals. Conference registration was \$350.

Mayor Castner was unable to attend AML and there is adequate funding in the transportation, training, and subsistence accounts of the City Council's budget to reimburse Councilmember Erickson's costs for attendance.

RECOMMENDATION:

Approve reimbursement for Councilmember Erickson's attendance at the AML Annual Conference.

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-52

An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 4.35.020, Votes Required to be Elected, to more Clearly Define how a Plurality of Votes is Calculated in Councilmember Elections.

Sponsor: Smith/Aderhold

1. City Council Regular Meeting December 10, 2018 Introduction

**CITY OF HOMER
HOMER, ALASKA**

Smith/Aderhold

ORDINANCE 18-52

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING HOMER CITY CODE 4.35.020, VOTES REQUIRED TO BE
ELECTED, TO MORE CLEARLY DEFINE HOW A PLURALITY OF
VOTES IS CALCULATED IN COUNCILMEMBER ELECTIONS.

WHEREAS, Homer City Code 4.35.020 provides that to be elected to the Council, a candidate must receive more than the plurality of the total votes cast for all candidates for Council divided by the number of seats filled; and

WHEREAS, Homer City Code 4.35.020 defines a plurality of votes as a percentage of total votes cast in the election and the same percentage is used for both Mayoral and Council elections; and

WHEREAS, Two seats on the Council are open for election each year requiring that the total votes cast for all candidates be divided by two; and

WHEREAS, When calculating the percentage of the vote required to achieve a plurality in order to determine election results, the percentages for Council Member elections are, in effect, doubled when compared to the percentages required for a plurality in the Mayoral vote; and

WHEREAS, This method of calculating a plurality in Council Member elections often creates confusion on how to calculate the required percentages to achieve a plurality; and

WHEREAS, Eliminating the requirement to divide the total votes cast by two when calculating whether a plurality of votes has been achieved in Council Member elections and correspondingly amending the required percentage of the vote that is required to achieve a plurality by dividing that percentage by two such that a candidate for council would need to receive 20% of the votes cast when there are less than five candidates and 17.5% of the votes when there are five or more candidates is a clearer way to define how a plurality is calculated;

WHEREAS, This amendment would also clarify how to calculate the required plurality to be elected to fill a vacancy in the office of Mayor and a vacant council seat; and

WHEREAS, This amendment would not alter the number of votes that would need to be received in order to be elected to the Council and would not alter the definition of a plurality for Mayoral elections.

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NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Homer, Alaska that:

Section 1. Homer City Code 4.35.020 entitled “Votes required to be elected” is hereby amended to read:

4.35.020 Votes required to be elected.

The number of candidates for an office equal to the number of vacancies to be filled who receive the highest number of votes for the office shall be elected; provided, that:

- a. To be elected to the office of Mayor **or to fill a specific vacant council seat,** a candidate must receive ~~more than~~ **at least** the plurality of the votes cast for Mayor **that seat.** ~~determined by subsection (c) of this section; and~~ **The plurality of the vote that is required for a candidate to be elected to the office of Mayor or to fill a specific vacant council seat shall be based on the number of qualified candidates who filed declarations of candidacy that remain in effect on the date of the election as follows:**

<u>Number of candidates</u>	<u>Percentage of vote</u>
<u>Less than five</u>	<u>40%</u>
<u>Five or more</u>	<u>35%</u>

- b. To be elected to the Council, a candidate must receive ~~more than~~ **at least** the plurality ~~determined by subsection (c) of this section of the total votes cast for all candidates for Council divided by the number of seats to be filled.~~ The plurality of the vote that is required for a candidate to be elected to the Council shall be based on the number of qualified candidates who filed declarations of candidacy that remain in effect on the date of the election as follows:

<u>Number of candidates</u>	<u>Percentage of vote</u>
<u>Less than five</u>	<u>20%</u>
<u>Five or more</u>	<u>17.5%</u>

- ~~c. The plurality of the vote that is required for a candidate to be elected shall be based on the number of qualified candidates who filed declarations of candidacy that remain in effect on the date of the election as follows:~~

<u>Number of candidates</u>	<u>Percentage of vote</u>
Less than five	40%

113 Introduction:
114 Public Hearing:
115 Second Reading:
116 Effective Date:
117
118
119 Reviewed and approved as to form:

120
121 _____

122 Katie Koester, City Manager

123

124 Date: _____

Holly Wells, Attorney

Date: _____

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

3 City Manager

4 **RESOLUTION 18-093**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 AUTHORIZING THE CITY MANAGER TO PROVIDE NOTICE TO
8 WITHDRAW TO OUR CURRENT PROPERTY, AUTOMOTIVE AND
9 GENERAL LIABILITY INSURANCE PROVIDER, ALASKA MUNICIPAL
10 LEAGUE JOINT INSURANCE ASSOCIATION, WITH THE INTENT TO
11 ISSUE A REQUEST FOR PROPOSALS.
12

13 WHEREAS, The Alaska Municipal League Joint Insurance Association, Inc. (AMLJIA), is a
14 not-for-profit corporation established pursuant to AS 21.76 by the Alaska Municipal League to
15 provide risk management services for Alaska municipalities, city and borough school districts
16 and regional education attendance areas; and
17

18 WHEREAS, Alaska Municipal Joint League Insurance Association (AMLJIA) has provided
19 property, general liability and automobile insurance for the City of Homer since 1998; and
20

21 WHEREAS, The City's contract with AMLJIA expires on June 30, 2019; and
22

23 WHEREAS, Under the current agreement with AMLJIA, the City is required to notify
24 AMLJIA of the City of Homer's intent to solicit bids for insurance coverage by December 31 of
25 2018; and
26

27 WHEREAS, AMLJIA and Alaska Public Entity Insurance (APEI), a not-for-profit
28 corporation that provides similar insurance services to public organizations in Alaska would
29 both be eligible to submit bids; and
30

31 WHEREAS, AMLJIA has an excellent track record with the City for expeditiously and
32 professionally handling claims and protecting the interests of the City of Homer.
33

34 NOW THEREFORE BE IT RESOLVED that the City Council of Homer, Alaska is providing
35 notice to withdraw to the Alaska Municipal League Joint Insurance Association with the intent
36 to issue a request for bids for property, automotive and general liability insurance.
37

38 PASSED AND ADOPTED by the Homer City Council this 10th day of December, 2018.
39

40 CITY OF HOMER
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KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Insurance costs for July 1, 2018 through June 30, 2019 are \$444,327.



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 18-140

TO: Mayor Castner and Homer City Council
 FROM: Katie Koester, City Manager
 DATE: December 5, 2018
 SUBJECT: Property and Liability Insurance Coverage

Insurance coverage with Alaska Municipal League Joint Insurance Association (AMLJIA) expires the end of June 2019. If the City intends to solicit bids from other providers, we would need to give them 6 months advance notice per our contact with AMLJIA. In 2016 the City solicited bids from the only other municipal insurer in Alaska, Alaska Public Entity Insurance (APEI), in addition to AMLJIA. Both organizations operate in a similar manner: they are not-for-profit insurance membership organizations that insure public entities and operate under Alaska Statutes 21.76. For fiscal year 2016 (July 2016 through June 2017), AMLJIA was able to offer the City significant savings when compared to prior year costs. Our current contract with AMJIA guarantees no more than a 10% annual rate increase. Actuals are listed below and exclude marina insurance, which we contract for separately.

Liability insurance costs (actuals)

Year	Amount	% increase over prior year
2016-2017	\$418,680	-31.85%
2017-2018	\$419,121	0.11%
2018-2019	\$444,327	6.01%

ALMJIA has offered the City an additional guarantee, beyond the customary, not to exceed 10% if we sign another three year contract with them as an incentive to not give notice. The amounts listed below are for comparisons sake only; they will vary based on changes to coverage such as adding a police station, removing a vehicle, changes in wage base, etc.

Liability insurance costs (assumes proposed ALMJIA continuation offer)

Year	Amount	Max % increase over prior year
2019-2020	\$420,480	-5.37%
2020-2021	\$444,380	5.68%
2021-2022	\$444,380	0%

When weighing whether or not to switch insurance carriers, council needs to consider the cost, specifics of the coverage, and the relationship with the provider.

There are differences in coverage between ALMJIA and APEI, which would need to be taken into consideration given any switch. For example, in the last round AMJIA was able to offer better coverage including higher limits for uninsured motorist and property, full replacement value for all property damage, lower deductible for police protection, and also offers pollution liability. It is worth noting that the City of Homer has an excellent track record with AMLJIA and has always found them to be helpful and responsive.

What does the City do to control costs?

The process has brought up questions by councilmembers regarding what the City of Homer does to control insurance costs. Annually we review rolling stock and property insurance coverage to make sure we are both covering at the appropriate rate and not covering infrastructure that should be removed from the inventory. For example, in the past we have removed property damage coverage from many of the older light duty vehicles, increased the deductible for certain properties, and decreased the maximum coverage for our Port and Harbor facilities.

Councilmembers have asked for specific information on what the City of Homer proactively does to reduce workmen's compensation claims. Current safety practices include:

- 2016 COH Safety Policy; Injury and Illness Prevention Program and Code of Safe Practices: given to each employee upon hire to read and sign
- When employees are hired, they are required to complete a series of online courses that cover everything from Slips, Trips, and Falls to Sexual Harassment.
- Supervisors educate their employees on the importance of personal protection equipment (PPE), and they walk seasonal hires through what PPE gear is required for what job.
- AMLJIA Loss Control Incentive Program: each employee in Finance, Planning, IT, Clerks, Library, Public Works, Water Treatment, Port and Harbor, and Fire needs to sign off on five basic safety trainings including Ergonomics Safety Plan Review, Back Injury Prevention & Safe Lifting Employee Safety Plan Review, Slip, Trip, and Fall Employee Safety Plan Review, Personal Protective Equipment Employee Safety Plan Review, Early Return to Work Administrative Policy (Administration & Managers)
- Homer Police Department: engages in multiple trainings specific to their job that emphasize not only job readiness but safety
- After any incident, the supervisor is required to document what measures, if applicable, will be taken to avoid this type of accident in the future. Human Resources goes over these instructions to make sure they are specific enough and followed up with specific staff education. Measures are taken to repair any hazards on city property.

In conclusion

AMLJIA has offered the city an exceptional renewal rate guarantee. If we choose to issue a notice to withdraw and solicit bids, there is no guarantee they would be able to offer us the same rate. On the flip side, by soliciting bids we can make sure the City of Homer is paying market rate for insurance services. The resolution included in your packet provides notice to AMLJIA of the City of Homer's intent to solicit bids. If the council chooses to stay with AMLJIA, you would vote this resolution down and I would bring you a resolution awarding a three year contract before our current contract expires June 30, 2019.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 18-094

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2019 REGULAR MEETING SCHEDULE FOR THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY PLANNING COMMISSION, AND PORT AND HARBOR ADVISORY COMMISSION.

WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Advisory Commissions, and the Library Advisory Board meetings; and

WHEREAS, The public is informed of such meetings through notices located at the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

42 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the
 43 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.
 44

45 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2019 meeting
 46 schedule is established for the City Council, Economic Development Advisory Commission,
 47 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory
 48 Planning Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska,
 49 as follows:
 50

51 Holidays - City Offices closed:

January 1, New Year's Day, Monday	February 18, Presidents' Day, the third Monday	March 25, Seward's Day, last Monday	May 27, Memorial Day, last Monday	July 4, Independence Day, Thursday	September 2, Labor Day, first Monday
October 18*, Alaska Day, Friday	November 11**, Veterans Day, Monday	November 28 Thanksgiving Day, Thursday	November 29, Friday, the day after Thanksgiving	December 25, Christmas, Wednesday	

52
 53 **If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the
 54 preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules
 55 and Regulations.
 56

57 CITY COUNCIL (CC)

January 14, 28	February 11, 25	March 11, 26*	April 8, 22	May 13, 28*	June 10, 24
July 22**	August 12, 26	September 9, 23	October 1 Election	October 14, 21 Oath of Office October 14	Canvass Board October 4 or 7
November 5 Runoff Election	November 25**	December 9****	December 16**** if needed		

58
 59 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.
 60 prior to every Regular Meeting which are held the second and fourth Monday of each month at
 61 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.
 62 AML Annual Conference Week is tentatively scheduled for November 11 – 15, 2019.

63 *Tuesday meeting due to Memorial Day/Seward's Day.
 64 **There will be no First Regular Meeting in July or November.

65 ***The City Council traditionally reschedules regular meetings that fall on holidays or High
 66 School Graduation days, for the following Tuesday.

67 **** The City Council traditionally cancels the last regular meeting in December and holds the
 68 first regular meeting and one to two Special Meetings as needed. Generally the second Special
 69 Meeting the third week of December, will not be held.

70

71 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 8	February 12	March 12	April 9	May 14	June 11
July 9	August 13	September 10	October 8	November 12	December 10

72

73 Economic Development Advisory Commission Regular Meetings are held on the second
 74 Tuesday of each Month at 6:00 p.m.

75

76 LIBRARY ADVISORY BOARD (LAB)

February 5	March 5	April 2	May 7	August 13
	September 10	October 1	November 5	December 3

77

78 Library Advisory Board Regular Meetings are held on the first Tuesday of the months of
 79 February, March, April, May, August, September, October, November, and December at 5:30
 80 p.m.

81

82 PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

	February 21	March 21	April 18
May 16	June 20		August 15
September 19	October 17	November 21	

83

84 Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third
 85 Thursday of each month at 5:30 p.m. with the exception of January, July, and December.

86

87 PLANNING COMMISSION (P/C)

January 2, 16	February 6, 20	March 6, 20	April 3, 17	May 1, 15	June 5, 19
July 17**	August 7, 21	September 4, 18	October 2, 16	November 6**	December 4**

88

89 Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of
 90 each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular
 91 Meetings in November and December.

92

93

94

95 PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 23	February 27	March 27	April 24	May 22	June 26
July 24	August 28	September 25	October 23	November 20	December 11

96
97 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
98 each month at 5:00 p.m., with the exception of May, June, July and August meetings that are
99 held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the
100 December meeting is scheduled for the second Wednesday of the month.

101
102 PASSED AND ADOPTED by the Homer City Council this 10th day of December, 2018.

103
104 CITY OF HOMER

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108 _____
109 KEN CASTNER, MAYOR

110 ATTEST:

111
112
113 _____
114 MELISSA JACOBSEN, MMC, CITY CLERK

115
116 Fiscal Impact: Advertng of meetings in regular weekly meeting ad and advertising of any
117 additional meetings.



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 18-139

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: ADVISORY BODIES
THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
RACHEL TUSSEY, DEPUTY CITY CLERK
DATE: NOVEMBER 19, 2018
SUBJECT: MEETING SCHEDULE FOR 2019

On the dates indicated the Advisory bodies listed reviewed, discussed and approved their 2019 regular meeting schedule.

Port & Harbor Advisory Commission	October 24, 2018
Library Advisory Board	November 6, 2018
Advisory Planning Commission	November 7, 2018
Economic Development Advisory Commission	November 13, 2018
Parks, Art, Recreation & Culture Advisory Commission	November 15, 2018

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 18-094

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
CONFIRMING THE CITY MANAGER'S APPOINTMENT OF RICK
ABBOUD AS THE ACTING CITY MANAGER FOR CALENDAR YEAR
2019.

WHEREAS, Homer City Code 1.20.010(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 1.20.010(b) the Acting City Manager
shall assume the duties and powers of the City Manager in their 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 2019.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 10th day of
December, 2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

VISITORS

HERC TASK FORCE

Final Recommendation Report

November 27, 2018

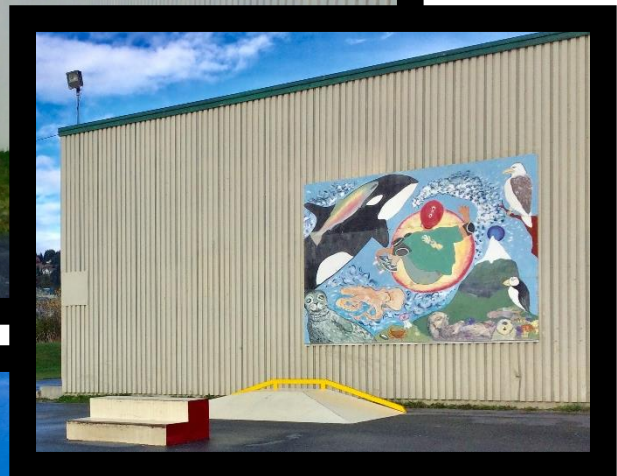




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PREFACE

The Homer City Council adopted Resolution 18-036(A) establishing the Homer Educational and Recreational Task Force, (HERC TF), to:

- (a) Determine the “financial resources required to use the building [HERC-1] and if leasing is a feasible option”;
- (b) Evaluate four scenarios for the HERC-1 to include a new facility “that meets the recreational needs of the community”; and,
- (c) Provide a “recommended preferred alternative”.

HERC-1, a 16,800 square foot wood building, and HERC-2, a 7,600 square foot concrete block building, were constructed in the mid-1950’s as educational facilities occupying a 4.3-acre parcel.

On 12 June 2018 the HERC TF began meeting to address the items identified in the Resolution. Those efforts were to focus on a feasibility study and consequent recommendations. Subsequent to the initiation of work, Resolution 18-036(A) was clarified in Council Memorandum 18-090 directing the Task Force to determine the cost to demolish HERC-2.

It was confirmed that both buildings require material renovations/repairs to extend usefulness over five-years, 10-years and longer. The longer the period, depending on community use, the more substantial renovations and associated costs. Building new, at comparable size, is determined to be extremely expensive.

Thus, given the results of the studies, the TF determined that any substantial construction and associated funding alternative necessitates further analyses. Consequently, the TF determined a 5-year period, using the lower level gym and exercise rooms while keeping the upper level in warm static status, will provide ample time for a follow-on group to further analyze a path forward and consequent funding.



SECTION 1: HERC FEASIBILITY STUDY & RECOMMENDATIONS

Task Force Recommendations:

1. Keep HERC-1 in warm status for the next 5 years to allow continued public use while pursuing funding mechanisms for a determined use.
2. Within the first year, make the necessary repairs needed to maintain HERC-1 in warm status and prevent further deterioration. (Estimated Cumulative Expenditure \$60,000-\$100,000, see Chapter 3)
3. City Council form a new HERC committee or a task force this winter to investigate community capacity to spearhead funding methods to address community recreational and educational needs. Preferred funding is, but not limited to, a public-private partnership for occupancy options (to include the upstairs) and funding of HERC-1
4. Leasing HERC-1 is feasible in the near (5-year) and longer term (10-year) periods. A lease or rental agreement is based on building use and associated repair and/or renovation costs. Funding would be based on the agreements and sources of money such public-private partnership among other potentials. (Refer to TF Feasibility #5)
5. The Task Force has identified the 60-year-old HERC 1 building without substantial repairs may not have safe, ongoing or efficient use beyond 5 years. If a long term solution is not implemented over a five-year period, options for HERC 1 could range from planning a new facility, demolishing HERC 1 and 2 (or taking advantage of any major changes that are not foreseeable right now), while reserving the property as a park until a long term plan for the property is developed for the site.

Task Force Feasibility Determination Per City Resolution 18-063(A) and Memorandum 18-090

1. Can the upstairs of the HERC be safely used with no capital improvements?

Yes. The HERC Task Force applied to the State Fire Marshal to determine if the upstairs can be used as-is and retain its previous International Building Code (IBC) Business B-Classification. The Fire Marshal approved this occupancy in November 2018. There are some immediate costs, such as the roof, that requires attention to maintain the integrity of the building for five years. A further breakdown of this and other items can be found in Chapter 3.

2. What are the minimum improvements that would be needed to safely use the entire HERC facility and cost associated with those improvements?

Approximately \$500,000 would be a bare minimum to maintain IBC assembly occupancies of A-3 on the lower level, and B on the upper level. These improvements would extend the life of the building approximately 10 years, but does not result in a modern, energy efficient building.

3. What are the desirable improvements that need to be made to the entire HERC facility to allow it to be used to its full potential for the next 10 years?

The only way a ten-year timeframe would be a desirable financial consideration for the City is if there is a long term lease or partnership agreement in place. A partnership could be a school program, non-profits, or a for-profit start-up, and would allow the City to retain the building without having to pay all of the increased facility costs, such as operations and maintenance. Building use in this scenario is limited to IBC A-2 thru A-4, B & E (including day care) Classifications. If an Educational (E) occupancy or K-12 school is desirable, then the cost rises from \$900,000 to \$1.3 million dollars, mainly for sprinklers and basic safety upgrades. These improvements would extend the life of the building approximately 10 years, but does not result in a modern, energy efficient building.

Briefly, a remodel of \$2.5 to \$3 million dollars would extend the life of the building approximately 20 years. A full renovation of \$4.5 M to \$ 5M would extend the building 30 years or more. Neither the complete extent nor all costs are currently determined. Chapter 3 provides more detail on these cost estimates. [Note: The above rough order of magnitude costs reflect 2018 dollars and are subject to possible 15%-20% inflation corrections.]

4. What would it cost to demo the HERC and build a new facility that meets the recreation needs of the community on the existing site.

Demolition of HERC-1 is estimated at \$750,000 and HERC-2 at \$250,000.

A new 8,500 square foot building would be a minimum size, with perhaps 12,000 square feet being an optimum size. The current HERC-1 offers 16,000 square feet. Roughly, new government construction costs about \$400 per square foot, therefore an 8,500 square foot structure would run about \$3.4 million dollars for conventional construction. If a private party were to construct a pre-engineered metal building, costs could be lowered to about \$250 per square foot, or \$2.13 million dollars. The City would need a plan to pay for construction and ongoing maintenance and operations costs. That financial plan and revenue stream would dictate the size of building the City could afford to build and operate. See Chapter 3 for further details. [Note: The above rough order of magnitude costs reflect 2018 dollars and are subject to possible 15%-20% inflation corrections.]

5. How can the City pay for operations, maintenance, and any required capital expenditures?

This question is answered in two ways: near term and long term. In the near term, existing operations and utility expenses are \$23,000 (2017); see Chapter 4 for a detailed analysis. Higher fees may cover more of the current operating costs, therefore the Task Force recommends analyzing and potentially increasing HERC user fees and consider gym and zumba room rentals.

If the building is used for longer hours, or if the upstairs is used on a regular basis, operational costs will correspondingly increase. Additional revenue is necessary to offset increased personnel and utility costs. Allowing community organizations/user group rentals may generate this additional revenue. A

key component for successful short-term revenue and more intensive use is active building management by a designated building manager.

Capital expenditures could be funded from the existing HERC building depreciation reserve fund, potential operating surplus, or other sources as Council determines appropriate.

In the longer term, 5+ years or more, a partner is needed that would have access to foundation grants or other private funding sources not readily available to the City. Currently there does not appear to be broad community support for increased taxes to pay for changing building uses (i.e. building code classification changes for the upstairs) or a significant renovation. City finances do not allow for increased HERC building operating/maintenance expenses unless offsetting additional revenue is generated. At present, Fireweed Academy could be a possible lessee but would require substantial capital improvement to meet public school occupancy requirements. Considering this, the Task Force recommends the City actively pursue a public-private partnership for investment and use of HERC-1. Other options include state and foundation grant funding, a ballot measure for a new tax, a commercial loan, or a service area.

6. Is leasing HERC an option?

The building in its current state and the lack of funding for major capital improvements precludes a viable long-term lease arrangement. However, there is initial interest in leasing the building. During the Task Force process, Fireweed Academy and Bunnell Street Arts presented ideas to use the building. In recommendation #3, the Task Force recommends a new group to continue working on the HERC, and include the opportunity for any other interested organizations to come forward (see Recommendation #3 and Chapter 5). A long-term lease may allow for financing options such as a commercial loan that could be repaid through rental income.



CHAPTER 1: Acknowledgements, Methodology, & Process

Task Force Members

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- ❖ Karin Marks
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Staff

- ❖ Julie Engebretsen

Process

The City Council adopted Resolution 18-036(A), creating the HERC Task Force and assigned a set of tasks. The Task Force held a series of meetings between May and November 2018. Using their diverse backgrounds, the HERC Task Force approached the specific tasks set by City Council by establishing small working groups; these efforts were merged into creating this final report.

The Task Force also realized that any recommendations to City Council would require at least some justification for a refurbished or new building: a “build-it-and-they-will-come” approach was not a viable strategy. To achieve this, the Task Force “listened”. They listened to City Council, listened to Homer residents, listened to Homer City employees, listened to non-profit organizations, and listened to for-profit businesses. Brown bag lunches, focus groups, one-on-one meetings, broadcast interviews, City Council presentations, site visits, and presentations by interested parties all aided the information-gathering efforts.

The results provided in this final report represent a reasonable estimate of a future building configuration, the needs of the community, and the construction costs.

Limiting Conditions & Disclaimer

This report contains costs, prices, expense analyses and forecasts that are based on Task Force members’ respective backgrounds/professional experiences. These are considered estimates, subject to further investigations and analytical activities as appropriate.

The report also includes construction, demolition, and repair/renovation cost estimates based on prior architectural and engineering studies, general construction research, and general knowledge and experience of Task Force members. Correspondingly, the report contains operational expense analyses, price/rent scenarios, and costs considered related to a valuation product. None of the data or comparisons constitute an appraisal and are not the result of professional analysis or an opinion of value. The information is provided based on data generated within the Task Force, as part of its collective work, thus all costs are estimates only, subject to professional/contractor analyses for confirmation and/or correction. Accordingly, the Task Force provides only a general perspective and assumes no liability for the data in the Task Force Report.



CHAPTER 2: HERC Background & Opportunities

Background

The HERC property encompasses 4.3 acres in downtown Homer. The property was originally donated by community members for school use and included a deed restriction. While the deed restriction has since been lifted, there is still strong community attachment to the land and desire to honor the public use of it. The property presents the opportunity to provide a gateway to downtown Homer and is centrally located on the corner of the Sterling Highway and Pioneer Avenue.

There are two older school buildings on site: HERC-1 is approximately 16,000 square feet and includes a gymnasium. HERC-2 is the second building; a smaller, two story concrete structure that was formerly the high school. The Task Force study of HERC-2 was limited to estimating demolition costs (See Chapter 3).



2003 photograph of the HERC property. HERC-1 (on left) is the focus of this report. HERC-2 (on right), is only discussed in terms of demolition costs.

HERC-1 was built in the late 1950's and has served as an elementary, middle and high school. Day use as a school ended in 1997 with the opening of West Homer Elementary School. In 2000, the Kenai Peninsula Borough deeded the property to the City for the purchase price of \$1. At the time, the Kachemak Bay Campus of the Kenai Peninsula College leased the upstairs, and the Boys and Girls Club used the gym for after school and summer programs. In 2010, the college moved out and some of the City Hall offices were temporarily relocated to the building while City Hall was renovated. In the spring of 2013, the Boys and Girls Club closed permanently.

Currently, the City's Community Recreation program uses portions of the lower level of the building for recreation programs. A full history of the building, its uses, and engineering reports can be found on the City website under the Homer City Council January 18, 2018 worksession meeting packet.

Opportunities

One key asset this property presents is an anchor for Pioneer Avenue and the entrance to downtown Homer. The public expressed sentiment that this land was donated for public purpose, and that it has high value as public space. Site planning should be on a long-term basis, not a short-term horizon. Even having a large mowed park for a period is a community asset until the community determines to renovate or build a new facility. This decision could be 10- 15 years in the future. Another opportunity is to sell a portion of the land to pay for a new building or renovate the HERC. With some subdivision, utility, and demolition expenses related to HERC-2, it is conceivable that the City could secure \$500,000

for the sale of a 1.5 acres site corner of Woodside and West Pioneer Avenues. See Chapter 5 for more funding opportunities.



Skate Park that was constructed while the Boys and Girls Club occupied HERC-1.



CHAPTER 3: Feasibility Analyses of HERC-1, Cost to Demolish HERC 1 & 2, and Proposals on New Facility

The City Council resolution required both (a) recommendations and estimates of costs to renovate the existing HERC-1 building given various scenarios; and (b) the costs to demolish the existing HERC-1 and construct a new building “that meets the recreation needs of the community,” (City Resolution 18-036(A), lines 58 thru 76). The HERC-2 building is not included in these recommendations other than providing a cost to demolish (Memorandum 18-090).

When reviewing the following recommendations and implications, it is also important to relate them to the forecast of demand for services for any renovated or new building. For example, as discussed in Chapter 6 of this plan, immediate demand for potential HERC-1 uses are relatively small and primarily focused on recreational activities (gym and exercise space). Yet demand is expected to grow over the next five years and may encompass other uses, e.g. education.

Implications of Renovating the Existing HERC Building

The original Task Force directive from the City Council was to use a “10-year” timeframe when considering improvements that need to be made to the entire HERC-1 facility to allow it to be used partially or to its full potential. The prior reports the City has obtained indicate the building was built ‘well for its time.’ The Task Force explored the concept of rehabilitation with the assumption that the structure, although not new or efficient, has usable life left if investment is made to prevent further deterioration. While investigating renovation and demolition costs, it became apparent that a 5-year plan would better address the overall goals established by City Council.

If the City waits 10 years to renovate/remodel the HERC-1, the cost to do so would increase due to deterioration to the bones of the building. The continued aging of outdated systems, increasing code requirements and subsequent dollar escalations from 2018 prices all contribute to much higher renovation costs in the future. Without significant renovations, there will be continued and potentially accelerated deterioration of the building, resulting in greater operations and maintenance costs. A five-year time horizon allows time for further community and professional input while securing financing. Beyond five years and without a long-term solution the City will need to look closely at the structure; a new facility, demolition of the HERC buildings, or taking advantage of new opportunities are all options.

A 5-Year Plan

This 5-year plan is based on a strategy of “sustainability without major capital improvements”. Under this strategy, only minimum upgrades will be made. As stated previously, it provides the City time to cement a way forward with continued use of the facility while developing strategies and funding that would enable a “final” decision. Thus, at the end of the 5-year period, the City will have two paths: (a) substantially rehabilitating/remodeling the building, or (b) demolishing the building and moving to an alternate solution addressing community needs and financial constraints.

The 5-year period enables HERC-1 to be serviced using current operations and, on an as-needed basis, maintenance costs. This plan is weighed against risk assessments: community needs/uses, funding and best practices.

More detailed renovations would include:

(a) HERC-1 lower level – Maintain minimum renovation improvements within International Building Code (IBC) Assembly Group A-3 Classification, (gym without spectators, community and lecture halls, etc.)

Currently, the HERC-1 gym is certified and the “Zumba Room” will also be certified when a few fire-related upgrades to the room are made. The remaining lower level rooms are not fire code certified and should continue to be used for storage. The restrooms require minor attention: showers are inoperable; the faucets, water closets and urinals need minor fixes; wood ramp in the women’s room entrance should be changed to concrete and painted; and a few other checks/fix-its.

(b) HERC-1 upper level – Continue to keep the upper level in a quasi-stasis state. Use is currently restricted to storage of Public Works’ materials (two rooms currently).

Additional Notes Regarding the 5-year Plan

Note 1: The upper level has been recertified as an IBC Business Group B Classification, which could include uses such as professional services or service-type transactions, civic administration, educational occupancy for students above 12th grade, and training and skill development not within a school or academic program, etc. If the City intends to use the upstairs, it should be reused on a minimal basis to keep the upper level Operation and Maintenance costs down.

Note 2: Some repairs are necessary before the classrooms can be used: ensuring life safety equipment is up to date and fixing the ADA entrance on the north side of the building. Also, other improvements should include fixes to restrooms, an HVAC inspection, bringing on line room ventilators, adding flooring and ceiling tile patches, lighting changes to E-florescent tubes, and other minor actions.

Additional Notes: There are more fixes needed than those associated with fire codes. Irrespective of Note 1 and 2 above, immediate fixes will be required to bring the building into near term usefulness: level roof and hot mop, address parking lot lights, and fencing repairs. These items would not require capital expenditures, apart from possibly the roofing items, since most can be accomplished incrementally by Public Works.



HERC-1 Lower Entrance Used to Access Gymnasium



HERC-1 Upper Level Entrance

Rationale for A 5-year vs. a 10-year Plan

It is important to understand that NOT completing significant upgrades to HERC-1 within a reasonable, near-term, timeframe would result in continued and potentially accelerated deterioration over a 10-year period. If a decision is delayed to renovate/remodel HERC-1 (to, say, 10 years as directed by City Council), the cost to do so would increase significantly due to deterioration to the basic structure of the building. This would result in escalated renovation costs.

The 10-year plan is primarily a “do-nothing strategy” and is NOT a recommendation of the HERC Task Force.

Estimated Upgrade Costs

The Task Force arrived at three estimates for building renovation, depending on how major a renovation is undertaken. The task force does not make a recommendation in the absence of funding and increased operation and maintenance costs for the full building. This information is provided as a guide for what incremental improvements could be built and an order of magnitude cost estimate.

1. \$900,000-\$1,300,000, bare bones remodel. A scaled down version of the \$2.5M effort (see #2 below), to address an E Classification for a 10-year period would be on the order of \$900K to \$1.3M. This version would include: hot mop roofing; upsized water service & sprinkler system; upgrades to ventilators, kitchen, bathrooms, lighting and ADA items. Code/compliance procedures and a risk assessment would be appropriate prior to this effort.
2. \$2,500,000- \$3,000,000 basic remodel. The effort would focus on primary systems for Health and Safety and American Disabilities Act (ADA) upgrades, seismic upgrade, complete re-roofing, installing a sprinkler system, replacing other items as required by fire code, replacing galvanized pipes, and making interior upgrades to all rooms, etc. This would extend the life of the building by approximately 20-years and be sufficiently robust to achieve an Educational Group E Classification, (potentially including day care use), per 2017/2018 International Building Code (IBC) and 13AAC50 designations/requirements.
3. \$4,500,000 - \$5,000,000 (16,000 sq.ft. at \$275/sf) full renovation. This effort would extend the life of the building to 30+ years. This total upgrade/remodel would include roof and wall insulation to improve heat efficiencies, structural modifications, new flooring and ceiling tiles, new windows, the addition of alternative energy systems, and exterior upgrades. The upgrade would create a structure with a life expectancy of 30+ years, while meeting modern “green building,” sustainability, and energy efficient building standards.

Implications of Building a New Facility (“New HERC”)

A “New HERC” building could be constructed on the present HERC site if the current HERC-1/HERC-2 buildings were demolished or could be constructed on another suitable property. Costs associated with site acquisition have not been included in these cost estimates. If a “New HERC” building is constructed on the current HERC-1/HERC-2 site, both HERC-1 and HERC-2 would be demolished. This adds to the total costs associated with a “New HERC” (see cost estimates page 17).

The current HERC-1 building is approximately 16,000 square feet. This represents a potential community/recreation building that would more than meet the needs of the Homer population. A smaller building with an area as small as 8,500 square feet, up to about 12,000 square feet would probably suit the needs for the foreseeable future.

Estimated Demolition Costs

The demolition costs for the HERC-1 building are estimated to be on the order of \$750,000 to \$1,000,000. The demolition costs for the HERC-2 building are estimated to be on the order of \$250,000. If HERC-2 were to be demolished first, it would help inform the costs of demolition of HERC-1 at the prevailing costs.



The above estimates are subject to changes due to the continuing increase in costs associated with demolition trucking expenses, the demolition and disposal of the HERC-1 boiler, additional hazmat items such as unforeseen expenses due to fuel spill, etc.

Off-setting these costs, both buildings could potentially contain items that would be salvageable and recyclable, such as the fuel tanks, temporary generator and interior wood doors. The value (undefined at this time) of these and other salvageable items could decrease the above demolition costs.

Estimated New Construction Costs

Construction costs are estimated to be \$400 per square feet for a public facility. This represents a total estimated cost for a direct replacement of the 16,000 per sq.ft. HERC-1 building at \$6.4 Million. A smaller community/recreation center sized more appropriately for Homer's needs of 12,000 sq.ft. has an estimated cost of approximately \$4.8 Million. The above estimates are for the construction of the facility only. It does NOT include design architectural & engineering (A&E) fees. A third option for a smaller building would be approximately 8,500 square feet, to encompass a gymnasium (7,000 sq ft), restrooms, an exercise room, minimal office space, and mechanical space.

The Sterling, Alaska Community Center (a 12,000 sq. ft. structure) represents an example of escalating construction costs over recent years. In 2014, the construction year for the Center, construction costs approximated \$200 per sq.ft. Construction costs in the Kenai Peninsula are expected to continue upward trends in the near future. [Note: The \$200 per sq. ft. was actual costs of the labor and materials purchased, even though completion of the facility relied heavily on volunteer/donated labor and materials from local residents and businesses.]

Total Costs (including demolition, design, construction and contingency)

For a 16,000 sq. ft. HERC-1 replacement:

Demolition costs incl. hazmat:	\$0.75 Million (M)
Construction costs incl. A&E cost:	\$6.4 M
Contingency (15%):	\$1.07 M
Total cost:	\$8.22 Million

For a 12,000 sq. ft. building:

Demolition costs incl. hazmat:	\$0.75 M
Construction costs incl A&E cost:	\$4.8 M
Contingency (15%):	\$0.83 M
Total costs:	\$6.28 Million

Building a New Facility vs Remodeling the Existing HERC-1

Currently, the preferred action is for the City to implement a 5-year plan that would extend the use of the existing lower level for recreational purposes with minimal use of the upper level. This option will provide sufficient time for further input and analyses.

The City's cost of a complete renovation/remodel of HERC-1 to full potential which would include an Educational (E) Classification, is \$5M x 25% ~ \$6.25M for a 16,000sf facility versus \$9.5M or \$7.25M for a 12,000sf building. Potential cost savings could be incurred on either, especially given, for example private-public partnership arrangements. Since constraints exist that would affect a decision at this time, no recommendation is tendered by the Task Force on whether to remodel the existing HERC, or demolish and build a new facility.



CHAPTER 4: Operation & Maintenance Cost Analyses

This analysis section addresses HERC-1 only. The industry standard for comparison, on the Kenai Peninsula, is dollars per square foot per month (\$/sf/month), which is used in the following analysis. Operating expenses are analyzed in a three-step process:

1. Using the historical expense data provided,
2. Comparing the step 1 expense to prevailing, typical expenses for commercial and public buildings in Homer, and
3. With expenses forecast based on the use scenarios or alternative uses.

Historical Expenses

The following table reports the historical data provided to the Task Force, then calculated based on the proportion of the building in use/occupied during that time frame. Understand that exact details and timing of occupancy are not available, and accordingly the expense data is recognized as approximations.

The table encompasses 2009 thru 2017, with the use (“Occupancy”) and proportion of building in use listed on the first line. The expense per square foot per month reported is based on the size of that portion predominately in use during the respective year. Since the actual months in use or transitioned from uses are unknown, the costs are based on a twelve month period (year). “GBA” is the gross building area, with 2009 thru 2013 using the total GBA (16,800 sf) and 2014 thru 2017 using the Gym only (5,700 sf).

Property Name:	HERC 1									
Date:	10/4/2018									
Building GBA:	16,800 sq. ft.			Breakdown:	Gym: 5,700		Lower: 2,800		Upper: 8,300	
	2009	\$/sf/mo.	\$/mo.	2010	\$/sf/mo.	\$/mo.	2011	\$/sf/mo.	\$/mo.	
Occupancy:	full; Upper-UAA, Gym-B&GC			full; Upper-UAA, Gym-B&GC			prt.;Up-UAA out, City in, Gym-B&GC			
Electricity	\$ 20,600.75	\$ 0.102	\$ 1,716.73	\$ 18,110.14	\$ 0.090	\$ 1,509.18	\$ 18,139.42	\$ 0.090	\$ 1,511.62	
Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fuel Oil/gas	\$ 37,266.42	\$ 0.185	\$ 3,105.54	\$ 35,824.29	\$ 0.178	\$ 2,985.36	\$ 38,177.32	\$ 0.189	\$ 3,181.44	
total		\$ 0.287	GBA		\$ 0.268	GBA		\$ 0.279	GBA	
	2012	\$/sf/mo.	\$/mo.	2013	\$/sf/mo.	\$/mo.	2014	\$/sf/mo.	\$/mo.	
Occupancy:	prt.;Up-City out 3/12, Gym-B&GC			prt.;Up-Enstar in, Gym-B&GC out			lmtd.; Up-vacant, Gym-CPRP			
Electricity	\$ 14,688.71	\$ 0.073	\$ 1,224.06	\$ 11,617.38	\$ 0.058	\$ 968.12	\$ 9,867.49	\$ 0.144	\$ 822.29	
Water/Sewer	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Fuel Oil/gas	\$ 32,413.97	\$ 0.161	\$ 2,701.16	\$ 24,673.44	\$ 0.122	\$ 2,056.12	\$ 16,416.78	\$ 0.240	\$ 1,368.07	
total		\$ 0.234	GBA		\$ 0.180	GBA		\$ 0.384	GYM only	
	2015	\$/sf/mo.	\$/mo.	2016	\$/sf/mo.	\$/mo.	2017	\$/sf/mo.	\$/mo.	
Occupancy:	lmtd.; Up-vacant, Gym-CPRP			lmtd.; Up-vacant, Gym-CPRP			lmtd.; Up-vacant, Gym-CPRP			
Electricity	\$ 11,248.28	\$ 0.164	\$ 937.36	\$ 10,915.40	\$ 0.160	\$ 909.62	\$ 10,948.32	\$ 0.160	\$ 912.36	
Water/Sewer	\$ 1,119.00	\$ 0.016	\$ 93.25	\$ 1,246.00	\$ 0.018	\$ 103.83	\$ 2,000.00	\$ 0.029	\$ 166.67	
Fuel Oil/gas	\$ 11,533.91	\$ 0.169	\$ 961.16	\$ 8,660.38	\$ 0.127	\$ 721.70	\$ 10,217.78	\$ 0.149	\$ 851.48	
total		\$ 0.349	GYM only		\$ 0.304	GYM only		\$ 0.339	GYM only	

Comparison to Prevailing Homer Building Expenses

To provide a perspective of the historical operating expenses of HERC-1, to typical expenses for commercial and public buildings in Homer, two separate analyses were made:

- a. The expenses reported for City of Homer buildings in 2017 was segregated and allocated into the \$/sf/month unit of comparison.
- b. Expenses for a variety of Homer commercial buildings was reviewed, from the database of one of the HERC task force members.

(a) The City of Homer building expense data used is from a table prepared by Public Works, provided to the Council as part of forecasting maintenance expenses for a new police station. Some of the categories in that table are excluded in this analysis, since they are not considered typical operating expenses, comparable to the HERC building.

In the following table each category of expense lists the cost per square foot per month for that category (i.e. heating, electrical, etc.), then those expenses out of the typical range for private commercial building are shown in red. Some of the out of range variation is due to the nature of the building or operating hours. For example the electrical expense for the Airport Terminal is well above typical ranges, but would reflect lighting for the parking lot, aircraft apron, tarmac, etc. Also the longer hours/lighting and equipment used likely accounts for the higher Police station electrical expense.

City of Homer Buildings									
2017 FACILITY EXPENSES	Square Footage	FUEL/LUBE(*1)		ELECTRICITY		WATER	SEWER	W&S \$/sf combined	TOTAL**
		FUEL/LUBE	Cost per sq.ft. per month	ELECTRICITY	Cost per sq.ft. per month	WATER	SEWER		Cost per sq.ft. per month
Airport Terminal	8,588	\$8,808	\$0.0855	\$36,744	\$0.3565	\$2,143	\$3,966	\$0.0593	\$0.74
Animal Shelter	3,994	\$9,265	\$0.1933	\$8,501	\$0.1774	\$650	\$608	\$0.0262	\$0.67
City Hall	13,321	\$6,843	\$0.0428	\$20,389	\$0.1275	\$808	\$835	\$0.0103	\$0.32
Fire Station	9,000	\$8,229	\$0.0762	\$27,181	\$0.2517	\$1,519	\$1,531	\$0.0985	\$0.55
Library	17,200	\$15,441	\$0.0748	\$35,718	\$0.1731	\$1,294	\$1,535	\$0.0137	\$0.39
PH Harbormaster Office	4,784	\$8,822	\$0.1537	\$10,249	\$0.1785	\$517	\$414	\$0.0162	\$0.61
Police Station	5,500	\$1,270	\$0.0192	\$24,416	\$0.3699	\$930	\$1,076	\$0.0304	\$0.65
Mean-all facilities:			\$0.0922		\$0.2335	all facilities:		0.0364	\$0.56
(*1)all buildings natl. gas except Police Station									
Costs in red are out of the typical ranges for the expense item.									**excludes Janitorial

(b) To summarize the results of the HERC-1 and City building expense analysis and compare to prevailing private commercial building operating expenses, the following table is provided. Here the expenses of HERC-1 for 2014 thru 2017 are listed, compared to the City Library and the ranges of costs typical for private commercial buildings.

For the HERC-1 building, expenses reported are the average of the last four years. The library building is used, since the expenses calculated per unit of comparison fall more within the typical ranges expected in Homer. The “typical range” column summarizes the costs calculated from actual operating data of a variety of Homer buildings, maintained over the years in a proprietary data base.

The HERC electrical expense is at the high “typical” range, but within that range. The heating expense reflects the biggest variation from typical expenses, attributed to the HERC’s fuel oil heat and insulation deficiency. With the availability and conversion to natural gas, commercial property owners report a

reduction in their heating expense to about 1/3 of their prior fuel oil cost. A comparison of City buildings before and after conversion to natural gas shows a reduction of:

- Airport terminal: -64%
- City Hall: -58%
- Library: -51%
- Average of these three: -58%

A simple cost/benefit calculation, based on the average heating cost with a 50% savings and a conversion cost at \$18,000 - \$19,000 (from Memo 13-077, 5/2/13) shows a cost recapture in 3.25 years. [$\$11,707 \times 50\% = \$5,854/\text{yr.} \div \$19,000 = 3.25 \text{ yrs.}$].

Homer commercial buildings ~ operating expense comparasion						
Property Name:	HERC 1		Homer Library		Private Commercial	
Building GBA:	5,700 (Gym only)		17,200		Buildings in Homer	
Occupancy type:	Recreation		Municipal		Office & Retail	
year	2014 - 2017	\$/sf/mo.	2017	\$/sf/mo.	2017/18	\$/sf/mo.
	(average)					
Electricity	\$ 10,744.87	\$ 0.157	\$ 35,718.00	\$ 0.173	\$ -	\$0.12 - 0.16
Water/Sewer	\$ 1,455.00	\$ 0.021	\$ 2,829.00	\$ 0.014	\$ -	\$ 0.025
Fuel Oil/gas**	\$ 11,707.21	\$ 0.171	\$ 15,441.00	\$ 0.075	\$ -	\$.04 - .07
Refuse		\$ -	\$ 1,000.00	\$ 0.005	\$ -	\$ 0.015
Lawn/yard Care		\$ -	\$ 13,187.00	\$ 0.064	\$ -	\$.015 - .025
Snow/sanding		\$ -	\$ 11,885.00	\$ 0.058	\$ -	\$.020 - .030
Repairs		\$ -	\$ -	\$ -	\$ -	
Janitorial		\$ -	\$ 45,848.00	\$ 0.222	\$ -	\$ 0.200
**Heat type	fuel oil		natl. gas		natl. gas	
Total w/Janitorial				\$ 0.610		\$.445 - .525
Total w/o Janitorial		\$ 0.350		\$ 0.388		\$.245 - .325

Expense Forecasts and Use Scenarios

Using the expense data developed in the preceding tables, and considering the alternate potential uses of the HERC building, the following scenarios are presented. These scenarios consider the proportion of the building used for each alternate, an approximate cost to accommodate that use, and the operating expense to the city. Note that the repair/renovation costs are rough approximations only and forecast revenues are subject to adjustment based on the specific use and user. These potential uses are not intended to exclude any additional user groups. We recommend the next task force or committee explore a full request for proposals.

HERC 1 building ~ Use scenarios

Scenario 1- Near Term - 5 year holding					Bldg area (sq.ft.)	Income	Expense	Difference
Use:	Gym & Zumba room only			6,300				
User:	Homer Community Rec (reported fee revenue 2017, Gym only)				\$14,700	\$22,529		\$ (7,829)
Potential:	Community organization rental/day use (if authorized by Council)				??			
Required repair/renovation cost estimate								
Utility/building mechanical repairs as needed:								
	water/sewer						individual costs not itemized	
	heating/ventilation system							
	Convert building to natural gas heat							
	Repair/hot mop roof							
	Convert fluorescent fixtures to LED (NIC in cost estimate)							
	Any ADA modifications for restroom use							
				Total estimated		\$60,000 - \$100,000		
Operating expense estimate (annual)								
Heat				(based on natural gas conversion)		\$6,502		
Electric				(as-is; potential savings by LED lighting conversion)		\$11,869		
Water/sewer				actual expense		\$1,512		
Custodial /refuse				As-is, by Homer Community Rec		\$0		
Snow/sanding				private contract, at typical rate		\$1,512		
Lawn/yard				private contract, at typical rate		\$1,134		
				Total		\$22,529		
Scenario 2- Fireweed School occupancy								
Scenario 2- Fireweed School occupancy					Bldg area (sq.ft.)	Income	Expense	Difference
Use:	Total building			16,800				
User:	Fireweed Charter School lease (@ \$.68/sqft/month)				\$137,000			
	Homer Community Rec (reported fee revenue 2017, Gym only)				\$14,700			
				Total	\$151,700	\$150,671		(\$13,671)
Required repair/renovation cost estimate								
Fire Sprinkler system, entire building								
Fire wall separation								
Convert building to natural gas heat								
Hot mop roof								
Convert all lighting fixtures to LED								
Repartition former UofA office area								
Other repairs/renovation as needed to meet IBC "E" occupancy								
				Total estimated		\$900,000 - \$1,300,000		
Operating expense estimate (annual)								
Heat					Fireweed	\$0		
Electric					Fireweed	\$0		
Water/sewer					Fireweed	\$0		
Refuse					Fireweed	\$0		
Custodial					City-private contract	\$24,192		
Snow/sanding					City-private contract	\$8,064		
Lawn/yard					City-private contract	\$3,024		
				Total		\$35,280		
Loan payment, based on private bank loan to City:								
	Terms: loan- \$1,300,000; 4% interest; 15 yr amortization:				\$9,616 /per month	\$115,391		

Scenario 3- Renovate for entire building use		Bldg area (sq.ft.)	Income	Expense	Difference
[Maintain for entire building use, as-is: IBC A-3 (lower) & B (upper)]					
Use:	Total building	16,800			
User:	Homer Community Rec & other user groups		\$14,700	\$60,077	\$ (45,377)
Potential:	Community organization rental/day use (if authorized by Council)		??		
Required repair/renovation cost estimate					
	Fire sprinkler system, entire building			individual costs not itemized	
	Fire wall separation				
	Convert building to natural gas heat				
	Rebuild roof, additional insulation & EPDM cover				
	Convert all light fixtures to LED		NIC		
	ADA modifications for restroom use				
	New windows throughout				
	Total estimated:		\$500,000		
Operating expense estimate (annual)					
	Heat	(based on natural gas conversion)		\$17,338	
	Electric	(as-is; potential savings by LED lighting conversion)		\$31,651	
	Water/sewer	actual expense		\$4,032	
	Custodial	As-is, by Homer Community Rec			
	Snow/sanding	private contract, at typical rate		\$4,032	
	Lawn/yard	private contract, at typical rate		\$3,024	
	Total			\$60,077	
Scenario 4-Demo HERC 2 & sell part of site					
		Site area/sale price	Income	Expense	Difference
Use:	Any legal use, per zoning	approx. 55,400 sq.ft.			
User:	Sale to private entity	estimated \$15.00 per sq.ft.			
	Gross sale proceeds-land, post demo		\$831,000	\$306,860	\$ 524,140
Required repair/renovation cost estimate					
	Demo & clean up cost			\$250,000	
	Survey/subdivision of site			\$7,000	
	Relocation of utilities as required; water/sewer service to HERC 1			?	
	Sale commission (RE agent/broker) @ 6%			\$49,860	
				\$0	
				\$0	
	Total			\$306,860	



CHAPTER 5: Funding

How Do We Pay For It?

The Task Force reviewed the municipal funding mechanisms presented during the new police station discussions. Fairly quickly, the Task Force determined there is probably low public support for more taxes to pay for any increase in City services or facilities. This sentiment was echoed in our conversations with non-profits and businesses. However, the concept of public-private partnerships did garner some support. Homer has at least two great examples of public private partnerships: the hockey rink and the courthouse. Private entities built those facilities, which are leased long-term or mortgaged by the state or non-profit.

Near Term Funding Options: Increase Revenue and Decrease Costs

Utility costs were an estimated \$23,000 in 2017. Revenues are roughly \$14,000. Can the City increase facility revenues to pay the full utility costs? Some ideas that should be explored further include:

- Increase user fees at the HERC
- Investigate whether increased gym rentals would raise enough revenue to not only cover the cost of staff time and utilities for the event, but also contribute to overall utility costs.
- Investigate allowing community organizations/user group rentals to offset increased utility and personnel costs
- A key component for successful short-term revenue and more intensive use is active building management by a designated building manager
- Investigate the payback time for converting to natural gas. (See page 21)
- Capital expenditures could be funded from the existing HERC building depreciation reserve fund, or potential operating surplus, or any other funding mechanism available to the City Council.

Long Term Funding

Other potential funding opportunities include state and federal grant funds, partnerships with organizations that can leverage private foundation funding, taxes, bonds and a service area. Commercial loans were an option presented to the Task Force, which could be repaid through a long-term lease.

It is possible to subdivide a portion of land where HERC-2 currently sits, and sell the property to generate some revenue. There would be some expenses in moving utilities and subdivision costs, but it's possible as much as \$500,000 could be generated by selling a portion of the land. (See Chapter 4, Scenario 4). However the Task Force, at this time, does not recommend subdivision or selling of the property.

Legal Entities and Investment

The Task Force considered three different models of building ownership and operations.

- 1) Government-owned and managed, paid for by new taxes and increased fees (Government model)
- 2) Government-owned facility, with a private or nonprofit partnership for management
- 3) Private or non-profit ownership and management, with a partnership for building use. (3 P, or Public Private Partnership; City retains land ownership, with 3P new build)

Funding: Government Model

If the City decides to renovate the HERC building, or build a new facility, new revenue will be required to pay for it. Financial projections over the coming years do not show enough increase in tax revenue to pay the anticipated expenses. The City is able to raise revenue through sales tax, property tax, and user fees. Through focus groups and Task Force discussions, there seems to be little support for an additional tax increase at this time.

The police station bond and corresponding sales tax increase was just approved by voters. A bond with increased taxes to make the payments may be an option the community wishes to pursue in the future. But as of 2018, the Task Force has determined this is not supported by the public.

3P: Public-Private, or Public-Public Partnerships

There are many ways a 3P partnership could work: the City could own the building, or it could be privately owned. The City could manage and maintain it, or a private party could provide those functions.

In the case of the Homer Court House, the state provided funds to expand the privately owned building. The building owner provides all maintenance and janitorial services, and the state is a long-term tenant. As long as the building owner can profit from the lease, it's a great opportunity for the private sector, and significant cost savings to the state; they didn't have to manage a renovation, nor are they responsible for long term maintenance. To apply this example to the city, perhaps the City would provide some funds for a private entity to build a building that includes a gymnasium. The City would contract to use the gym during certain hours (say after school and evenings) and the building owner could use or rent the space all other times. Perhaps they provide scheduling services to the City, or maybe the city provides that in exchange for reduced space rental. Another option could be a commercial loan or revenue bond to pay for renovations, with a long-term lease agreement to repay the loan.

There are many options; it's a matter of seeing if there is an entity in the City that would be interested and has the resources to enter in to such a partnership, and if the public supports the city entering in to such an agreement. During the Task Force process, significant interest was received from Fireweed Academy and Bunnell Street Arts. A next step for the City might include a formal Request for Proposal (RFP) process to gather proposals and explore sustainable partnership options.





CHAPTER 6: Economic Assessment

With the design of any new facility (including a renovated or new HERC building), it is important to insure the final product meets the needs of the market it is planned to serve. For example, with the current floor space of the HERC-1 building at 16,000 sq.ft., would a renovated HERC-1 (on the same foundation) provide sufficient space for Homer? Is this space too small or larger than actually needed? And, what would the building layout need to be to accommodate the activities planned for the facility?



Pickleball Players in the HERC-1 Gym

To address these concerns, the HERC Task Force used a multi-pronged approach to determine the market needs (present and future) of the Homer community and, importantly, to obtain a better understanding of how these needs would fit into a renovated or new HERC.

A “marketing work group” was established to obtain market data by:

- Conducting individual meetings/discussions with organizations and individuals currently offering community and recreation services.
- Creating a focus group to obtain a better understanding of the needs of certain business organizations.
- Hosting brown bag lunches, with invitations extended to community residents.
- Reviewing current community and recreational studies (for example, the “Parks, Arts, Recreation, and Culture Needs Assessment” dated 2015).

The results of this effort allowed the Task Force to forge a reasonably good assessment of the size, space needs, and growth demands on a HERC facility.

A second working group was established to evaluate the success factors of community and recreation facilities in other Alaska communities. This activity included site visits, surveys, and discussions with senior management at these locations.

In general terms, the working groups determined:

- a) Many community and recreational products and services are currently available in Homer. They vary not only in the types offered but in the locations offered. Some are provided by private, for-profit organizations, others by non-profit corporations and others by the City of Homer “Community and Recreation Program” (CRP). Some compete and some are complementary, while some have found a niche not addressed by another organization.

- b) With few exceptions, most community and recreational programs are growing, some faster than others. For example, Pickleball (a recreational activity favored by the relatively older population) grew 365% over the past three years (according to City of Homer's Community Recreational Program statistics). But, growth in wrestling and volleyball (which represents a pastime of the younger generation) has slowed or stagnated.
- c) Changes in demand reflects a change in the Homer population demographics and the demand for products and services offered. For example, the growth of senior citizens settling in the area far outstrips the number of births and non-seniors settling. While nationwide the overall population is aging, the aging of the Homer population far exceeds the nation average.
- d) Population changes aside, Homer has a dire need for childcare, which could provide a market opportunity for a HERC facility (see further discussion below).
- e) Any HERC facility will complement current community and recreation services offered.
- f) In general, market demands for HERC products and services are expected to grow steadily over the near future.
- g) Statewide, there are both successes and less-than-successful community and recreation centers. Not all centers have met their initial goals.

The changes described above will impact the future size, the types of products/services offered, and the growth of a HERC building.

The principal user of a renovated/new HERC building will be the Homer Community Recreation Program (CRP). Currently, CR programs are spread through a number of different physical locations with the associated management opportunities. Regardless of the size of a renovated/new HERC building however, some CR activities will remain at non-HERC locations but the majority will migrate to the HERC.

As the marketing work group examined current activities of the Homer CR and other Alaska com/rec centers, a usage pattern materialized. Demand management is an issue: early morning hours and late afternoon/evening hours dominated the demand in both community and recreational activities. Senior groups and childcare needs, however, tend to gravitate towards morning and afternoon use. From the market research of (c) and (d) above, a HERC facility that accommodates senior citizens and childcare will provide significant value to the Homer community, resulting in more efficient use and management of the facility. This determines a market niche that is currently under-served, and could provide income to address increased operations and maintenance expenses.

Chapter 3 in this final HERC report describes the building size that best fits the needs of Homer. Marketing data from this marketing assessment was used to aid in this size determination.

Examples of Major Alternative Sources of Community and Recreation in Homer

While the providers of community and recreation services in Homer are quite varied, a few stand out as major contributors. They are: Bay Club, SPARC, Homer Public Library, Community Recreation and Public Schools, Island and Oceans Center, Kachemak Community Center, Lands' End Resort, and the Homer Senior Center. This list of providers is not all-inclusive, but these and others were used in the evaluation process. Each provides a unique contribution to the Homer community, but a HERC community recreation center would not be a major competitor.

Examples of Regional Community and Recreational Centers

As explained previously, part of the market research effort included a review/survey of the history and current operation of other select, Alaska community and recreation centers. Of the twelve plus communities researched with a population the size of Homer, only two (Homer and Dillingham) did NOT possess a physical, self-contained community/recreation center. As noted in (g) above, some statewide community/recreation centers are successful, while some are less than successful. Of the twelve, three centers were evaluated in some detail: Sterling Community Center, Kenai Boys and Girls Club (formally Kenai Recreation Center), and Seward Recreation Center.

A copy of the survey completed by Sterling, AK is attached to this final report as an appendix.

Economic Impacts

Thriving small communities are economically successful communities for four primary reasons:

- a) Community and environment that encourages entrepreneurship in business and the arts;
- b) Public sector friendly to the private sector;
- c) Processes that facilitates a highly educated workforce; and,
- d) Community that excels in providing a positive quality of life.

Community and recreation are integral parts of (a) and (d) above. Nationwide, community and recreation (com/rec) activities are shown to have positive impacts on communities that embrace it. These opportunities relate to either a renovated 'HERC-1' or 'New-HERC' facility. It should be noted that not all impacts are economic. On a broad scale, community health and wellness are important factors for quality of life in a way that is not fully quantified in dollars.

Community/Recreation Is an Integral Part of a Thriving Community

Members from MAPP presented to the Task Force and reinforced two key principles.

- 1) Community Recreation opportunities and facilities have a direct impact on emotional and physical health, and increase overall resilience for children at risk. Reinforcing resiliency therefore improves the viability of a community as youth age into adulthood.
- 2) Community Services that include childcare helps retain workers, strengthen our workforce and support overall community health.

The Task Force felt the HERC facility currently contributes to a Thriving Community, and can continue to do so.

Three primary HERC-related activities have the potential to positively impact Homer's economy:

- 1) Renovation of the existing HERC-1 or construction of a new HERC building;
- 2) Visitors participating in events offered within and through a HERC building; and,
- 3) Local entrepreneurial endeavors created within or through a HERC building.

This economic assessment is based on the amount of money injected into the economy from sources outside the Homer area. Public/community money recycled within the Homer are not considered in this economic analysis.

Economic Impacts Directly Related to the Actual Construction/Renovation

Use of taxpayers' money to underwrite the construction cost of a renovated or new HERC is not considered as having an immediate positive economic impact. However, obtaining construction funds from sources from entities outside the service area has a positive economic impact. Correspondingly, positive economic benefits are achieved when construction costs are underwritten directly through private sources, or through a public private partnership (PPP).

[Note: Not all construction costs can be directly attributed to economic value. For example, when construction materials are purchased from outside Homer those costs, while part of the original construction cost estimate, are not captured by Homer.]

The economic value for either a renovated HERC-1 or new HERC are:

(a) Renovated HERC-1, assuming construction costs of \$5 Million, the labor to materials ratio is approximately 70%/30%. The economic impact to the community would be positive. This assumes 30% of materials are purchased from outside the community.

(b) \$7.7 Million (using New HERC, assuming construction costs of \$5 Million, and a labor to materials ratio of approximately 50%/50%, the economic impact to the community would be approximately the same as a renovated HERC-1.

From a building construction economic impact basis, there is little difference between renovating the HERC-1 or constructing a new HERC.

Economic Impacts Created By Visitors for Recreational Events

In any economic impact assessment, determining the type and number of "visitors" to a community for an event is prime. A visitor is considered a person from outside the service area who would not normally travel to Homer except to participate in or support an event. The key is to capture visitor data. Unfortunately, very little data has been captured in the past, so comparing the economic impacts of a new or refurbished HERC building can be difficult.

Estimating the economic impact of a renovated or new HERC creates challenges. There are a variety of facilities (Homer High School, existing HERC gym, Homer Middle School, West Homer Elementary School, etc.) where recreational activities currently take place. But there is circumstantial evidence through various nationwide studies to suggest that a renovated or new facility will increase the demand for services offered, increase the number of events provided, or increase the number of visitors from outside the service area. In the case of HERC, it will be a focus for recreation and an identity for the community. Participant visitors will visit because there's a nice place to go and play.

Although not part of this HERC Task Force directive, it is highly recommended that Homer organizations involved in community recreation and arts make a concerted effort to track visitor-related activities which directly impact their contribution to the community's economy. Standardized procedures for collecting data, including a check-list, goes a long way to adding value to grant funding requests.

Economic Impact Example 1: The Kevin Bell Arena (Homer Hockey Association, Inc.)

Construction of the Kevin Bell Arena was completed approximately twelve years ago and is managed/owned by the Homer Hockey Association (HHA). Prior to its construction, hockey enthusiasts played in an open-air hockey rink exposed to the weather or traveled to Kenai. In economic terms, that resulted in a net negative outflow of money wherein Kenai benefited at the expense of Homer.



With the new arena and active marketing, visitors come to Homer. In a recent request for grant funding, the HHA claimed approximately \$600,000 in positive economic value in the year 2016, and approximately \$700,000 in the year 2017. HHA calculated these dollar values by multiplying the total recorded number of visitors by a standard per-diem dollar amount provided by the Homer Chamber of Commerce.

Economic Impact Example 2: Homer Community Recreation Program – “Pickleball”

Little historical visitor data has been captured for recreation and community events in Homer. But, there is one event where some data has been captured: the “End of the Road Pickleball Tournament” last held June 25 through June 29, 2018. The event hosted 62 guests, of which approximately 50 players not from Homer. Early interest in next year’s event, (it’s planned to be an annual event), indicates a 50% increase in participants. Visitor interest indicates Homer could become a major stop on the “pickleball circuit”.

For the 2018 event, it was estimated the average stay in Homer was 2 ½ nights, with an average expenditure per person of \$500, a positive economic impact of approximately \$45,000. Data used was captured from a combination of surveys and estimated expenditures from the pickleball organizing committee. A viable HERC com/rec facility is fundamental to the growth needs of pickleball, the annual pickleball tournament, and an aid to the increased economic well-being of Homer.

Economic Impact Example 3: Homer Community Recreation Program- “Popeye Wrestling”

The Popeye wrestling club is part of the Homer CRP program. It hosts a 2-day tournament annually at the Homer High School. It attracts more than 400 wrestlers from throughout the State, and an estimated 250 adult supporters (parents, grandparents as spectators). Using similar expenditure estimates from the pickleball tournament above (no actual economic/expenditure data was captured by the organizers during the wrestling event), the estimated positive economic impact to Homer is approximately \$125,500.

Economic Impacts Associated With Entrepreneurial Endeavors

Overall, the growth in the national economy has shifted towards the increase in small, entrepreneurial endeavors. Homer is one of those entrepreneurial-driven economies supporting this trend. One of the most positive impacts that entrepreneurs make on an economy is job creation and the reduction of unemployment levels.

Individuals often resort to entrepreneurship for a number of reasons: profiting from a specific market niche, unable to find suitable employment or a means to sustainable income, or having the industry know-how (with the financial resources) to generate income. Assuming two entrepreneurial endeavors per year potentially results in viable businesses employing two people, grossing \$75,000 per year in sales. Five years of activity could yield ten new businesses, employing a total of twenty people, grossing \$750,000 per year in sales, and contributing to the Homer economy.

Michael Illg, Recreation Manager for Homer's Community Recreation Program (CRP) has instituted an ad-hoc program within the CRP to encourage entrepreneurship in a "maker-space" or "incubator" environment. With a HERC building, budding entrepreneurs may be able to use the CRP facilities and services to test their enterprises in a real business environment. The major hurdle for expanding this program is both the cost of providing and the availability of permanent physical space that meets health and safety requirements for these endeavors and a coordinated commitment (including marketing) to promote/manage the program. A permanent home at HERC would go a long way to help growing this program.

In conclusion, Homer largely has the four items that contribute to economically successful communities. (See economic impacts on page 29.) Integral to a successful community, are quality-of-life issues. This attracts entrepreneurial-minded people and keeps others here. This junction of recreation, arts entrepreneurship and quality of life adds jobs to the community.



APPENDIX

The Task Force requested information from six, similar size Alaskan communities. Valdez, Cordova, and Soldotna did not provide information. Kenai, Seward, and Sterling did. Below is the information from the Sterling Community Center to give an idea of the types of information the Task Force considered.



HERC PROJECT
Sample Community and Recreational Facilities
Sterling (Alaska) Community Center

Contacts: Kelly Reilly (Facility Coordinator) 907-262-7224
Deb Debnam, Board Member and Treasurer

Website: www.sterlingcommunityclub.com
<https://www.facebook.com/sterlingakcommunitycenter/>

Type: Recreation and Community Center

Facilities: Gymnasium, Multipurpose room, Weight Room, Commercial Kitchen, Library

Construction: 2013. Originally built to support the needs of children in the community (next door to local elementary school). But currently the major usage is by senior citizens.

Cost to build: \$1.3 million, with many in kind services donated by local businesses. Land was donated.

Activities: Pickle ball, weight room, soccer, basketball, open gym, roller derby, lending library, computer/internet access. Has offered an after school program K-6, \$80/month, but demand varies.

Hours of operation: 11 AM – 6 PM, varies

Population Catchment area: 6,000 people

Funding

Current operations funding sources: Private donations, sponsorships, memberships and in-kind services.

Number of Members: 50

Annual Dues: \$100

Annual Budget: \$80,000 (approximate). Includes the salary of 1 person, liability insurance, utilities.

Annual Revenues: \$60,000

Space available for Rent: Yes

Sponsors: Yes (\$400 to \$2500 per year)

Subsidy: The budget difference is made up from donations (mainly local businesses). But with the recent downturn in the local Sterling/Soldotna economy, donations are becoming harder to obtain.

Legal Organization: Not-for-Profit 501(c)3

Newsletter: Yes

Competition: None in Sterling. Most competition from Soldotna.

Other Notes: The commercial kitchen is a problem, with low usage, and high (relatively) rental fees. No tax base to support the facilities and programs. Board is currently working with senior center to attempt to push for a local service district tax.

ANNOUNCEMENTS
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BOROUGH REPORT
COMMISSION REPORTS



Memorandum

TO: Mayor Castner & Homer City Council
FROM: Councilmember Stroozas
DATE: December 1, 2018
SUBJECT: Alaska Municipal League Conference, Nov. 14-16, 2018

As an attendee of the recent AML Conference in Anchorage, I offer this executive summary regarding the various sessions I attended and knowledge gained by participating in this three-day conference of Alaska municipal officials. As three Homer council members attended we were each able to attend different sessions for greater impact.

Wednesday, November 14

- **State of the State** – this session was a discussion of the economic, social and overall health of Alaska.
 - Alaska Chamber of Commerce – working towards improving medical guidelines that could reduce premiums for workers comp by as much as 20% and working with local chambers to facilitate lower health insurance costs for members.
 - Education Issues – internet connectivity continues to be an issue in many rural areas.
 - Growing State Revenues – surveys point that citizens are not in favor of a state sales tax (51%), not in favor of a state income tax (64%), against the natural gas pipeline (54%) but in support of drilling for oil in ANWR (68%).
- **Climate Change Impacts in Alaska** - a great panel discussion highlighting what is currently being done and what more needs to be accomplished to increase resilience and respond to impacts and opportunities.
 - The current climate action plan may be viewed at Alaska DEC website: www.climatechange.alaska.gov
 - Investigate the use of electric vehicles where they make sense and compressed natural Gas (CNG) for fleet vehicles.
 - Communities prone to sea level, flooding and erosion issues, i.e. Newtok find it to be more economical to relocate versus trying to hold back nature (Newglink River);
 - Rural economic development has a high focus on infrastructure development; i.e. sanitation issues. Western and northern Alaska are commonly affected.
- **Cruise Port Community Update** – southeast communities that host heavy cruise ship traffic shared information regarding the economics;
 - Skagway – 17k passengers daily with a \$5 head tax. Generated \$900k in 2018.
 - Ketchikan – imposes a \$7 head tax. Belief that “over tourism” is becoming an issue from cruisers. Working towards reconfiguring two of their ship berths to accommodate even bigger ships. This is expected to cost \$900k and may be a public/private venture.
 - Haines – no imposed head tax (they share in the \$34.50 state tax that is split among ports of call) and they accommodate 1 ship at a time (Holland America 1 x weekly in season). The local library is an attraction due to FREE internet.

- Juneau – imposes an \$8 head tax with one million passengers in 2017. Working towards building two floating berths with an \$80mm price (50/50 split between a bond and cash). The visibility of emissions from ships has become an issue with residents.

Thursday, November 15

- **Online Sales Tax** – this session discussed questions related to the online retailer Wayfair vs. South Dakota case which leave Alaska municipalities trying to understand and make decisions about online sales taxes. Some interesting facts that make this a great source of revenue is that 15% of holiday sales are online with double digit annual increases. The Wayfair case eliminated the requirement for a physical presence. More info at www.streamlinedsalestax.org
- **State of Alaska Program Briefs** – this session provided highlights from:
 - Alcohol & Marijuana Control Office (AMCO) – Title 4 reform does not address local options. I met briefly with Jedidiah Smith (AMCO local government specialist) to discuss hosting an updated seminar in Homer early in the new year. I am working with the Homer Chamber to host this activity in late January.
 - Elections Update – some interesting stats about voter trends; 6% use paper ballot, 20% use alternate method, 61% vote at poll on election day, 12% early vote, 1% use touch screen.
- **PILT Update** – AML works with the National Association of Counties (NACo) to advocate for full finding of and positive changes to the federal Payment-In-Lieu-of –Taxes (PILT) funding. These payments are paid by feds to local governments that have federal lands within their jurisdictions. They are essentially federal property taxes (Homer has no federal lands within city limits). These funds are paid via the Department of the Interior and calculated on a per acre basis. The federal government own 28% of all land in the nation and only Rhode Island is exempt. PILT funding is critical to many areas and is often used to pay for important services i.e. EMS, education and healthcare. Nationally this fund is about \$500 million annually. The 2018 PILT payment to the Kenai Peninsula Borough is \$3.1 million.
- **AML Joint Insurance Association** – I attended a very comprehensive meeting (via appointment) with Kevin Smith, Executive Director, to discuss City of Homer workers comp and liability insurance premiums as our policy is up for renewal in 2019. He will be attending our city council meeting on December 10 for an open discussion/presentation with full council.

Friday, November 16

- **AML Annual Business Meeting** – attended the annual meeting to elect 2019 Board of Directors and vote on 2019 positions statements, priorities and resolutions.

- end of report -

PUBLIC HEARING(S)

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

**Ordinances 18-44, 18-49(A), 18-50
Resolutions 18-077, 18-078**

A **public hearing** is scheduled for **Monday, December 10, 2018** 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 18-44, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. City Manager.

Resolution 18-077, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees. City Clerk.

Resolution 18-078, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff. City Clerk.

Ordinance 18-49(A), An Ordinance of the City Council of Homer, Alaska, Amending the 2018 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls. City Manager/Port Director.

Ordinance 18-50, An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding Greatland Street, Nelson Avenue, Ronda Street, Father Dean Court, and South Slope Drive as Urban Roads. City Manager/Public Works Director.

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 and Resolutions in entirety, are available for review online at <https://www.cityofhomer-ak.gov/ordinances>, at the Homer City Clerk's Office, and the Homer Public Library. Contact the Clerk's Office at City Hall if you have any questions. 235-3130, Email: clerk@ci.homer.ak.us

Melissa Jacobsen, MMC, City Clerk
Publish: Homer News December 6, 2018
Ad #18-109

CLERK'S AFFIDAVIT OF POSTING

I, Rachel Tussey, Deputy City Clerk for the City of Homer, Alaska, do hereby certify that a copy of the Public Hearing Notice for:

Ordinance 18-44, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. City Manager.

Resolution 18-077, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees. City Clerk.

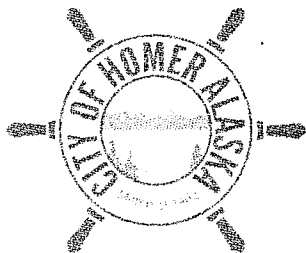
Resolution 18-078, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff. City Clerk.

Ordinance 18-49(A), An Ordinance of the City Council of Homer, Alaska, Amending the 2018 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls. City Manager/Port Director.

Ordinance 18-50, An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding Greatland Street, Nelson Avenue, Ronda Street, Father Dean Court, and South Slope Drive as Urban Roads. City Manager/Public Works Director.

...was distributed to the City of Homer kiosks located at City Clerk's Office, and the Homer Public Library on Friday, November 30, 2018 and posted on the City website on Friday, November 30, 2018.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of said City of Homer this 30th day of November 2018.



Rachel Tussey, Deputy City Clerk I

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-44

An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds.

Sponsor: City Manager

1. Council Regular Meeting October 22, 2018 Introduction
Memorandum 18-114 from Mayor as backup
2. City Council Regular Meeting November 26, 2018 Public Hearing
Memorandum 18-114 from Mayor as backup
Budget Amendment Packet 11-26-18
3. City Council Regular Meeting December 10, 2018 Public Hearing and Second Reading
Approved Budget Amendment Listing

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

City Manager

3
4 **ORDINANCE 18-44(A)**

5
6 AN ORDINANCE OF THE HOMER CITY COUNCIL APPROPRIATING
7 FUNDS FOR THE CALENDAR YEAR 2019 FOR THE GENERAL FUND,
8 THE WATER FUND, THE SEWER FUND, THE PORT/HARBOR FUND,
9 CAPITAL PROJECTS, AND INTERNAL SERVICE FUNDS.

10
11 THE CITY OF HOMER ORDAINS:

12
13 Section 1. Pursuant to the authority of Alaska Statutes Title 29, the following
14 appropriations are made for the calendar year ending December 2019:

15

16	General Fund	\$12,247,111
17	Water Fund	\$ 2,116,651
18	Sewer Fund	\$ 1,772,014
19	Port/Harbor Fund	\$ 4,750,515
20	Capital Projects	<u>\$ 593,024</u>
21		
22	Total Expenditures	\$21,479,315
23		
24	Internal Service Funds	\$2,143,964

25

26 Section 2. The amounts appropriated by this ordinance are appropriated to the objects
27 and purposes stated in the adopted budget.

28
29 Section 3. Grant funds. (a) If grant funds that are received during the fiscal year exceed
30 the amounts of such funds appropriated by this ordinance by not more than \$25,000, the
31 affected appropriation is increased by the amount of the increase in receipts.

32 (b) If grant funds that are received during the fiscal year exceed the amounts
33 appropriated by this ordinance by not more than \$25,000, the appropriation from city funds
34 for the affected program may be reduced by the excess if the reduction is consistent with
35 applicable federal and state statutes.

36 (c) If grant funds that are received during the fiscal year fall short of the amounts
37 appropriated by this ordinance, the affected appropriation is reduced by the amount of the
38 shortfall in receipts.

39
40 Section 4. Donations or charitable contributions. If donations or contributions are
41 received during the fiscal year that exceed the amounts of such funds appropriated by this
42 ordinance by not more than \$5,000, the affected appropriation is increased by the amount of
43 the increase in receipts.

Operating Budget Amendments

PG	Request Name	Sponsor	Amount	Funding Source	Status
	Full Time Building Maintenance position	City Manager	\$83,941	PW Transfers to Reserves	Approved 11/26/18
	Porta potties on Homer Spit Trail	Erickson	\$7,500	Parks Transfers to Reserves	Approved 11/26/18
	0.5% COLA	Lord	\$46,110	GF, W/S, PH Transfers to Reserves	Approved 11/26/18
	Scoping studies	Mayor	\$18,000	Professional Services (see updated budget form attached)	Approved 11/26/18
	Library Books	Lord	\$10,000	Library Transfers to Reserves	Approved 11/26/18

Capital Budget Amendments

PG	Request Name	Sponsor	Amount	Funding Source	Status
	2017 GF surplus to police station	Smith	\$250,000	General Fund Fund Balance	Approved 11/26/18
	RV dump station pay station	Erickson	\$15,000	Water and Sewer Reserves	Approved 11/26/18

**City of Homer
2019 Capital Budget**

2019 Proposed Budget Amendment Form

Fund Name: General Fund

Project Name: Preliminary Planning and Scoping Studies

Account #	Account name	Page #	Increase	Decrease	
100-0100-5990	Transfers to Reserves (Fire Fleet)	49		\$18,000	
100-0100-5210	Professional Services	49	\$18,000		

Rationale:

The \$18,000 would assist in preliminary work with boards, commissions, and staff to flush out some or all of the following planning/scoping in order to be able to fully understand the time, need, resources required and priority level of moving forward with updates or preparations of complete plans/policies.

- An updated Transportation Plan;
- An updated policy directive on signage;
- An Updated Climate Action Plan;
- A Port Services Plan;
- An examination of the trade-offs in modeling a plan for private participation for projects that involve City-owned land or City-owned structures; and
- A general policy concerning the repurposing of City-owned Structures.

Direction by Council, either by memo or resolution, will be required to authorize the expenditure of funds for specific scoping projects.

Requested By: _____
Mayor

Prepared By: _____
Mayor

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 18-077(A)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE HOMER FEE SCHEDULE UNDER LIBRARY FEES,
PUBLIC WORKS FEES, RENAMING CAMPING FEES TO CAMPING
AND PARKS AND AMENDING CAMPING AND PARKS FEES.

WHEREAS, Library fees are amended for Overdue items/Digital Devices, Bill notice/Maximum overdue charge per item, Replacement/repair of items/Lost out-of-print items; and

WHEREAS, Camping Fees is amended to Camping and Parks Fees and fees are amended to a single camping fee and add a pavilion rental fee; and

WHEREAS, Public Works fees are amended for dump station fees.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the Homer Fee Schedule as follows:

LIBRARY FEES

235-3180

(Amended: Resolution 16-109, 14-114, 13-076; Ordinance 05-08; Resolution 15-097(S)(A), 12-006, 04-98(S)(A); 03-87; 99-19(A); 98-86; 97-87)

Overdue Items - 14 day circulation (except digital devices)		\$0.15/day	
7 day and 1 day circulation -		\$1.00/day	
Digital Devices		\$5.00 1.00 /day	
Interlibrary Loans-		\$1.00/day	
2nd overdue notice -		\$1.00/notice	
Bill notice -		\$2.00/notice	
Admin. Fee for Bills Sent to Collection Agency		\$25.00	
Maximum overdue charge per item (except digital devices)			charge \$10.00
Replacement/Repair of items			
	Lost or damaged items: Replacement cost plus \$7.00 processing fee per item		

43 Lost or damaged cases, hang-up bags, etc.: Replacement cost or
44 \$2.00, whichever is greater

45
46 Lost map or inserts - \$10/item
47 Lost out-of print items - \$50/Alaskana **or replacement cost, if higher.**
48 \$40/nonfiction
49 \$35/fiction

50
51 Please Note: To receive a refund on a lost item, patrons must return the item within sixty
52 days of lost status. Refunds of payment for items deemed valuable to the
53 collection and returned after the 60- day period may be made at the discretion
54 of the Director. No refunds will be given for digital devices.

55
56
57 **CAMPING AND PARKS FEES**

58 (The following fees have been set by legislative enactments, Resolutions 16-109, 15-097(S)(A),
59 05-05, 04-98(S)(A), 99-94, 93-35, 91-34; 91-20(S); and 17-086).

60
61 “Campground” means an area owned, controlled, developed and/or maintained by the City,
62 which contains one or more improved campsites or contains adequate area for one or more
63 unimproved campsites.

64
65 “Camping” means:

- 66 1. The erection of, or occupancy of any tent.
67 2. The placing or leaving of any items normally found at a campsite within campsite
68 such as cook stoves, lanterns, sleeping bags or bedding.
69 3. Parking of any camper unit in any area owned or controlled by the City that has
70 been designated a camping area by official signs, in excess of twenty-four hours.

71
72 “Camping Season” means that period of time from April 1 through October 30.

73
74 RV ————— \$ 24/day

75
76 All other camping — \$15/day

77
78 **All camping \$20/day**

79
80 **Pavilion Rental \$25/4 hours**

81
82 All fees inclusive of sales tax.

83
84 **PUBLIC WORKS DEPARTMENT**

85 Administrative - 235-3170

86

87 (The following fees have been set by legislative enactment Resolution 15-097(S)(A), 04-
88 98(S)(A) and 95-1).

89

90 R.V. Station dumping \$~~5-10~~ 15 per dumping

91

92 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 10th day of December,
93 2018.

94

95

96

CITY OF HOMER

97

98

99

KEN CASTNER, MAYOR

100

101

102 ATTEST:

103

104

MELISSA JACOBSEN, MMC, CITY CLERK

105

106

107 Fiscal Note: Revenue amounts not defined in CY2019 budget.



City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us
(p) 907-235-3106
(f) 907-235-3118

Memorandum 18-131

To: Mayor Castner and Homer City Council
From: Parks, Art, Recreation and Culture Advisory Commission
Through: Julie Engebretsen, Deputy City Planner, Matt Steffy, Parks Maintenance Coordinator
Date: November 20, 2018
Subject: Camping, dump station and picnic shelter fees

At the October 25, 2018 PARCAC meeting, the Commission voted to make the following recommendations on the Fee Schedule:

1. \$25 rental fee for exclusive use of picnic shelters (4 hours)
2. \$50 daily rate for picnic shelter reservation. (typically for special events, and rare)
3. Standardize tent camping and RV camping to both be \$20 per day.
4. Dump station fee should be raised from \$5 to \$25

Background

Pavilion Fees: The City of Homer offers multiple pavilions for reservation throughout the year. It is the common practice with most communities that this service comes at a fee. Not simply because of the staff time associated with maintaining the calendar, posting notices, trash removal, etc but because we are granting exclusive use. Anyone can use the pavilions at any time for free, but to get exclusive use (no one else is allowed in the pavilion) should come with a fee. For example, if a person wants to host a family reunion or company event at a shelter and reserve it solely for that use, that would come with a \$25 fee. If it's a nice Saturday and a family wants to BBQ at Hornaday Park, and the shelter is not reserved, that family can use the shelter free of charge, and other families can also use the area.

Some examples of other communities:

Fairbanks: Pavilion Rental up to 4 hours = \$30, Pavilion Rental over 4 hours: \$50
Valdez: \$25 for up to 6 hours, \$10 per hour for each additional
Soldotna: \$31.86 (with tax) for up to 4 hours

Camping fees: Staff recommended, and the Commission agreed, to standardize camping fees. This will save hours of employee administrative time, and should have minimal revenue impact.



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 18-132

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: LIBRARY ADVISORY BOARD

THRU: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: OCTOBER 22, 2018

SUBJECT: LIBRARY FEE SCHEDULE AMENDMENTS

At their October 1, 2018 special meeting, Library Director Dixon proposed the following fee schedule amendments to the Library Advisory Board:

- 1) **Overdue items/Digital Devices – Change to \$1/day.** Reasons: The \$5/day fine was initiated some years ago when e-readers were relatively new, expensive, and we first circulated them. The e-readers and mp3 players we have are now so old they aren't worth much. Nor are they checked out much. The only other digital devices we currently circulate are mini-robots. We have not had any problems with those being returned. Additionally, we've found in general that overdue items are more likely to be returned if the fines are affordable rather than punitive.
- 2) **Bill notice/Maximum overdue charge per item – Delete “(except digital devices)”** to align with above change.
- 3) **Replacement/repair of items/Lost out-of-print items/\$50/Alaskana – Add “or replacement cost, if higher.”** Some Alaskana costs more than \$50 to replace.
- 4) **Replacement/repair of items/Lost out-of-print items – Delete “\$40/nonfiction” and “\$35/fiction.”** These books are routinely charged at replacement cost, which is a more accurate figure.

The board reviewed and approved these changes; below is an excerpt from the special meeting minutes:

B. Fee Schedule Review

There was questions and discussion on the fee schedule and the proposed changes. Library Director Dixon explained how library staff had reviewed their fee schedule and noted some items needing revision, such as:

- *Overdue Items/Digital Devices*
- *Bill Notice/Maximum Overdue Charge per Item*
- *Replacement/Repair of Items for Alaskana Lost Out-of-Print Items*
- *Replacement/Repair of Items for Non-Fiction and Fiction Lost Out-of-Print Items*

FINN/MASSION MOVED TO RECOMMEND TO CITY COUNCIL TO APPROVE THE PROPOSED AMENDMENTS TO THE LIBRARY'S FEE SHCEDULE.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation

Approve the proposed amendments to the Homer Public Library's fee schedule.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 18-078

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
MAINTAINING THE PORT OF HOMER TARIFF NO. 1 AT THE
CURRENT RATES.

WHEREAS, Fees are reviewed annually during the budget cycle; and

WHEREAS, Annual moorage fees are adjusted annually per Resolutions 15-072 and 16-112; and

WHEREAS, It was determined that there are no additional adjustments to the Homer Tariff No. 1.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby maintains the Port of Homer Tariff No. 1 at the current rates.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 10th day of December, 2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-49

An Ordinance of the City Council of Homer, Alaska, Amending the 2019 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 26, 2018 Introduction
2. City Council Regular Meeting December 10, 2018 Public Hearing and Second Reading

CITY OF HOMER
HOMER, ALASKA

City Manager/Port Director

ORDINANCE 18-49(A)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE ~~2019~~ **2018** CAPITAL BUDGET IN THE AMOUNT OF
\$37,298.98 FOR THE PURCHASE OF ESCAPE LADDERS FOR THE
HOMER HARBOR LEASED STALLS .

WHEREAS, The Port and Harbor has been working towards the goal of installing escape ladders in every stall in the harbor which will greatly increase a person's ability to self-rescue from a fall into the harbor; and

WHEREAS, The City Manager has approved this budget request in the draft 2019 budget; and

WHEREAS, Our supplier has supplied a quote that does not include the new federal tariff on steel but voiced concern that the rate will likely go up by as much as 25% after the first of the year potentially increasing our materials cost by \$9,000; and

WHEREAS, Taking advantage of this offer before the new year saves the Port and Harbor reserves dollars that can be used for other beneficial projects; and

WHEREAS, It has been a goal to have escape ladders in every leased stall in the harbor and with this funding the goal will be accomplished; and

WHEREAS, This is a public and employee safety measure.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the ~~2019~~ **2018** Capital Budget to appropriate \$37,298.98 for the purchase of escape ladders for the Homer Harbor Leased Stalls:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
456-0380	Port & Harbor Reserves	\$37,298.98

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2018.

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CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

Introduction:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Katie Koester, City Manager

Holly Wells, Attorney

Date: _____

Date: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Budget 2019**

Requesting Department Port and Harbor Date 8/27/2018

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time _____ Part-time <input type="checkbox"/> Hours Per Year _____ (FINANCE DEPT WILL COMPLETE) 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ Total Personnel Cost _____	<input checked="" type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input type="checkbox"/> Operating Line Item Increase Request Title <u>Escape Ladders</u> Fund Name: <u>Port and Harbor reserves</u> Account Name: _____ Account # <u>456-380</u> Estimated Cost: <u>\$40,000</u>
--	--

Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

We began installing Up and Out safety ladders in all the new annual moorage stalls during our 2015 float project. We choose this particular product after an extensive product search and actual field trial, and found it to be the best all-around ladder for our use. It has been a goal to have escape ladders in every stall in the harbor and with this funding we will be able to accomplish that goal.
 At this time we have not found a ladder that will work for us in the transit areas of the harbor but we are actively searching for solutions.

How is this request necessary for the Department to carry out its mission, or to meet Department goals?

This is a relatively inexpensive safety feature that helps to make the floats safer for everyone.
 Earlier this year I heard from one of our lessees that they had the occasion to use the escape ladder in their stall because of an accidental overboard situation. They reported that the ladder worked quite well and that because the person was able to "self rescue" they were not injured or bruised like what could have happened if others were trying to help them out of the water back onto the float.

Priority of Need: This budget request item ranks # of the department's budget requests.

Requestor's Name: _____ Dept Head Approval _____
 Date _____

City Manager Recommendation: Approved Denied Amended

Comments: _____

Marina Dock Parts, LLC

2919 Wilson Ave
Bellingham, WA 98225

sales@marinadockparts.com

Estimate

Date	Estimate #
10/30/2018	647

Name / Address
City of Homer Ports & Harbor Aaron Glidden 4667 Homer Spit Rd. Ste. #3 Homer, AK 99603

Ship To
City of Homer Ports & Harbors C/O KGS Aaron Glidden 3216 70th Ave. East Fife, WA 98424

P.O. No.	Terms	Due Date	Lead Time	Project	Rep	
	Net 10	2/17/2018	6-8 Weeks		TLT	
Description				Qty	Rate	Total
SW-1224 Up-N-Out Universal Direct Mount Ladder Stainless Steel 4 Step Fits Docks With 24" to 12" Freeboard				22	175.20	3,854.40
SW-1336 Up-N-Out Universal Direct Mount Ladder Stainless Steel 5 Step Fits Docks With 36" to 13" Freeboard				148	199.20	29,481.60
Up-N-Out Universal Direct Mount Sign Plate				170	18.00	3,060.00
NOTE: For Install use 3//8" Lag Bolt with 2 Fender Washers per Lag or 1/2" Lag with Washers can be used as well						
Freight (FOB) Fife, WA 98424 - 2 pallets 1200 lbs. each				1	902.98	902.98
Finance Charges of 2% (24% APR) per month will be added to past due account. With a \$25.00 Minimum.				Subtotal		\$37,298.98
				Sales Tax (0.0%)		\$0.00
Signature _____				Total		\$37,298.98

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-50

An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding Greatland Street, Nelson Avenue, Ronda Street, Father Dean Court, and South Slope Drive as Urban Roads.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting November 26, 2018 Introduction
Memorandum 18-133 from Public Works Superintendent as backup
2. City Council Regular Meeting December 10, 2018 Public Hearing and Second Reading
Memorandum 18-133 from Public Works Superintendent as backup

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

3 City Manager/
4 Public Works Director

5 **ORDINANCE 18-50**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE OFFICIAL ROAD MAINTENANCE MAP OF THE CITY
9 OF HOMER BY ADDING GREATLAND STREET, NELSON AVENUE,
10 RONDA STREET, FATHER DEAN COURT, AND SOUTH SLOPE DRIVE
11 AS URBAN ROADS.
12

13 WHEREAS, The City of Homer has determined that it is necessary to provide minimum
14 standards to regulate design and construction of public streets, roads, and highways within
15 the City of Homer; and
16

17 WHEREAS, Ordinance 85-14, HCC 11.04.055, adopted July 2, 1985 provides appropriate
18 street design and construction standards as well as an official maintenance map to record
19 streets officially accepted for maintenance; and
20

21 WHEREAS, HCC 11.04.055 provides that the City shall not accept maintenance
22 responsibility for any road or street which is not constructed or reconstructed to the adopted
23 standards unless the road is shown on the Official Road Maintenance Map. As amended via
24 Ordinance 02-23(S), adopted June 10, 2002, of the City of Homer; and
25

26 WHEREAS, An additional 4267 lineal feet has been duly inspected, reviewed, approved
27 by the Department of Public Works and recommended for acceptance by the City of Homer as
28 Urban Road.
29

30 NOW THEREFORE, The City of Homer Ordains:
31

32 Section 1: Section 11.04.055 Official Road Maintenance Map adopted is hereby
33 amended per provisions of sections (a) through (e) to include the following additional streets
34 as Urban Road by the City of Homer and recorded as amendment #40 on the New Official Road
35 Maintenance Map adopted: the following mileage calculation is to the nearest hundredth.
36

<u>AmendSubdivision</u>	<u>Roadway Name</u>	<u>Lineal Feet</u>	<u>Mile</u>	<u>Class</u>
37 Chamberlain & Watson	Greatland Street	566	.11	Urban
38 Quiet Creek Park	Nelson Avenue	2630	.50	Urban
39 Quiet Creek Park	Ronda Street	430	.09	Urban
40 Quiet Creek Park	Father Dean Ct.	402	.08	Urban
41 Quiet Creek Park	South Slope Drive	239	.05	Urban
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Section 2: This is a non code ordinance and of a permanent nature.

ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER THIS ___ DAY OF _____,
2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Katie Koester, City Manager

Holly Wells, City Attorney

Date: _____

Date: _____



City of Homer

Dan Gardner, Superintendent

Public Works

3575 Heath Street

Homer, AK 99603

dgardner@ci.homer.ak.us

(p) 907-235-3170

(f) 907-235-3145

MEMORANDUM 18-133

To: Melissa Jacobsen, City Clerk

Through: Carey S. Meyer, PW Director
From: Dan Gardner, PW Superintendent

Date: November 7, 2018

Subject: Street Improvements – Official Road Maintenance Map
Greatland Street
Quiet Creek Park Sub. Streets – Nelson Ave, Ronda St, Father Dean Ct, South Slope Dr

Per Ordinance 17-05 (A-3), Greatland Street Improvements were constructed, and as part of a Subdivision Agreement, road improvements have been constructed for the Quiet Creek Park Subdivision. These road improvements were finished in 2018 and this department has inspected and approved the construction.

The 5 streets are:

- | | | |
|----|-------------------|------------------|
| 1. | Greatland Street | 566 lineal feet |
| 2. | Nelson Avenue | 2630 lineal feet |
| 3. | Ronda Street | 430 lineal feet |
| 4. | Father Dean Court | 402 lineal feet |
| 5. | South Slope Drive | 239 lineal feet |

This is a total of 4267 lineal feet (.81 miles)

In accordance with Ordinance 85-13, Section 12.20.090, and Section 11.20.100, this Department requests that the City Council formally accept the street improvements for operation and maintenance. Upon the Council's approval, please add the additional .81 miles of road to the Official City Road Maintenance Map for year-round maintenance.

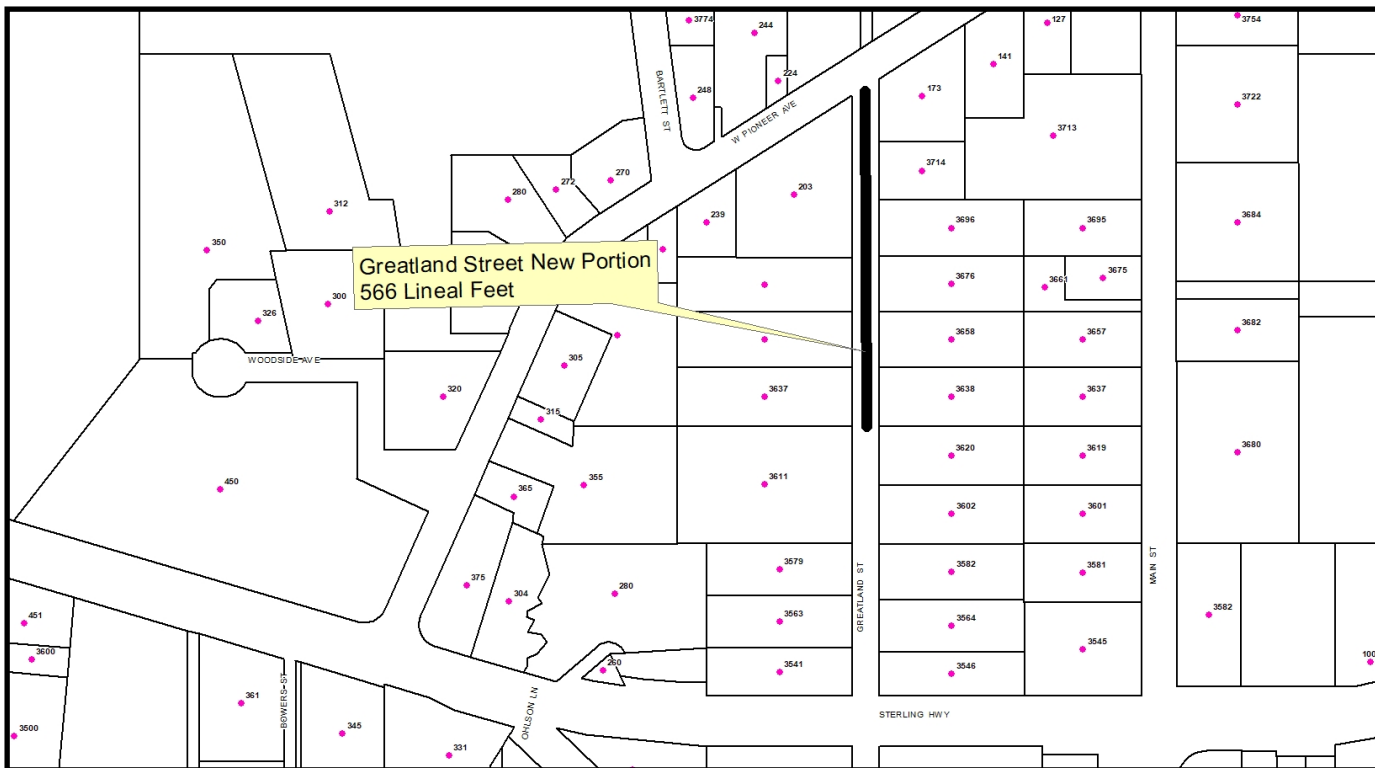
See attached maps for location.

Fiscal Note – Annual maintenance costs for these improvements is estimated to be \$15,650.

C: Carey Meyer, PW Director
Katie Koester, City Manager

Historical Info on Roads Maintained per Equipment Operator:

	<u>Total Miles</u>	<u># of Operators</u>	<u>Miles Per Operator</u>
Roads Maintained 2001	27.14	4	6.8
Roads Maintained After Annexation	40.24	5	8.0
Roads Added Since 2006	7.37		
Roads Currently Maintained	47.61	5	9.53



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 Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: December 5, 2018
SUBJECT: December 10th, 2018 City Manager Report

Earthquake and Tsunami Warning

As you are all well aware, on Friday, November 30th, a 7.2 magnitude Earthquake shook Southcentral Alaska at 8:29am, triggering a tsunami warning at 8:35am. At that time, I reported to the Fire Hall and stood up the Emergency Operation Center (EOC). Representatives from the Hospital and Public Health came, as did City staff assigned to different positions within the EOC and HVFD volunteers. HPD went door to door until the warning was called off at 10:03am. HPD reported a 99% self-evacuation rate as they went door to door and people maintained a calm and orderly demeanor.

The EOC was in contact with our local radios stations with regular updates, both the KWAVE/KPEN and KBBI. We contacted Glacier View Baptist Church and Homer Methodist Church to serve as alternate evacuation points to the high school for residents as area schools were also being evacuated to the High School. Public Health contacted their list of vulnerable populations who might need help evacuating with volunteers standing by to assist. Public Works evacuated all heavy equipment to the parking lot of the high school, per the Emergency Operations Plan (<https://www.cityofhomer-ak.gov/fire/emergency-operations-plan>).

When the “all clear” was given at 10:03am, we communicated this to the media but were unable to issue an all clear over the warning system (an issue we are following up with the Borough about). HPD had to manually trigger the warning sirens at dispatch. Other issues that we will be following up with include: GCI phone lines going down at the EOC as well as the HPD admin line shortly after the evacuation commenced. Lines were back up by the afternoon and at no time was 911 down. I am conducting a Lessons Learned After Action report with local staff and responders and also participating in a borough-wide hotwash between the writing of this report and the Council meeting and will be able to answer more questions then.

After the event, City staff assessed all city facilities and declared them safe shortly after the all clear was given. Port facilities were also inspected and no damage was reported. As of today, there are no leaks detected in the water and sewer treatment systems, however we will be monitoring them closely over the next week or two.

Councilmembers have asked what their role is in an emergency event. Getting accurate information out to the public is the most important piece in the evacuation phase. Thank you for your help spreading the word. Roles of elected officials are included in our Emergency Operations Plan and are specific to the

declaration of a disaster. Having an efficient procedure to make funds available for disaster response is another role of the council and an item the Mayor is committed to looking at. Currently, the City Manager has authority to spend up to \$25,000 but is required to notify Council within 24 hours. Council or the Mayor can call an emergency meeting and an emergency ordinance requires only one reading, nevertheless timing could easily be an issue in an emergency situation. I look forward to working on these ways to improve code for readiness. I am highly motivated with 2 evacuations in less than a 12 month period and will continue to report to you with updates on how we are improving our emergency preparedness and public education.

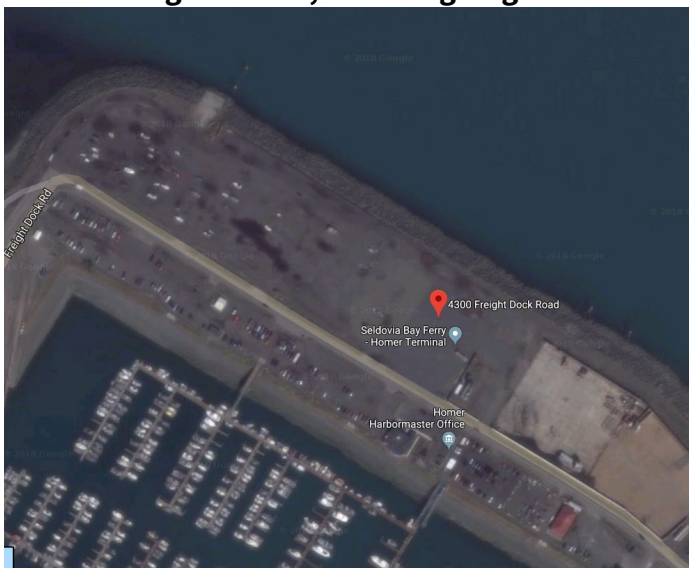
2019 Industry Outlook Forum January 9th in Homer

The Kenai Peninsula Economic Development District (KPEDD) is holding its annual Industry Outlook Forum in Homer this year, January 9th at the Christian Community Church from 8:00 am to 4:00 pm. The Outlook Forum brings business professionals and industry leaders together from around the Kenai Peninsula and the state to discuss key economic factors and industry trends. Topics range widely to give a broad overview, including workforce development, reports from major industries like tourism, health, oil & gas, agriculture and mining, an economic update from the State of Alaska and Borough, and insights from local entrepreneurs among others. The Forum is free and open to the public, but KPEDD does require attendees to RSVP in advance. This is a great opportunity for you to assess conditions and learn about opportunities and challenges to strengthen our economy. I have attached the agenda – please let Melissa know if you plan on coming to all or some of the event. One of the featured speakers in our very own Councilmember Lord on agriculture. I look forward to seeing you there.

Meeting with Set Free Alaska Opioid

Set Free Alaska is an outpatient substance abuse treatment center in Palmer. Located in the Mat-Su Valley, the organization spent time in Homer meeting with the Opioid Task force to share their experiences treating the epidemic in the Mat-Su. While here, Mayor Castner set up a meeting with Set Free Alaska. It was great to hear from an organization that is on the front lines of treatment and providing people in Alaska with hope.

Wireless Edge Towers, LLC Assigning Lease to Wireless Edge II



Wireless Edge Towers, LLC entered into a ground lease agreement with the City of Homer in March of 2017 to use 4300 Freight Dock Road for a cell tower. In section 19 of the current lease, the City of Homer agreed that Wireless Edge Towers, LLC could assign this lease agreement to an affiliate, with an affiliate defined as any person or entity that (directly or indirectly) controls, is controlled by, or under common control with Wireless Edge Towers, LLC.

Under new City code 18.08, the current lease agreement controls in matters of assignment so if it mandates assignment/transfer, Council approval is not required. Staff had Cityscape Consultants, a contractor hired by the City of Homer to review cell

tower company arrangements, review the request for Wireless Ede Towers, LLC to assign their City lease to Wireless Edge II and they saw no issues with this re-assignment request.

Opening up the Slough Adjacent to Mariner Park



In the last couple of weeks, water is standing in the slough adjacent to Mariner Park because the outlet to Kachemak Bay has been closed off by storms and tidal action. This can cause erosion when water ponds in the slough. There is also concern the wildlife habitat in the slough could be damaged if ponding continued over a long period of time.

Public Works has received several calls from adjacent property owners asking when the opening would be re-established. The City has re-

established the outlet at least twice in the last 20 years. The slough and the outlet are located on property owned by the City.

Since this work will require excavation and fill in the tidal area, an Army Corps permit is required. Public Works has obtained the necessary permit and quotes from several local Contractors. The good news is the lowest quote is \$3,400. Nevertheless, this expenditure will run the Parks Department Professional Services line item in the operating budget over since it an infrequent occurrence and there is not enough cushion in that line item to absorb such expenses. Nevertheless, for truth in reporting it is important to code it to the appropriate Division. Although this will result in Parks professional services going over budget, I anticipate that the overall expenses of the Parks Department will remain within budget.

Moving forward at HVFD/ Meeting with Volunteers

Fire Chief Terry Kadel is no longer with the Homer Volunteer Fire Department. In the meantime, Dan Miotke, a seventeen-year veteran within the Department will be the Acting Assistant Chief and will be in charge of operations until an interim Chief is in place to help during the transition. I want to thank Chief Kadel for his service to Homer and wish him the best in his future endeavors.

I met Tuesday, December 4th, with the Fire Department volunteers to solicit feedback on the department's leadership needs and discuss the plan for moving forward. It was a productive conversation and I am grateful for the many members who shared their time and attention.

After gathering feedback from volunteers and staff, the immediate next step will be filling a permanent Assistant Chief position. The City had already been actively recruiting, with the current application period closing December 15th. In the meantime I am soliciting an interim Fire Chief that can work for a temporary time frame to help during the transition period while the City launches a robust national search for a permanent Fire Chief. I am prioritizing casting a wide net and recruiting aggressively for a permanent Chief position that fits the needs of the department and maintains the high level of safety services that our dedicated staff and volunteer corps provides. The volunteers are the heart of the department and this community depends on them for a wide variety of life and property saving services, from emergency medical attention during transport to the hospital at 2:00 am, to putting out a brush fire gone awry. I would like to thank them for their dedication to Homer.

Visit with State Delegation

Senator Gary Stevens will be in Homer Tuesday, December 11th and has requested an audience with City Council to discuss the upcoming legislative session and City of Homer priorities, 4pm in the conference room. This is, of course, an open meeting and the public is welcome to attend. It will be great to be able to give him an update on Police Station and progress on the Large Vessel Harbor Project. I will be working on arranging a similar meeting with Representative-elect Vance to provide an opportunity to share City of Homer priorities, including our Capital Improvement Plan. Please let me know if there are any dates that don't work for you as I try to work around scheduling for the holidays and what I am sure is her busy schedule as she prepares to travel to Juneau.

Senator Gary and Representative-elect Vance will also be jointly meeting Dec. 11th from 5:00pm-7:00pm at Homer Chamber of Commerce and Visitor Center to discuss the legislative priorities for the upcoming session.

Forbes Calls Attention to Homer

A quick mention that Forbes has listed Homer at the "Best Place to Retire in Alaska." Here are the profile highlights they wrote up about our community:

"Beachfront city of 6,000 on the Kenai Peninsula along Alaska's southern coast. Median home price \$280,000. Cost of living 14% above national average. PROS: Surprisingly mild climate, good air quality. High number of physicians per capita. No state income tax, no state estate/inheritance tax. Low serious crime rate. CONS: Tsunami potential, not very walkable. NOTED: Elevation 100 feet. TRIVIA: Named for a gold-mining promoter."
<https://www.forbes.com/places/ak/homer/>

4th Quarter Customer Comment Card Report

We received only five comments this last quarter. They are attached in the following spreadsheet. I want to commend the Departments for their responsiveness to citizen suggestions and concerns.

Enc:

December Employee Anniversaries

Industry Outlook Forum Agenda

4th Quarter Customer Feedback Quarterly Report



City of Homer

www.cityofhomer-ak.gov

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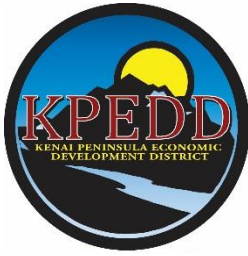
(f) 907-235-3148

Memorandum

TO: Mayor Castner and City Council
FROM: Katie Koester
DATE: December 10, 2018
SUBJECT: December 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 Robl,	Police	34	Years
Bryan Hawkins,	Port	19	Years
Todd Cook,	Public Works	9	Years
Chris Cushman,	Fire	9	Years
Katie Koester,	Admin	7	Years
Sean Perry,	Police	4	Years
Mike Zelinski,	Public Works	4	Years
Peter Alfiche	Port	2	Years



INDUSTRY OUTLOOK FORUM

HOSTED BY

Kenai Peninsula Economic Development District

And Supported By

**Cities and Chambers of Commerce of:
Homer, Seward, Kenai, and Soldotna**

Wednesday, January 9th, 2019 – Christian Community Church in Homer, Alaska

8:15	Registration & Continental Breakfast	45 min
8:45 - 9:00	Welcome – Tim Dillon Pledge of Allegiance	15 min
9:00 – 9:15	Alaska Salt Company <i>Casey & Britni Siekaniec</i>	15 min
9:15 – 9:45	Alaska Travel Industry Association <i>Sarah Leonard, President & CEO</i>	30 min
9:45 – 10:00	KPEDD – Workforce Development Plan <i>Tim Dillon, Executive Director & Caitlin Coreson, Programs Manager</i>	15 min
10:00 – 10:05	Break – Networking Opportunity	5 min
10:05 -10:30	Blue Pipeline <i>Justin Sternberg, Executive Director</i>	15 min
10:30 - 11:00	Hilcorp Alaska <i>Dave Wilkins, Senior Vice President</i>	30 min
11:30 - 11:55	Alaska Stems Farm <i>Rachel Lord</i>	25 min
12:00 – 1:00	Lunch – Featured Speaker: Bay Weld Boats <i>Eric Engebretsen, General Manager</i>	1 hr

1:10 – 1:30	KPEDD Board of Directors <i>Disaster Planning</i>	20 min
1:30 - 2:00	UAA Center for Economic Development <i>Nolan Klouda</i>	30 min
2:00 – 2:20	South Peninsula Hospital <i>Joseph Woodin, CEO</i>	20 min
2:20 – 2:40	Alaska Oil & Gas Association <i>Kara Moriarty, CEO</i>	20 min
2:40 – 2:50	Break – Networking Opportunity	10 min
2:50 – 3:10	Tyonek Native Corporation <i>Leo Barlow, CEO</i>	20 min
3:10 – 3:30	Alaska Gasline Development Corporation <i>Frank Richards, Senior Vice President</i>	20 min
3:30 – 4:00	Alaska Dept. Commerce, Community & Economic Development <i>Alyssa Rodrigues, Development Manager</i>	30 min
4:00 – 4:20	The Pebble Partnership <i>Mark Hamilton, Vice President of External Affairs</i>	20 min
4:20 – 4:30	Wrap – Up Kenai Peninsula Borough <i>Mayor Charlie Pierce</i>	10 min

Customer Feedback Quarterly Report 4th Quarter, 2018

Customer Feedback Quarterly Report 4th Q 2018

DATE	TYPE	CUST COMMENT	Response
Oct-6	Concern	(1) Library toilet running in women's bathroom; (2) outdoor signs tilting in ground; (3) tree limbs being cut; (4) epidemic of mushrooms in Homer, some are growing in the grass on library grounds possibly spread from contaminated fill from the 'Aspen' construction site. Worried they are deadly.	Library Director responded in written email to customer as requested: (1) thanking customer for pointing out the running toilet. Staff is aware that toilet occasionally runs and are able to stop it. (2) maintenance has contacted people in charge of the signs and they should be straightened soon; (3) tree limbs have been trimmed in the past by maintenance. If you see someone actively damaging trees please let us know immediately; (4) Wet weather this fall allows mushrooms to grow. Mowing the grass will knock down some of the mushrooms. Staff does not have time to identify all mushrooms on the grounds, but there are mushroom identification books if customer is interested.
Oct-10	Suggestion	Homer Harbor look into Hughes Network offering WiFi so we can have our security cameras recording and letting us know if there are trespassers on our boats in real time.	Harbormaster responded after speaking with I.T. A few years ago Harbor tried to have high speed internet installed and found it problematic and expensive to own, operate and maintain. In the end, Harbor found that folks were opting to use their own data plan rather than bother with the harbor wifi and we just weren't seeing much use or call for further investment.
Oct-25	Suggestion	Get HEA to improve the curb appeal around their entire fenced yard.	Comment forwarded to Planning Department for follow-up.
Nov-4	Suggestion	Should have coffee & doughnuts	No response to customer as it was anonymous and no Department specified.
Nov-6	Concern	There are several smashed utility equipment through Homer. Take pictures of them and send them to HEA ASAP so they will fix it.	Communications Coordinator responded to customer in written email as requested: Communications Coordinator reached out to GCI as the dented utility box in ROW on Kachemak Way near City Hall appeared to be for phone service. They will send a crew to see if anything needs to be done. Customer was encouraged to reach out to appropriate utility companies about other specific utility box damage.

DATE	TYPE	CUST COMMENT	Response

COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

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

