



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

Agenda Changes/Supplemental Packet

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: JULY 22, 2019
SUBJECT: AGENDA CHANGES AND SUPPLEMENTAL PACKET

Worksession

Ordinance 19-23(S), An Ordinance of the City Council of Homer, Alaska, Repealing and Reenacting Homer City Code Title 14 to be Entitled "Homer Public Utility Systems" and Homer City Code Title 17 to be Entitled "Public Assessments" to: 1) Consolidate Water and Sewer System Regulations and Rates; 2) Update Definitions and Common Terms; and 3) Create Uniformity between Service and Assessment Practices and Repealing Homer City Code Chapters 9.08, 13.24 and 13.28 to Relocate Utility Construction Practices and Fees from Homer City Code 13.24 and Homer City Code 13.28 into Titles 14 and 17 and Move Homer City Code 9.08 to Homer City Code 17.03 and Update Assessment Lien Enforcement Provisions to Incorporate State Law Requirements.
Lord/Stroozas

Written public comment

Page 3

Consent Agenda

Ordinance 19-38, An Ordinance of the City Council of Homer, Alaska, Amending the FY 2019 Operating and Capital Budgets to Provide for Necessary Mid-Year Adjustments by Appropriating and Transferring funds from the General and Water Sewer Funds. City Manager/Finance Director.

Memorandum 19-099 from Finance Director and Mid-Year Department Requests as backup. Page 5

Ordinances

Ordinance 19-37, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Chapter 2.08, Section 2.08.040(h) Quorum-Voting to Require the Mayor to Vote in the Case of a Tie. Lord.

Memorandum 19-096 from City Manager as backup

Page 19

Pending Business

Ordinance 19-32(S), An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 2.72 Advisory Planning Commission; Homer City Code 11.12.010 Street Address Assignment Plan Adopted; Homer City Code 21.03.040 Definitions Used in Zoning; and Homer City Code 22.10.040 Applicable and Exempted Subdivisions to Change the Name of the Advisory Planning Commission to the Planning Commission Throughout. Mayor.

Memorandum 19-100 from Deputy City Clerk as backup

Page 23

New Business

Memorandum 19-098 from City Clerk Re: Request for Homer City Council to Veto Kenai Peninsula Borough Approval of the vacation of a 10 ft. wide drainage easement on Lot 24-A, AA Mattox Peggi's Addition (Plat HM 99-64); within Section 17, Township 6 South, Range 13 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough KPB File 2019-048V.

Follow up information from City Attorney.

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August 12, 2019

1/2

TO: Councilmember Lord
Councilmember Stroozas

FROM: Gary Trieweiler
gtrieweiler@gmail.com
907-299-0085

RE: Title 14 and 17 re-write

For the past few months we have been pursuing avenues to obtain city water on our property and have been shut down by the City of Homer at every turn. Mostly due to the Resolution 16-074 placing a moratorium on any new Special Assessment Districts. I believe that the HAWSP fund is now at the threshold established in the resolution to lift the moratorium and urge the Council to do so.

Concerning the Title 14 and 17 re-write I would like to offer the following observation for your consideration.

The existing SID guidelines offer a 25% cost sharing by the City of Homer with the property owners for new waterline extensions.

During my research on options for obtaining city water services I came across Chapter 17.16 which essentially states that if the property owners install their own waterline extensions, to city standards, the City of Homer shall pay the entire cost for materials, which according to some contractors would be in the neighborhood of 25% of the total cost. When I have asked about this chapter, numerous city officials have stated that they have never seen this chapter used in the past and it is obsolete and will be written out of the code in the Title 14 and 17 re-write.

I would urge you to leave this chapter, or something similar, in the re-write and provide funding for this option from the HAWSP fund.

I have spent a considerable amount of time researching costs and options for a waterline extension in our neighborhood and have discovered the following which leads me to the conclusion that the City of Homer and property owners would benefit from this option for obtaining waterline extensions.

In our neighborhood we are looking at a 1,250' waterline extension and have come to the following conclusion.

- Form an SID with City of Homer 25% cost sharing and administration.
- Cost of extension approx \$162,500
- Cost to City of Homer (25%) \$40,625 plus cost of administration of assessment and loan costs
- Cost to property owners \$121,875

My proposal by using something like Chapter 17.16 with either the City of Homer paying for materials or 25% of the cost of construction (which is being done with the existing SIDs)

- If the property owners install and pay for the waterline extension on their own the cost of construction would be lower because the contractors would not have to deal as much with city paperwork and administration and Title 36 wages.
- Cost of extension approx \$125,000
- Cost to City of Homer (25%) \$31,250 and NO cost of administration of assessment and loan costs.
- Cost to property owners \$93,750

In summary, as you can see, everyone saves costs when the property owners take on the cost of construction on their own. I do not have any estimates on how often an owner financed project would be used in place of an SID but I do know in our situation, after talking to all or our neighbors, it would be seriously be considered.

I think it would be beneficial to everyone involved of the option was available.

Thank you for your consideration.

END



City of Homer

www.cityofhomer-ak.gov

Finance Department

491 East Pioneer Avenue
Homer, Alaska 99603

finance@cityofhomer-ak.gov

(p) 907-235-8121

(f) 907-235-3140

Memorandum 19-099

TO: Mayor Castner and Homer City Council
THROUGH: Katie Koester, City Manager
FROM: Elizabeth Walton, Finance Director
DATE: August 7, 2019
SUBJECT: 2019 Mid-Year Budget Amendments

The purpose of this memo is to provide additional discussion on the proposed 2019 mid-year budget adjustments.

Based on policy perspective, management decided to allow certain line items to nominally run over the budgeted amount. We are pushing truth in reporting (transparency) and making sure that the budgeted amounts are in line with actual costs, so therefore we would rather a department go over in a line item than “hide” those costs in another line to stay within budget. These overruns are offset with an expected underage in another line item within the same “department” budget. Thus, there was no need to include these requests in the budget amendment ordinance. These overruns are detailed below:

- Police Administration (100-0160):
 - **Request Language:** The Police Department hired a new police officer this year that had to attend the police academy in Sitka. In years past all academy training was paid for by the Alaska Police Standards Council. The council can no longer afford to pay any academy training costs. The cost for sending one officer to the academy is approximately \$15,000 which is over half of our approved employee training budget. Despite reducing employee training to help offset the academy costs we still have other training needs and requirements to fill this year. We are requesting to transfer \$8,000 from 100.0163.5101, (Wages-Regular), to 100.0160.5603, (Employee Training), to adequately cover our police officer training costs. The funds in our budget line item for wages are available due to a police officer position being vacant for several months.
 - **Administration Decision:** Due to the size of this request being within City Manager authority, administration felt it more appropriate to overrun the Training line item and come in under budget in the Regular Wages line. Overall, the Police Administration budget will remain within the adopted amount.

- Public Works – Motor Pool (100-0176):
 - **Request Language:** The Fire Department vehicles have had to have some extra attention in 2019. Outside personnel was brought in to do some of the additional work early in the year to get some equipment fully operational. And, a large purchase was just made to get Engine 4 operational. This was a purchase of a \$5,500 turbo so that the engine could operate as required to function the pumps. This purchase will exceed the budget line item by about \$300. Requesting an adjustment of \$5,900 will provide 38% of the normal budget with approximately 42% of the year remaining.
 - **Administration Decision:** Due to the size of this request being within City Manager authority, administration felt it more appropriate to overrun the Fire Motor Fuel line item and stay within the overall bounds approved in the Motor Pool adopted budget.

- Port and Harbor – Harbor Maintenance (400-0611):
 - **Request Language:** 400-0611-5207 is a combined expense account for all the port and harbor rolling stock. Early in 2019 we had to replace the engine in patrol truck 429 and the cost overrun in the port maintenance-vehicle boat maintenance account is due to that unexpected engine failure. This reimbursement should come from the port and harbor fleet reserves 452-0374 account. The requested additional funding totaled \$9,000.
 - **Administration Decision:** Due to the size of this request being within City Manager authority, administration felt it more appropriate to overrun the Vehicle/Boat Maintenance line item and stay within the overall bounds approved in the Harbor Maintenance adopted budget.

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Library Date 8/1/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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>Library Security Cameras Replacement</u> *Additional Funding* _____ Fund Name: <u>General Fund</u> Account Name: <u>Library Depreciation</u> Account # <u>156-0390</u> Estimated Cost: <u>\$10,000</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

The library has 12 security cameras which monitor the outside of the building and several indoor areas that are difficult to see from the front desk. The recordings can be used to obtain information about theft, vandalism and other infractions of the law. The camera feeds are visible from the front desk and from the police station, with recordings viewable for 7-10 days.

The cameras are well past their designed lifespan. Of the twelve, only four work at all, and those are erratic. The manufacturer no longer makes the parts, the cables or the cameras themselves. The maintenance department has been unable to service the equipment for some time.

In a mid-year budget adjustment for 2018, the former Library Director requested \$20,000 to fund replacement for the cameras. The \$20,000 was approved but the work was never carried out due to trade conflicts with China. (The original bid would have used Chinese-made equipment, which is no longer allowed.) The IT Director now estimates the total replacement cost at up to \$30,000. This estimate is based on 12 new cameras at \$1,700 each, plus 9 new licenses at \$200 each, plus labor and installation costs.

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

The cameras are needed for the safety of the staff and public, as well as the protection of the library building and assets.

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

Requestor's Name: Dave Berry Dept Head Approval Dave Berry
 Date 8/1/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Fire Department Date 8/1/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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>Purchase Command Vehicle</u> <hr/> Fund Name: <u>General Fund</u> <hr/> Account Name: <u>Fire Fleet Reserves</u> <hr/> Account # <u>152-0381</u> <hr/> Estimated Cost: <u><u>\$75,000</u></u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

The fire department is requesting the purchase of a new Command Vehicle at the cost of 75,000. At this time the fire department does not have a vehicle suitable to safely or affectively provide command and control of emergency scenes. The two recent mass casualty events, plane crash and capsized boat made that abundantly clear to us. In order to mitigate those risks, the command staff will need to have the appropriately equipped response vehicles. The vehicle requested would be a 3/4 ton pickup with a canopy to cover the bed and a command module installed in the bed. there would also be additional radios in the back for the purpose of providing adequate communications on multiple frequencies. This vehicle would need to be equipped with sufficient emergency lighting to provide a safe work environment while working on roadways, auxiliary work lighting for times of darkness and It would need to have an inverter to provide 110 Volt power. We would also have a snow plow included with this vehicle so that we could maintain our own parking lot with the hopes of saving money annually by eliminating the need to contract that service. This project is phase one of two in bringing a much needed command structure to the daily operations of the Homer fire Department. Soon, we will have 3 Chief officers that will be required to participate in a rotational on call status. This will assure that during emergencies we are providing the citizens of Homer with a command officer with as much consistency as possible.

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

This line item increase should keep the budget from over running at the end of the year.

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

Requestor's Name: Mark Kirko Dept Head Approval Mark Kirko
 Date 8/1/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Fire Department Date 8/2/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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>Command Vehicle conversion of Utility 2</u> <hr/> Fund Name: <u>General Fund</u> <hr/> Account Name: <u>Fire Fleet Reserves</u> <hr/> Account # <u>152-0381</u> <hr/> Estimated Cost: <u><u>\$10,500</u></u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

This request would be to repurpose the use of Utility 2 and make it suitable to be one of the two command units required by the department for the purpose of providing Incident Command during emergency calls. This vehicle does not have a command module or radios to handle the basic functions of incident command. We would also need to add some additional lighting and power supplies to the rear cargo area where the IC would work from.

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

The fire department is requesting the funding to repurpose our existing "Utility -2 vehicle" and convert it in to a Command Vehicle. This would be phase two of two in acquiring command vehicles for assuring adequate command presence at emergencies. This will assure that we are providing a proper response to the community on a routine basis.

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

Requestor's Name: Mark Kirko Dept Head Approval Mark Kirko
 Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works

Date 7/29/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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>Design for Airport Terminal Roof Replacement</u> <hr/> Fund Name: <u>General Fund</u> <hr/> Account Name: <u>Airport Depreciation</u> <hr/> Account # <u>156-0388</u> <hr/> Estimated Cost: <u><u>\$23,000</u></u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

The shingle roof and the four small flat membrane roofs at the Homer Airport Terminal are 28 years old. For several years, multiple sections of shingles have had to be replaced after heavy winds or storms. Adjacent shingles to the repair areas have shown to be loose. Nails can be lifted out by hand. This roof has been on the radar for replacement and is now at a place where it should be replaced ASAP. Funds are being requested for 2019 midyear for bid-ready specs for replacement in 2020. Replacement will include all shingles and membrane roofing, perimeter flashing and gutters, and all other roof penetration flashings and ridge venting structures.

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

This replacement is necessary to protect the terminal building and it's contents. Obtaining the design and specs in 2019 will allow for bidding the project early in 2020.

Priority of Need: This budget request item ranks # 1 of the department's 6 budget requests.

Requestor's Name: Dan Gardner Dept Head Approval Carey Meyer
 Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/2/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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 type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input checked="" type="checkbox"/> Operating Line Item Increase Request Title <u>Motor Pool Vehicle Maintenance</u> <hr/> Fund Name: <u>General Fund - Motor Pool</u> <hr/> Account Name: <u>Vehicle/Boat Maintenance</u> <hr/> Account # <u>100.0176.5207</u> <hr/> Estimated Cost: <u>\$40,000</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

The vehicle/boat maintenance line item covers all equipment and vehicle maintenance costs. Historically, the budgeted \$200,000 generally covers the needs. In 2016, actual expenditures were \$180,712, 2017 was \$232,763, and 2018 was \$191,598. In 2019, we have spent \$160,000 of the \$200,000 by the middle of July and it is unlikely that the remaining \$40,000 will take us through the remaining half of a year. Some of the out of ordinary expenses are \$15,540 for new loader chains (replaced every 5 to 6 years), \$6200 for sander truck transmission, \$15,500 for loader tires, and \$13,800 for various grader repairs (circle repair, wing repair, track repair). These few items alone total \$51,040 and were not built into the budget line item. Based on the fact that we overrun this line in 2017 and continue to push the limits of this line item, having aging equipment, and because costs on everything continue to rise, it is likely that this item will have to be increased in future budgets, as well as needing increased in this 2019 budget.

Also a part of this budget request is for repair of the 410 John Deere backhoe bucket, which is used to load every bit of sand into sanding trucks, move items around the yard, and is used for excavation of some water/sewer line repairs and other types of excavation. John Deere no longer provides a bucket for the 410 so the City is repairing the current one now, with this piece of equipment scheduled for replacement in 2020.

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

Making this \$40,000 adjustment should allow this line item to not overrun by the end of 2019. This, of course, is dependent upon whether there are any major breakdowns to equipment.

Priority of Need: This budget request item ranks # 2 of the department's 6 budget requests.

Requestor's Name: Dan Gardner Dept Head Approval Carey Meyer
 Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/2/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> 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>Inventory Replacement</u> Fund Name: <u>General Fund</u> Account Name: <u>Public Works Depreciation</u> Account # <u>156-0395</u> Estimated Cost: <u>\$6,300</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

We are in need of replacing all of our barricades and some traffic cones/candlesticks, and replace some very aged and faded traffic/construction signs. The barricades are at least 28 years old. We are requesting an increase to purchase these items (approximately 30 barricades, 100 cones, 25 candlesticks, 6 construction signs).

The City will be partnering with the Homer Chamber of Commerce to purchase additional traffic cones and safety vests for future community events.

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

This will allow us to be better prepared for things such as mainline breaks and other roadside maintenance.

Priority of Need: This budget request item ranks # 3 of the department's 6 budget requests.

Requestor's Name: Dan Gardner Dept Head Approval Carey Meyer
 Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/1/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____	<input checked="" type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) Request Title <u>Replacement of GIS field data collection equipment</u> Fund Name: <u>1/3 PW Reserve; 1/3 Water Reserve; 1/3 Sewer Reserve</u> Account Name: <u>PW Reserve, Water Reserve, Sewer Reserve</u> Account # <u>156-0395; 256-0378; 256-0379</u> Estimated Cost: <u>\$20,450</u>	<input type="checkbox"/> Operating Line Item Increase
(FINANCE DEPT WILL COMPLETE)		
5101 Permanent Employees _____		
5102 Fringe Benefits _____		
5103 P/T Employees _____		
5104 Fringe Benefits P/T _____		
5105 Overtime _____		
Total Personnel Cost _____		

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

Public Works obtained GIS (Global Information System) field data collection equipment in 2004 through a ADEC grant that funded the creation of the Water/Sewer Master Plan and water/sewer computer models. This equipment gave us the ability to collect horizontal and vertical information on our water and sewer system (valves, manholes, PRV stations) and import this into and create our GIS system as well as show the City "where to dig." This equipment is now obsolete and is not worthy of repair. This capability continues to be essential to update the GIS system as infrastructure is extended. This capability has proven to also be valuable as we update GIS mapping of roads and storm drain infrastructure. Roughly one-third of the costs associated with this project are to cover a consulting package, which will provide the City with the set up of the system, integrate the new system with what the City currently has, and update the City's current GIS to best management practices. The remaining two-thirds of the cost covers replacing hardware that was purchased used in 2004. Doing this work now means the City will have the system ready to go before the snow hits.

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

Managing the City's infrastructure in electronic format brings tremendous efficiencies to the City staff as it relates to maintenance and operations, understanding the implications of expansion, and meeting regulatory requirements. The GIS system also provides mapping that provides usable and understandable information to the public about the infrastructure they own. Our existing equipment was marginal at best and failed six months ago- replacement is necessary now to allow effective Public Works operations. Per the IT Director, knowing where to dig can save the City enough money to cover this entire project.

Priority of Need: This budget request item ranks # 4 of the department's 6 budget requests.

Requestor's Name: Aaron Yeaton Dept Head Approval Carey Meyer
Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/2/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____	<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>Airport Security Cameras</u> *Additional Funding* _____ Fund Name: <u>General Fund</u> Account Name: <u>Airport Depreciation</u> Account # <u>156-0388</u> Estimated Cost: <u>\$10,000</u>
(FINANCE DEPT WILL COMPLETE) 5101 Permanent Employees _____ 5102 Fringe Benefits _____ 5103 P/T Employees _____ 5104 Fringe Benefits P/T _____ 5105 Overtime _____ Total Personnel Cost _____	

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

In 2019, the project was approved for \$20,000 in funding for this project but the work was never carried out due to trade conflicts with China. (The original bid would have used Chinese-made equipment, which is no longer allowed.) The IT Director now estimates the total replacement cost at up to \$30,000.

The cameras are well past their designed lifespan. The manufacturer no longer makes the parts, the cables or the cameras themselves. The maintenance department has been unable to service the equipment for some time.

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

The cameras are needed for the safety of the staff and public, as well as the protection of the airport terminal building and assets.

Priority of Need: This budget request item ranks # 5 of the department's 6 budget requests.

Requestor's Name: Dan Gardner Dept Head Approval Carey Meyer
 Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/1/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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>Inventory Adjustment - Policy Change</u> <hr/> Fund Name: <u>General Fund</u> <hr/> Account Name: <u>Public Works Depreciation</u> <hr/> Account # <u>156-0395</u> <hr/> Estimated Cost: <u>\$12,526</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

During the recent financial audit, it was collectively decided to switch from a consumption method to a purchase method for roads supplies such as sign posts, culverts, storm drain manhole lids, etc. In order to make this switch, the existing inventory supplies (purchased with an inventory account rather than the budget line item for roads) need to be "purchased" and paid to the inventory account where they were originally purchased. Once this is completed, future purchases of the referenced items will be paid from the various roads operating supplies line item in the operating budget.

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

This change will simplify accounting of the supplies for roads and avoid surprises at the end of the year when final inventory accounting takes place. All of the referenced items will continue to be "inventoried" by the department in the MP2 maintenance software.

Priority of Need: This budget request item ranks # 6 of the department's 6 budget requests.

Requestor's Name: Dan Gardner Dept Head Approval Carey Meyer
 Date 8/1/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/1/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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>STP HVAC Controls Upgrade and System Balancing</u> <hr/> Fund Name: <u>Sewer Reserve Fund</u> <hr/> Account Name: <u>Sewer Reserves</u> <hr/> Account # <u>256-0379</u> <hr/> Estimated Cost: <u>\$83,500</u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

Funds will be used to upgrade 27 year old HVAC control system, ducting, and supply fans so the system can be balanced for the most efficient operation possible. Most of the control system (thermostats, dampers, etc.) is not operational and parts are obsolete making it impossible to repair. Ducting is undersized to meet today's standards. With out properly working controls and ducts the new HVAC system can not be properly balanced. With out properly working controls and ducts the new HVAC system can not be balanced correctly to maintain for proper air exchanges in the facility. Reduced air quality can be hazardous for operators working in the plant and cause farther damage to the building. Performing this work now would inssure the the HVAC system is working properly before winter.

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

This request will complete the STP HVAC upgrade. It will bring the HVAC system up to current OSHA standards for air exchanges in a Waste Treatment Facility.

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

Requestor's Name: Todd Cook Dept Head Approval Carey Meyer
 Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/6/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____ <hr/> (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>1/2 Ton Pick-Up with Flat Bed</u> <hr/> Fund Name: <u>Water/Sewer Reserve</u> <hr/> Account Name: <u>Water/Sewer Reserves</u> <hr/> Account # <u>256-0378/256-0379</u> <hr/> Estimated Cost: <u><u>\$33,000</u></u>
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Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

Funds would be used to replace a 1996 1/2 ton pick-up truck with flat bed. This truck is used to haul parts and fittings to various job sites. This is one of the oldest trucks in the fleet, which means it is requiring more maintenance. The body and under carriage are very corroded.

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

Trucks like the 1/2 ton pick-up transport crew members, tools and parts to various job sites (ie. lift stations and pressure reducing stations) where a majority of Public Works tasks are performed.

Priority of Need: This budget request item ranks # 2 of the department's 3 budget requests.

Requestor's Name: Todd Cook Dept Head Approval Carey Meyer
 Date 8/6/2019

City Manager Recommendation: Approved Denied Amended

Comments: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Mid-Year 2019**

Requesting Department Public Works Date 8/1/2019

<input type="checkbox"/> Request for Additional Personnel: Position Title _____ Salary Range & Step _____ Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Hours Per Year _____	<input type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more) <input checked="" type="checkbox"/> Operating Line Item Increase
	Request Title <u>System Wide Meter Head Replacement</u>
	Fund Name: <u>Water Fund</u>
	Account Name: <u>Water Meters - Operating Supplies</u>
	Account # <u>200-0406-5202</u>
	Estimated Cost: <u>\$35,000</u>
(FINANCE DEPT WILL COMPLETE)	
5101 Permanent Employees _____	
5102 Fringe Benefits _____	
5103 P/T Employees _____	
5104 Fringe Benefits P/T _____	
5105 Overtime _____	
Total Personnel Cost _____	

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

The system wide meterhaed change out was orginally set up to replace all meterheads in a 5 year period. Due to software and scheduling issues with Badger, the installation of new meterheads is a year behind. These funds would be used to install inventory we currently have on hand to put us back on schedule to complete this project.

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

New meter heads read customer usage more accurately allowing the City to bill correctly and account for water produced.

Priority of Need: This budget request item ranks # 3 of the department's 3 budget requests.

Requestor's Name: Todd Cook Dept Head Approval Carey Meyer
Date 8/2/2019

City Manager Recommendation: Approved Denied Amended

Comments:



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 19-096

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: August 12, 2019
SUBJECT: Mayoral Voting Procedures

This summary is in response to inquiries made by Homer City Council members regarding the Mayor's voting procedures according to the State of Alaska and three other First Class municipalities.

Per the State of Alaska's 2017 "A Primer for City Council Members" publication:

QUORUM

A quorum is the minimum number of council members required to conduct business. For municipal governing bodies, state law defines a quorum as "a majority of the total membership of the council" [AS 29.20.160(c)]. In first and second class cities, the majority is always four members or more. In second class cities, the mayor is elected as a council member. In first class cities, the mayor is elected separately; he or she is not considered a member of the council, and is not counted as part of the quorum. A member who is disqualified from voting is considered present for purposes of a quorum. If a quorum is not present, any number of the members present may recess or adjourn the meeting to a later date. Formal actions of the council must be adopted by a majority of the full membership, never by a majority of the quorum. If only four members (a quorum) are present at a meeting, all four members must vote in favor of a motion in order for that motion to pass: if any one of the four members votes against the motion, it fails. For this reason, it is highly recommended that sensitive, complex, or difficult matters should be brought up for a vote only when all the members are present.

Per Alaska State Statute:

Sec. 29.20.250. Powers and duties of mayor.

(a) If a municipality has not adopted a manager plan of government, the mayor is the chief administrator and the mayor has the same powers and duties as those of a manager under [AS 29.20.500](#).

(b) The mayor may take part in the discussion of a matter before the governing body. The mayor may not vote, except that the mayor of a first class city or the mayor of a borough with a manager form of government may vote in the case of a tie. The mayor of a second class city, as a council member, may vote on all matters.

Sec. 29.20.160. Procedures of governing bodies.

(a) The assembly shall elect from among its members a presiding officer and a deputy presiding officer to serve at the pleasure of the members, except that in a borough that has adopted a manager form of government under AS 29.20.460 — 29.20.510 the mayor serves as presiding officer. In a city the mayor serves as presiding officer. If the presiding officer is not present or if the presiding officer is personally disqualified, the deputy presiding officer shall preside.

(b) A governing body shall hold at least one regular meeting each month unless otherwise provided by ordinance. If a majority of the members are given at least 24 hours oral or written notice and reasonable efforts are made to notify all members, a special meeting of the governing body may be held at the call of the presiding officer or at least one-third of the members. A special meeting may be conducted with less than 24 hours notice if all members are present or if absent members have waived in writing the required notice. Waiver of notice can be made before or after the special meeting is held. A waiver of notice shall be made a part of the journal for the meeting.

(c) A majority of the total membership of a governing body authorized by law constitutes a quorum. A member disqualified by law from voting on a question may be considered present for purposes of constituting a quorum. In the absence of a quorum any number of members may recess or adjourn the meeting to a later date.

(d) Actions of a governing body are adopted by a majority of the total membership of the body. Each member present shall vote on every question, unless required to abstain from voting on a question by law. The final vote of each member on each ordinance, resolution, or substantive motion shall be recorded “yes” or “no”, except that if the vote is unanimous it may be recorded “unanimous”.

(e) A governing body shall maintain a journal of its official proceedings that shall be a public record.

(f) To the extent otherwise permitted by law, a governing body may determine by ordinance its own rules of procedure and order of business.

Per the City of Wasilla Municipal Code:

2.16.020 Power and duties of mayor.

A. The mayor is the chief administrator of the city, has the same powers and duties as those of a manager under AS 29.20.500, and shall:

1. Preside at council meetings. The mayor may take part in the discussion of matters before the council, but may not vote, except that the mayor may vote in the case of a tie;
2. Act as ceremonial head of the city;
3. Sign documents on behalf of the city;
4. Appoint, suspend or remove city employees and administrative officials, except as provided otherwise in AS 29 and the Wasilla Municipal Code;
5. Supervise the enforcement of city law and carry out the directives of the city council;
6. Prepare and submit an annual budget and capital improvement program for consideration by the council, and execute the budget and capital program as adopted;
7. Make monthly financial reports and other reports on city finances and operations as required by the council;
8. Exercise legal custody over all real and personal property of the city;
9. Perform other duties required by law or by the council; and
10. Serve as personnel officer, unless the council authorizes the mayor to appoint a personnel officer.

Per the City of Nome Municipal Code:

2.20.010 Powers and duties.

(a) The executive power of the city is vested in the mayor. Except as provided in subsection (a)(2) of this section, the mayor may veto an ordinance, resolution, motion, or other action of the city council, and may strike or reduce appropriation items.

(1) A veto must be exercised before the next regular meeting of the city council and must be accompanied by a written explanation of the reasons for the veto. A veto may be overridden by vote of two-thirds of the authorized membership of the governing body within twenty-one days following exercise of the veto, or at the next regular meeting, whichever is later.

(2) The veto does not extend to appropriation items in a school budget ordinance; actions of the city council sitting as the board of equalization or the board of adjustment; adoption or repeal of a manager plan of government; and any ordinance adopted under AS 04.11.498.

(b) The mayor shall preside at meetings of the city council. The mayor may take part in the discussion of a matter before the city council, but may not vote except in the case of a tie.

(c) The mayor acts as ceremonial head of the city government, executes official documents on authorization of the city council, and is responsible for additional duties and powers prescribed by Alaska law. (Ord. O-93-6-6 § 1 (part), 1994)

2.15.070 Rules for the conduct of meetings.

(a) The rules of the city council shall be as follows:

(7) Rule 7.

(A) Any member of the council acting or presiding as “acting mayor” may vote only as a council member.

Per the City of Seldovia Municipal Code:

2.08.050 Duties -- Powers.

It shall be the duty of the Mayor to preside at meetings of the Council and to participate in discussion of matters before the Council. The Mayor may vote only in the case of a tie. The Mayor may veto any ordinance, resolution, motion or other action of the Council and may, by veto, strike or reduce items in appropriations, except when prohibited by law. He shall submit to the Council at its next regular meeting a written statement advising of his veto and giving his reasons. A veto is overridden by the vote of two-thirds of the authorized membership of the Council within 21 days following the veto, or at the next regular meeting whichever is later. (Ord. 87-1 Sec. 1, 1987)



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 19-100

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: ADVISORY PLANNING COMMISSION

THRU: RENEE KRAUSE, MMC, DEPUTY CITY CLERK

DATE: AUGUST 12, 2019

SUBJECT: ORDINANCE 19-32(S) AMENDING HCC TO CHANGE ADVISORY PLANNING COMMISSION TO PLANNING COMMISSION THROUGHOUT

The Advisory Planning Commission reviewed and held a public hearing on the proposed ordinance at their regular meeting on Wednesday, August 7, 2019 and recommended that City Council adopt the ordinance. Following is the excerpt from the minutes:

PUBLIC HEARINGS

A. Staff Report 19-66, Ordinance 19-32(S) to change the name of the "Advisory Planning Commission" to the "Planning Commission" throughout Homer City Code

Chair Venuti introduced the item by reading of the title into the record.

City Planner Abboud reviewed the Staff Report 19-66 and noted the following points:

- Ordinance 19-32(S) addresses nomenclature
- Does not affect the duties of the Commission

Chair Venuti opened the Public Hearing and noting that there was no audience present he closed the Public Hearing and opened the floor to questions from Commission.

BENTZ/HIGHLAND MOVED TO ADOPT STAFF REPORT 19-66 AND RECOMMEND FORWARDING ORDINANCE 19-32(S) AMENDING HOMER CITY CODE CHANGING THE NAME OF THE ADVISORY PLANNING COMMISSION TO PLANNING COMMISSION THOROUGHOUT TO CITY COUNCIL FOR ADOPTION.

There was a brief comment on the Ordinance not changing anything.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.



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

Staff Report PL 19-66

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: August 7, 2019
SUBJECT: Ordinance 19-32(S), An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 2.72 Advisory Planning Commission; Homer City Code 11.12.010 Street Address Assignment Plan Adopted; Homer City Code 21.03.040 Definitions Used in Zoning; and Homer City Code 22.10.040 Applicable and Exempted Subdivisions to Change the Name of the Advisory Planning Commission to the Planning Commission Throughout.

Introduction

Mayor Castner brought forth this ordinance to address semantic arguments concerning the quasi-judicial duties of the Homer Advisory Planning Commission (HAPC).

Analysis

The HAPC operates in similar fashion to other planning Commissions in the borough, such as Soldotna and Kenai. The HAPC is the only one to keep the nomenclature “advisory” in the name. The City Attorney has clarified the advisory duties (which are the same in the other KPB cities with planning commissions) in the ordinance. No changes in the operation or responsibilities of the HAPC are proposed.

Provided below is the review of the amendment as found in code. In consideration of the content of the amendment only dealing with a newly proposed nomenclature for the commission itself, I find it mostly non-applicable as it does nothing to change any rule or regulation.

Per HCC 21.95.040, Planning Department review of code amendment, the proposed amendment may only be recommended for approval if it finds:

a. Is consistent with the Comprehensive Plan and will further specific goals and objectives of the plan.

[The proposed amendment is not inconsistent with the Comprehensive Plan. The change in name of the Commission will not hinder any specific goals and objectives of the plan.](#)

b. Will be reasonable to implement and enforce.

Implementation will be the physical code update and no enforcement applicable, it is reasonable.

c. Will promote the present and future public health, safety and welfare.

The ordinance has no effect on health, safety and welfare.

d. Is consistent with the intent and wording of the other provisions of this title.

The ordinance has been reviewed by the City Attorney for consistency, intent, wording, and other provision of the title.

Staff Recommendation

Hold public hearing and recommend adoption by the City Council

Attachments

Ord. 19-32(s)

CC Minutes 6.24.19 & action agenda 7.22.19

Follow up from City Attorney Re: Memorandum 19-098 from City Clerk

Re: Request for Homer City Council Veto of Kenai Peninsula Borough Approval of the vacation of a 10 ft. wide drainage easement on Lot 24-A, AA Mattox Peggi's Addition (Plat HM 99-64); within Section 17, Township 6 South, Range 13 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough KPB File 2019-048V

BACKGROUND

The Kenai Peninsula Borough Planning Commission may approve the vacation of a public easement within an incorporated city only with the consent of the city council. The city has 30 days to lodge an objection, otherwise the city is considered to have given its consent. KPBO 20.70.110.

The Borough Planning Commission received an application from Peggi Patton to vacate the 10 foot wide drainage easement on Lot 24-A, AA Mattox Peggi's Addition, granted by AA Mattox Peggi's Addition (Plat HM 99-64); within Section 17, Township 6 South, Range 13 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough (KPB File 2019-048V). The Borough Planning Commission heard the application on June 24, 2019 and approved the vacation application. Echo Trading Company, LLC, then appealed the Borough Planning Commission's decision and simultaneously requested that the City of Homer withhold its consent to the vacation.

The City of Homer initially did not receive timely notice that this easement vacation was subject to the City's consent. After the City received notice of the vacation as well as notice that an appeal was pending, the Borough notified the City that the Borough intends to extend its deadline for the City to weigh in on this easement vacation. This will allow the City time to consider the details of the vacation application as well as hear public comment on the subject.

RECOMMENDATION

This item has been placed on the August 12, 2019 agenda in order to inform Council and the public of the background information and the Borough's process for the City to either consent or withhold consent to an easement vacation within the City's boundaries. City Administration recommends that this item be placed on the August 26, 2019 agenda as a public hearing and action item.

