



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Homer, Alaska 99603

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Memorandum

Agenda Changes/Supplemental Packet

TO: MAYOR PRO TEM SMITH AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: FEBRUARY 25, 2019
SUBJECT: AGENDA CHANGES AND SUPPLEMENTAL PACKET

WORKSESSION

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Presentation on Wayfinding and Streetscapes – Economic Development Advisory Commission

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PUBLIC HEARINGS

Ordinance 19-09, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a \$100,000 Service Extension Fees and Authorizing the Extension of City of Homer Water Services to Lot 2B, Puffin Acres Milepost 3, East End Road in Kachemak City. Mayor.

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Ordinance 19-07(S), An Ordinance of the City Council of Homer, Alaska, Amending the FY 2019 Capital Budget by Appropriating FY2019 Community Assistance in the Amount of \$177,172.05 from the Police Station Fund to Set Free Alaska for the Purpose of Securing Matching Funds to Establish an Addiction Treatment Center in Homer. Smith/Erickson.

Ordinance 19-07(S-2), An Ordinance of the City Council of Homer, Alaska, Amending the FY 2019 Capital Budget by Appropriating FY2019 Community Assistance in the Amount of \$177,172.05 from the Police Station Fund to **Mobilizing for Action Through Planning and Partnerships (MAPP) for the Opioid Task Force Coordination; Homer Foundation for City Of Homer Grants Related to Addiction Prevention, Treatment, Harm Reduction, and Recovery; and** Set Free Alaska For The Purpose Of Establishing an **a Residential** Addiction Treatment Center in Homer. ~~Smith/Erickson~~ **Aderhold/Venuti.**

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CITY MANAGERS REPORT

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City of Homer

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Office of the City Manager

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February 25, 2019

Homer City Council Worksession

Homer Education and Recreation Complex (HERC) Letters of Interest Review:

Brief summary of letters submitted by the following four organizations, responses listed in alphabetical order

What are the space needs of the tenant?

Bunnell Street Arts Center: All classrooms and/or management of entire building (?)

City of Homer Community Recreation Program: The gymnasium, activity room and downstairs rest rooms (that also serve as equipment storage space) in the lower portion of HERC 1. Also uses the kitchen as a place to store cleaning supplies, towels, broom and mop.

Fireweed Academy: Entire HERC building and surrounding playgrounds, basketball courts, skate park, and parking lots (exempting use of HERC 2).

Kachemak Bay Martial Athletics: Occupy 4,000-5,000 sq. ft. of upstairs classrooms to develop a boxing gym, karate dojo, and teen center.

How will the space be used by the tenant, and at what time of day?

Bunnell Street Arts Center: As an arts, recreation and culture center to meet community recreation needs. Limited to staffing capacity, but may be as much as 9am -9pm, depending on the space.

City of Homer Community Recreation Program: For municipal recreational, educational and physical activities. Monday– Friday 3-9pm. The weekend hours are somewhat intermittent with current usage being 11am-1pm and 5-7pm on Saturday and 10am-1pm on Sundays in the gym.

Fireweed Academy: As a school with a unified campus. Hours of operation generally would be 8AM-3PM Monday through Friday with potential afterschool activities in the future.

Kachemak Bay Martial Athletics: To run 7 different community care programs/workshops; would be interested in also using the gym for events. 24/7 hour access; current operations are 6 days a week from 6AM-9:30PM.

How much a tenant is able to pay for space on a monthly basis?

Bunnell Street Arts Center: \$1 for the first year of occupancy.

City of Homer Community Recreation Program: \$850-\$950 per month.

Fireweed Academy: \$200,000/year or \$16,667/month.

Kachemak Bay Martial Athletics: \$0.75 sq. ft. or \$3,000-\$3,750/month.

What improvements to the space would be necessary for tenant to occupy the space?

Bunnell Street Arts Center: Will need City support to empty and thoroughly clean the building, and to provide utilities including electricity, heat, water/sewer, plow services, routine maintenance and insurance for HERC 1 during this time. Matching \$25,000 contribution to support part-time coordinator.

City of Homer Community Recreation Program: Can operate in the facility “as is” with no upgrades needed for the short term. The ideal improvements for long term use would include: improving facility accessibility, upgrades to the rest rooms, hot mopping of the gymnasium and activity room roofs and a floor refinishing and repainting of floor lines. It would be helpful to have a small office space for staff and volunteers for registration, record keeping, computer/internet access, equipment storage but the programs can do without these as space for activities is the priority.

Fireweed Academy: Bring building into compliance with local, state, and federal occupancy codes and health/environmental standards for K-6 educational facility; upgrade telecommunications systems. In order to bring the building up to “Class E” (Education) per State Fire Marshall standards, costs will range anywhere from \$900,000 to \$5,000,000 depending on how much remodeling is desired.

Kachemak Bay Martial Athletics: Removal of the carpet, demo of walls, 14 foot ceilings, bathrooms and showers, changing and locker rooms, two offices, breakroom and warming kitchen, natural gas heat. Would have to build a couple interior walls for offices and changing rooms.

If/how much tenant would be willing to contribute in capital costs to improvements?

Bunnell Street Arts Center: Will work with the City to fund capital improvements in the long term.

City of Homer Community Recreation Program: Up to Homer City Council.

Fireweed Academy: Cannot contribute. Will have available funding each year to complete desired tenant-specific improvements.

Kachemak Bay Martial Athletics: Currently does not have much working capital. However, a lower rent rate will provide more financial availability for upgrades.

How long of a lease tenant would be willing to commit to?

Bunnell Street Arts Center: Occupancy and lease HERC 1 on a year-to-year basis for 3-5 years.

City of Homer Community Recreation Program: Indefinite.

Fireweed Academy: Depending on timing of Master Lease and completion of necessary capital improvements, 10 year lease.

Kachemak Bay Martial Athletics: Minimum 5 year lease with options for long term.

From: [Jennifer Carroll](#)
To: [Renee Krause](#)
Subject: FW: Homer Library Input for the EDC Wayfinding Project
Date: Wednesday, May 16, 2018 1:05:48 PM

From: Jennifer Carroll
Sent: Wednesday, May 16, 2018 1:04 PM
To: Ann Dixon <adixon@ci.homer.ak.us>
Subject: RE: Homer Library Input for the EDC Wayfinding Project

Thank you Ann.

I will forward this to the clerks for inclusion in our next meeting's packet.

Jenny

Jenny Carroll
Special Projects and Communications Coordinator
City of Homer
491 East Pioneer Avenue
Homer, AK 99603
907-235-8121 ext 2246

From: Ann Dixon
Sent: Wednesday, May 16, 2018 1:02 PM
To: Jennifer Carroll <JCarroll@ci.homer.ak.us>
Subject: Homer Library Input for the EDC Wayfinding Project

Jenny,

I was interested to hear about the Economic Development Commission's Wayfinding project and would like to make some comments from the Library's perspective.

Visitors to Homer frequently ask us for directions, especially during the summer and especially on cruise ship days. Many visitors are on foot so it's always a dilemma whether to give them the street directions, which are usually the simplest to explain but not necessarily the most pleasant for walking, or trail directions, which are more enjoyable for walking but harder to find. We have maps but without directional signage on the ground, those can be confusing.

We've discussed having signage on library property to orient people toward their destinations, such as Pioneer Avenue, Islands and Ocean, Pratt Museum, the Spit, Bishop's Beach/Old Town, etc. We'd love to be part of a city-wide project to plan and implement wayfinding aids, rather than the Library making up its own. It would be great if the Library could be included in signage from other parts of town, as well, to assist



PRATT
m u s e u m

homer society of
natural history, inc.

May 2, 2018

Economic Development Advisory Commission
City of Homer
ATTN: Karin Marks, Chair

Dear Homer Economic Advisory Commission (EDC):

The Homer Society of Natural History, Inc. DBA Pratt Museum supports the Economic Development Advisory Commission's efforts to request City approval for an integrated "Streetscape" or wayfinding plan. Similar plans in other Alaskan communities have served to make visitor centers and shopping opportunities more visually accessible to out-of-town visitors, which benefits our local businesses and organizations. A wayfinding plan would, from the perspective of these visitors, unify the "centers" of Pioneer Avenue, Old Town, and the Spit. Once the initial design framework has been created, participating businesses and organizations would be able to seek grant funding to participate in creating and placing benches, site signs, and public gathering spots.

One local network championing this project is the Pioneer Avenue Revitalization Taskforce (PART). PART has been working for several years as a group of volunteers representing a broad spectrum of the Homer community. This team of volunteers is comprised not just of businesses and nonprofits located along Pioneer; they are businesses, nonprofits, and associations from throughout the community who recognize that Pioneer Avenue is both an historical part of Homer and one of Homer's vibrant commercial/retail centers.

The Pratt Museum operates within the Pioneer Avenue corridor and participates in the Pioneer Avenue Revitalization efforts. While the Museum is well-marked on local maps and tourist flyers, the museum gets very little drive-by business. Visitors need to be guided to the Pioneer business center in order to find us. Those who do visit the Museum not only learn about the history, ecology, and cultural components of the area, they are encouraged to visit other local businesses for shopping, dining, and adventure travel. If the City of Homer invests in a wayfinding design framework, the Pratt Museum anticipates utilizing the framework when installing new signage on the Museum grounds.

Sincerely,

Laurie K. Stuart
Executive Director
907-435-3333
director@prattmuseum.org



3779 Bartlett Street, Homer, Alaska 99603 • tel 907-235-8635 • fax 907-235-2764 • info@prattmuseum.org



Received
City Clerk's Office
APR 16 2018
City of Homer

Our Mission: To support our membership through cooperative economic development and community service.

April 11, 2018

City of Homer
Economic Development Commission
491 E Pioneer Ave

Dear Commissioners;

The Homer Chamber of Commerce & Visitor Center's mission is: To support our membership through cooperative economic development and community service. Our 498 active members rely on the Chamber to support enhancement of the economic sector and bettering the business viability in our community. We appreciate the time and effort the Commission took to create the Business Retention and Expansion Survey and after careful review of the completed survey we acknowledge the connectivity of Homer is an area of needed improvement.

As a Chamber we continue to build our information infrastructure with careful review and analytics of how our information is delivered to consumers. We see value in increasing our own informational technologies and we are embarking on a subcommittee to explore enhancements to our current technology.

As with technology it is important to continue to make improvements to our visibility, accessibility and signage. Currently we provide signage and volunteer hosts during days cruise ships at port. Even with our guest hosts at bus stops we find that visitors do get lost or disoriented. Independent and RV travelers find it difficult to navigate Homer due to lack of signage. Continuing to improve on the walkability of Homer and access to all it offers would be a logical area of discussion within the EDC.

All our visitors would benefit from wayfaring signage and benches at some of the city-designated trolley spots if funding were made available.

Thank you,

Debbie Speakman
Debbie Speakman
Executive Director

Dear Homer Economic Advisory Commission (EDC),

The Pioneer Ave Revitalization Task Force has been working for several years as a group of volunteers representing a broad spectrum of the Homer community. Recognizing Pioneer Ave as a historical part of Homer, a central location and one of Homer's commercial/retail centers, the volunteers are not just from businesses and nonprofits found on Pioneer but businesses, nonprofits and associations from throughout the community. This broad-based Task Force occurs because there is a recognition that Pioneer Ave and its' revitalization is necessary in order to promote downtown economic development for visitors and residents. With the time, expertise, energy and money delivered by this diverse group, the Task Force has been able to provide murals, gardens and a new energy to Pioneer Ave. This action is creating commercial synergy.

The Task Force is also aware of the short-term action item the EDC has developed from the Homer Business Retention and Expansion Survey that they concluded in October 2017 "exploring public-private partnerships to create a master plan for a more vibrant, connected central commercial district". Also, the Task Force continues ongoing discussions on the need for wayfinding signage, benches, trash receptacles and possibly small gathering points plus the continued development of new gardens and murals. With these factors in mind, the Task Force would like to encourage and support the EDC in their efforts toward accomplishing this particular short-term action item. These improvements can be powerful drivers of new investment in the City, particularly from small businesses which in turn can create greater property and sales tax revenue.

Creating a plan for a framework would address connectedness of Homer as well as a Streetscape. As defined in the concept of "Streetscape", streets are public places where people engage in various activities including shopping, dining, working, strolling, living. A community Streetscape includes natural and built aspects often of small components that create a visual impact. With the City investing in such an armature, it would allow for reaching out for more grants and involvement to accomplish

an integrated Homer. An integrated Homer that brings us together and still allows for the individuality of spaces and sections of Homer; a characteristic that makes Homer unique. This is a concept that can actually embrace all parts of Homer.

The Task Force supports the EDC submitting a resolution to the City Council for funding a Streetscape plan.

Art SHOP Rentals (Karin)
Homer Chamber of Commerce
Alaska Peonies (Rita Jo)
HCOA - Peggy Pavei
Homer Real Estate - Angie Newby
Kachemak Center Redevelopment Project
Chris + Angie Newby
Art Shop Galley - Joell Restad

✓ HCOA (Peggy)
Pratt (Laurie)
Bunnell (Addie)
Chris Matthews
(off shore)
✓ AK Peonies
(Rita Jo)
Homer Garden Club
(Barbara Kennedy)
Delicia Brown
B+B
Homer Streets

From: [Lynn Spence](#)
To: [Department Clerk](#)
Subject: Water to Kachemak City
Date: Sunday, February 24, 2019 11:44:49 PM

I am concerned about offering water service to just one property in Kachemak City. I think the opportunity for city water should be extended to others if the city wants to go this direction. I also think the full cost of the extension should be paid before you offer water if that was the original agreement with Kachemak City. It seems important to write a full policy on extending water service outside of the city limits so you offer water in a fair and thoughtful way to the residents of both cities. I understand the enticement of a \$100,000 payment by a private entity but this seems like a payoff rather than a payment if water is not offered to others who might also want to hook up to the waterline. Please do not rush on a decision like this. It will have long lasting impacts on the city and potentially the water supply.

Sent from [Mail](#) for Windows 10

Title 3. Commerce, Community and Economic Development
Chapter 180. Community Assistance Program

Section

- 10. Application for community assistance payments.
- 20. Reports to the department by municipalities.
- 30. Population determination.
- 40. Request for adjustment of population determination
- 50. Appeal of population determination to the commissioner.
- 60. Standards for payment to communities located in the unorganized borough. Repealed.
- 65. Standards for payment to reserves. Repealed.
- 70. Standards for payment on behalf of communities located within boroughs and unified municipalities. Repealed.
- 80. Determination of most qualified entity.
- 90. Incorporation or dissolution of a municipality.
- 100. Waiver for good cause.
- 110. Determination of social unit.
- 120. Preliminary and final payments.
- 130. Waiver of sovereign immunity.
- 140. Overpayment, adjustment, and assignment.
- 900. Definitions.

3 AAC 180.010. Application for community assistance payments. (a) To receive a community assistance payment under AS 29.60.850 - 29.60.879, a municipality, reserve, or community must certify and agree, on a form provided by the department,

(1) that the municipality, reserve, or community is in compliance with AS 29.60.850 – 29.60.879 and this chapter;

(2) to use a payment received under AS 29.60.855 and 29.60.860 only for a public purpose as required under AS 29.60.850(a);

(3) to make a service or facility provided with a payment received under AS 29.60.855 and 29.60.860 available to every person in the community regardless of race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, parenthood, or political affiliation; and

(4) to maintain, as required under this paragraph, all accounting records, receipts, invoices, and other documents related to the receipt and expenditure of a payment under AS 29.60.855 and 29.60.860, including all documents that record the activities that occurred through the use of the payment; if the payment is for a community, the village council or incorporated nonprofit entity that agrees to receive the payment of the community must agree to maintain documents as required under this paragraph; the documents must be maintained

(A) for at least three years after the date when the department distributes a payment under AS 29.60.855 and AS 29.60.860 each year to the municipality or reserve or to the village council or incorporated nonprofit entity for a community; and

(B) for longer than three years and until the matter is fully resolved, if the municipality or reserve, or the village council or incorporated nonprofit entity for a community,

has an unresolved audit finding, questioned costs, litigation, or a grievance at the end of the three-year period.

(b) In addition to making the certification and agreement on the form provided under (a) of this section, a borough or unified municipality that will receive community assistance payments on behalf of communities in the borough or unified municipality must

(1) submit to the department a resolution adopted by the assembly that clearly identifies

(A) the communities that the borough or unified municipality has determined meet the eligibility criteria under AS 29.60.865, 29.60.879, and 3 AAC 180.110; and

(B) the village council or incorporated nonprofit entity located within each community listed under (A) of this paragraph that the borough or unified municipality has approved as the recipient of the community assistance payment; and

(2) certify that at least three of the services required under AS 29.60.865(c) are generally available to all residents of the community.

(c) In addition to making the certification and agreement on the form provided under (a) of this section and receiving any identification required under (b) of this section, a reserve or village council must submit to the department a waiver of sovereign immunity in accordance with AS 29.60.865(a) and 3 AAC 180.130.

(d) The department will not issue a community assistance payment to an entity until the department has received the entity's statement of expenditures of the prior year's community assistance payment, the community assistance program budget form for the current year's application, and all documents required under this section and 3 AAC 180.020.

(e) To administer more efficiently the community assistance payment program under AS 29.60.850 – 29.60.879 and this chapter, and to reduce the costs associated with its administration, the department will use electronic mailing and electronic filing to the maximum degree possible. An applicant may submit the form and documents required by this section to the department by means of electronic mail received not later than 4:30 p.m. on June 1 or regular mail postmarked not later than June 1, for community assistance payments to be distributed the following state fiscal year. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; em am 3/10/2011 - 7/7/2011, Register 198; am 12/22/2017, Register 224)

Authority: AS 29.60.850 AS 29.60.860 AS 44.33.020
AS 29.60.855 AS 29.60.865

Editor's note: For an application submitted by electronic mail, the department's electronic mail address is caa@alaska.gov .

3 AAC 180.020. Reports to the department by municipalities. In addition to meeting the requirements of 3 AAC 180.010 that apply to a municipality, and before the department makes a community assistance payment to a municipality, the municipality must submit

(1) maps and descriptions of all annexed or detached territory as required under AS 29.20.640(a)(1);

(2) if the municipality is a borough, unified municipality, or first class city, a copy of the annual audit reviewed by a certified public accountant licensed under AS 08.04, as required under AS 29.20.640(a)(2);

(3) if the municipality is a second class city and is required under state or federal law to submit an audit, a copy of that audit reviewed by a certified public accountant licensed under AS

08.04, as required under AS 29.20.640(a)(2); otherwise, a second class city must submit a statement of annual income and expenditures approved by the governing body, as required under AS 29.20.640(a)(2);

(4) tax assessment and tax levy figures for the most recently completed annual budget cycle as required under AS 29.20.640(a)(3);

(5) a copy of the current annual budget of the municipality as required under AS 29.20.640(a)(4);

(6) as required under AS 29.20.640(a)(5), a summary of the optional property tax exemptions authorized together with the estimate of the revenues lost to the municipality by operation of each exemptions; and

(7) a copy of the taxpayer notices required under AS 29.45.020 and 29.45.660. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; am 12/22/2017, Register 224)

Authority:	AS 29.20.640	AS 29.45.660	AS 29.60.865
	AS 29.45.020	AS 29.60.850	AS 44.33.020

3 AAC 180.030. Population determination. (a) For purposes of community assistance per capita payments to municipalities, reserves, and communities under AS 29.60.860, the director shall annually determine the permanent resident population of the previous calendar year for each municipality, reserve, and community in the state. No later than January 15 of each calendar year, the director shall mail to each municipality, reserve, and community the determination of the municipality's previous calendar year population. (b) The determination under (a) of this section must be based upon the following census or estimate that indicates the most recent population of the municipality, reserve, or community:

(1) a census of the United States Bureau of the Census;

(2) a head count census conducted in accordance with 3 AAC 180.040(c) by the municipality or reserve, or by the village council or incorporated nonprofit entity for a community;

(3) a housing unit method population estimate conducted in accordance with 3 AAC 180.040(d) by the municipality or reserve, or by village council or incorporated nonprofit entity for a community;

(4) an estimate by the Department of Labor and Workforce Development.

(c) If there is a conflict between or among the population results, for the same calendar year, of a census or a population estimate listed in (b) of this section, the order of precedence for determination of population is the order in which the censuses and population estimates are listed in (b) of this section.

(d) When a city is within a borough, a head count census or housing unit method population estimate conducted by the borough may be used to determine the population of the city. For the purposes of (c) of this section, a head count census or housing unit population estimate conducted by the borough within which the city is located takes precedence over an estimate by the Department of Labor and Workforce Development.

(e) If a population determination under this section for a city within a borough conflicts with the population for that city indicated in a head count census or housing unit population estimate upon which a population determination for the borough is based, the conflict is automatically appealed to the commissioner. Both municipalities are parties to the appeal. (Eff. 5/15/2008,

Register 186, am 10/8/2008, Resister 188, em am 3/10/2011 – 7/7/2011, Register 198, am 12/22/2017, Register 224)

Authority: AS 29.60.860 AS 44.33.020

3 AAC 180.040. Request for adjustment of population determination. (a) A municipality or reserve, or the village council or incorporated nonprofit entity for a community, may request an adjustment of the population determination under 3 AAC 180.030 for the municipality, reserve, or community by submitting a written request to the director, postmarked no later than April 1 of the calendar year. If a municipality or reserve, or the village council or incorporated nonprofit entity for a community, requests an adjustment under this section, the municipality, reserve, village council, or incorporated nonprofit entity shall substantiate the requested adjustment with

(1) a head count census conducted by the municipality, reserve, village council, or incorporated nonprofit entity in accordance with (c) of this section; or

(2) a housing unit method population estimate conducted by the municipality, reserve, village council, or incorporated nonprofit entity in accordance with (d) of this section.

(b) If a request under (a) of this section is postmarked after April 1 of the calendar year, the director shall deny the request as being untimely filed. An appeal to the commissioner regarding that denial, submitted in accordance with 3 AAC 180.050, will be accepted if the applicant shows good cause for missing the postmark deadline.

(c) For the purposes of (a)(1) of this section, a head count census must be conducted in a manner satisfactory to the division. The division shall validate the census in accordance with the standard census definitions and procedures specified by the division. The municipality, reserve, village council, or incorporated nonprofit entity shall bear the expense of the census. The governing body of the municipality, reserve, or the governing body of a village council or incorporated nonprofit entity for a community, must

(1) pass a resolution adopting the results of the census; and

(2) provide a copy of the resolution with the census results to the division.

(d) For the purposes of (a)(2) of this section, a housing unit population estimate must be conducted in a manner satisfactory to the division. The division shall validate the estimate in accordance with standard census definitions and procedures specified by the division. The municipality, reserve, village council, or incorporated nonprofit entity, shall bear the expense of the estimate. The governing body of the municipality, reserve, village council, or incorporated nonprofit entity, must

(1) pass a resolution adopting the results of the estimate; and

(2) provide a copy of the resolution with the estimate results to the division.

(e) A municipality, reserve, village council, or incorporated nonprofit entity shall, upon request of the director, furnish available information and provide assistance requested by the director necessary to make a determination to grant or deny a request for adjustment under (a) of this section. The director may prescribe forms containing procedures for reporting the information.

(f) The director shall, in writing, grant or deny a request for adjustment within 10 days after receipt of the request. The director's response shall include the reason for granting or denying the request for adjustment, and a determination of the municipality's population determination based upon the director's decision to grant or deny the request. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; em am 3/10/2011 – 7/7/2011, Register 198, am 12/22/2017, Register 224)

Authority: AS 29.60.860 AS 44.33.020

3 AAC 180.050. Appeal of population determination to the commissioner. (a) A municipality, reserve, village council, or incorporated nonprofit entity may appeal to the commissioner a decision of the director made under 3 AAC 180.040. The appeal must be in writing and must be postmarked within 10 days after the municipality, reserve, village council, or incorporated nonprofit entity received the written decision of the director. The appeal must include relevant evidence in support of the claim.

(b) No later than 10 days after receipt of the appeal, the commissioner will render a decision on the appeal. Immediately following the commissioner's decision, written notification, containing a statement of the decision and the reasons for it, will be sent to the municipality, reserve, village council, or incorporated nonprofit entity.

(c) The commissioner's decision of an appeal is final.

(d) After deciding all appeals made under this section, the commissioner will certify a final population report on or before June 1 of that calendar year. (Eff. 5/15/2008, Register 186; em am 3/10/2011 – 7/7/2011, Register 198; am 12/22/2017, Register 224)

Authority: AS 29.60.860 AS 44.33.020

3 AAC 180.060. Standards for payment to communities located in the unorganized borough. Repealed. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; repealed 12/22/2017, Register 224)

3 AAC 180.065. Standards for payment to reserves. Repealed. (Eff. 10/8/2008, Register 188; repealed 12/22/2017, Register 224)

3 AAC 180.070. Standards for payment on behalf of communities located within boroughs and unified municipalities. Repealed. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; repealed 12/22/2017, Register 224)

3 AAC 180.080. Determination of most qualified entity. If there is more than one qualified entity within a community in the unorganized borough that will agree to receive and spend the community assistance payment under AS 29.60.865, the department shall determine which entity is to receive the payment. In making this determination, the department shall consider factors relevant to achieving the public purpose of the payment, including

(1) the administrative capability of each village council or incorporated nonprofit entity, including past performance on any previous grant awards, bulk fuel loans under AS 42.45.250 - 42.45.299, or any other financial aid provided by the state or federal government;

(2) for each incorporated nonprofit entity, whether the entity has articles of incorporation and a certificate of incorporation in good standing under AS 10.20;

(3) the ability of each village council or incorporated nonprofit entity to manage its debt and other finances, including whether amounts due to the United States Internal Revenue Service are timely paid;

(4) the degree to which each village council or incorporated nonprofit entity is representative of the community; and

(5) the purpose for which each village council or incorporated nonprofit entity intends to spend the community assistance payment. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188. am 12/22/2017, Register 224)

Authority: AS 29.60.865 AS 44.33.020

3 AAC 180.090. Incorporation or dissolution of a municipality. (a) A municipality that incorporates on or before June 30 of a state fiscal year is eligible to receive a community assistance payment under AS 29.60.855 - 29.60.860 the following state fiscal year.

(b) A qualified entity under AS 29.60.865(a) located within a city in the unorganized borough may receive a community assistance payment under AS 29.60.855 - 29.60.860 if

(1) the city has not qualified for a community assistance payment under AS 29.60.855 - 29.60.860 for two consecutive state fiscal years; and

(2) a petition has been submitted under AS 29.06.460 to the local boundary commission to initiate dissolution of the city.

(c) Payment may not be made under (b) of this section for more than two state fiscal years. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188, am 12/22/2017, Register 224)

Authority: AS 29.60.855 AS 29.60.860 AS 44.33.020

3 AAC 180.100. Waiver for good cause. The department may waive a deadline in this chapter if the department determines there was good cause for missing the deadline and that a waiver will not unreasonably disrupt the process of administering the program under this chapter. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; am 12/22/2017, Register 224)

Authority: AS 29.60.855 AS 29.60.860 AS 44.33.020

3 AAC 180.110. Determination of social unit. (a) A community under AS 29.60.879 is a social unit if

(1) the persons residing in an area are a discrete and identifiable unit based on evidence of

- (A) school enrollment;
- (B) sources of employment;
- (C) voter registration;
- (D) permanency of dwelling units; or
- (E) presence of a commercial establishment; and

(2) the geographic area in which the persons reside is proportionate in size to that number of persons; in determining whether this standard has been met, the department may consider the physical topography of the area, the use of the land, land ownership patterns, and other factors that could affect population density; an area with a population density of at least 14 persons per square mile is considered to have met this standard.

(b) Individuals residing in the following places are not a social unit under AS 29.60.879:

- (1) a place where public access or the right to reside at the location is restricted;
- (2) a place that is contiguous to a city and is dependent upon the city to the extent that it exists only because the city exists; or

(3) a place provided by an employer that is populated primarily by persons who are required to reside there as a condition of their employment. (Eff. 5/15/2008; am 10/8/2008, Register 188; am 12/22/2017, Register 224)

Authority: AS 29.60.865 AS 29.60.879 AS 44.33.020

3 AAC 180.120. Preliminary and final payments. (a) Upon a finding by the department that it is in the state's best interest, the department may make preliminary community assistance payments to eligible municipalities, communities, and reserves. The amount of the preliminary payment equals the sum of the basic payment calculated under AS 29.60.855.

(b) Immediately after identifying and verifying all information necessary to calculate final community assistance payments, the department will calculate and distribute final payments to all eligible municipalities, communities, and reserves. The amount of the final payment for each eligible municipality, community, and reserve equals the difference between the amount of the total payments calculated under AS 29.60.855 and 29.60.860 and the amount distributed under (a) of this section. . (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; am 12/22/2017, Register 224)

Authority: AS 29.60.855 AS 29.60.860 AS 44.33.020

3 AAC 180.130. Waiver of sovereign immunity. The department will not make a community assistance payment under AS 29.60.855 and 29.60.860 to a village council or reserve unless the department receives, on a form approved by the Department of Law, a waiver of sovereign immunity from suit adopted by the governing body for claims related to the payment. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; am 12/22/2017, Register 224)

Authority: AS 29.60.855 AS 29.60.865 AS 44.33.020

AS 29.60.860

3 AAC 180.140. Overpayment, adjustment, and assignment. (a) If the amount that an entity receives under this chapter exceeds the amount that the entity is entitled to receive under AS 29.60.855 and 29.60.860, the department will either request the entity to return the excess to the state or will reduce the entity's payment for the next distribution by the difference between the amount received and the amount that the entity was entitled to receive.

(b) If the department determines that it is in the best interests of the state and the entity involved, the commissioner may extend the adjustment period over three years.

(c) The commissioner may waive the return of the overpayment if

(1) the entity reasonably and in good faith relied upon the department's determination of the entity's payment; and

(2) the reason for the overpayment was all or in substantial part departmental error.

(d) If loss of services essential to the public health and safety is imminent, an entity receiving community assistance payments may assign any portion of the current year program payment directly to a third party approved by the commissioner. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; am 12/22/2017, Register 224)

Authority: AS 29.60.855 AS 29.60.860 AS 44.33.020

3 AAC 180.900. Definitions. In this chapter, unless the context requires otherwise,

- (1) "commissioner" means the commissioner of commerce, community, and economic development;
- (2) "community" has the meaning given in AS 29.60.879;
- (3) "department" means the Department of Commerce, Community, and Economic Development;
- (4) "director" means the director of the departmental division responsible for community and regional affairs;
- (5) "division" means the departmental division responsible for community and regional affairs;
- (6) "entity" means a municipality, reserve, community, village council, or incorporated nonprofit entity.
- (7) "governing body" means
 - (A) the assembly or council for a municipality defined;
 - (B) the council for a reserve defined in AS 29.60.879;
 - (C) the council for a Native village council; or
 - (D) the board of directors for an incorporated nonprofit entity;
- (8) "municipality" has the meaning given in AS 29.71.800;
- (9) "permanent resident" means a person whose primary place of residence is within the corporate limits of a municipality or community;
- (10) "primary place of residence" means the place where a person sleeps on a weekly basis; if a person has more than one residence, "primary place of residence" means the place where the person sleeps more often during the calendar year;
- (11) "public purpose" means a purpose the objective of which is to promote the public health, safety, and general welfare of the residents of a municipality, community, or reserve in the state;
- (12) "village council" means
 - (A) a council organized under 25 U.S.C. 476 (sec. 16 of the Indian Reorganization Act);
 - (B) a traditional village council recognized by the United States as eligible for federal aid to Indians; or
 - (C) a council recognized by the department under 3 AAC 190.110 - 3 AAC 190.150. (Eff. 5/15/2008, Register 186; am 10/8/2008, Register 188; am 12/22/2017, Register 224)

Authority: AS 29.60.850 AS 29.60.860 AS 43.33.020
AS 29.60.855 AS 29.60.865 AS 29.60.879

Article 08. COMMUNITY ASSISTANCE PROGRAM Sec. 29.60.850.

Community Assistance Fund. (a) The community assistance fund is established in the general fund for the purpose of making community assistance payments to municipalities, reserves, and communities for any public purpose. The fund consists of appropriations. Income earned on money in the fund may be appropriated to the fund. Money in the fund does not lapse.

(b) Each fiscal year, the legislature may appropriate to the community assistance fund money received by the state during the previous calendar year under [AS 43.20.030\(c\)](#). The amount may not exceed the greater of

(1) \$30,000,000; or

(2) the amount that, when added to the fund balance on June 30 of the previous fiscal year, equals \$90,000,000.

(c) The balance in the community assistance fund shall be determined on June 30 of each year. If the fund balance is at least \$15,000,000, without further appropriation, the department shall distribute one-third of that amount as community assistance payments for the immediately following fiscal year. Otherwise, no payments may be made.

(d) Notwithstanding the guidelines in (b) of this section, the legislature may appropriate any amount to the community revenue sharing fund. Nothing in this section creates a dedicated fund.

Sec. 29.60.855. Basic community assistance payments. (a) The basic amount used for determining the basic community assistance payment for a fiscal year is \$300,000. However, if the amount available for payments for that fiscal year under [AS 29.60.850\(c\)](#) is less than the amount necessary to make the payments under (b) of this section, the department shall reduce the basic amount pro rata.

(b) Except as provided in (c) of this section, the basic community assistance payment for a fiscal year equals, for each

(1) unified municipality, the sum of the amounts calculated under (2) and (3) of this subsection, rounded to the nearest dollar;

(2) borough, the basic amount, rounded to the nearest dollar;

(3) city and eligible reserve, one-fourth of the basic amount, rounded to the nearest dollar;

(4) eligible community in the unorganized borough, one-twelfth of the basic amount, rounded to the nearest dollar;

(5) eligible community in a unified municipality or borough, one-nineteenth of the basic amount, rounded to the nearest dollar.

(c) The basic community assistance payment amount for a succeeding municipality formed when two or more municipalities merge, consolidate, or unify after January 1, 2002, equals the sum of the amounts each of the former municipalities would receive under (b) of this section calculated as if the merger, consolidation, or unification had not occurred.

Sec. 29.60.860. Per capita payment increases. (a) Subject to (b) of this section, if the amount available for distribution under [AS 29.60.850\(c\)](#) exceeds the amount needed to fully fund all the basic community assistance payments, the balance shall be distributed on a per capita basis to municipalities, to reserves, and to communities in the unorganized borough.

(b) The per capita amount distributed to each community in the unorganized borough may not, when added to the basic community assistance payment for that community, exceed the basic amount calculated under [AS 29.60.855\(b\)\(3\)](#). If the per capita distribution for a community in the unorganized borough, when added to the basic community assistance payment for that community, would exceed the basic amount calculated under [AS 29.60.855\(b\)\(3\)](#), the excess amount shall be distributed on a per capita basis to other communities in the unorganized borough.

(c) For purposes of this section, the population of a municipality, reserve, or community shall be determined by using the numbers of permanent fund dividend recipients or other population data that the department determines is reliable. For purposes of determining the population of a borough, the population of each city in the borough shall be deducted from the total borough population.

Sec. 29.60.865. Eligibility requirements for reserves and communities.

(a) The department, with advice from the Department of Law, shall determine whether there is in each community or reserve an incorporated nonprofit entity or a Native village council that will agree to receive and spend the community assistance payment. If there is more than one qualified entity in a reserve or community in the unorganized borough, the department shall pay the money to the entity that the department finds most qualified to receive and spend the money on behalf of the reserve or community. The department may not make a community assistance payment to a Native village council unless the council waives immunity from suit for claims arising out of activities of the council related to the payment. A waiver of immunity from suit under this section must be on a form provided by the Department of Law. If there is no qualified incorporated nonprofit entity or Native village council in a reserve or community that is willing to receive the community assistance payment and use the payment on behalf of that reserve or community, the payment for that reserve or community may not be paid. Neither this section nor any action taken under it enlarges or diminishes the governmental authority or jurisdiction of a Native village council.

(b) The department may make a community assistance payment on behalf of a community in a borough or unified municipality only to the municipality for payment by the municipality to an incorporated nonprofit entity or Native village council that has been approved by the assembly and meets the requirements of (a) of this section. The department shall have written evidence of the assembly approval. If there is more than one qualified entity

in a community in a borough or unified municipality, one of the entities may receive the entire payment, or the payment may be shared between two or more of the qualified entities, as determined by the assembly.

(c) A community in a borough or unified municipality is eligible for a community assistance payment only if at least three of the following services are generally available to all residents of the community and each of the three services, in any combination, are provided by one or more qualifying incorporated nonprofit entities or a Native village council or are substantially paid for by the residents of the community through taxes, charges, or assessments levied or authorized by the borough or unified municipality:

- (1) fire protection;
- (2) emergency medical;
- (3) water and sewer;
- (4) solid waste management;
- (5) public road or ice road maintenance;
- (6) public health;
- (7) search and rescue.

Sec. 29.60.879. Definitions. In [AS 29.60.850](#) - 29.60.879,

(1) "community" means a place in the unorganized borough, in a borough, or in a unified municipality that is not incorporated as a municipality, that is not a reserve, and in which 25 or more individuals reside as a social unit;

(2) "reserve" means a place that is organized under federal law as an Indian reserve that existed before enactment of 43 U.S.C. 1618(a) and is continued in existence under that subsection.

William S. Walters

P.O. Box 2224 Homer, Alaska 99603-2224

City Council
City of Homer

25 February, 2019

Gentlemen:

It is time to tighten our belts. While the Governor's budget proposals will most likely not all pass, the writing is on the wall - State support for municipalities will severely decline in the near future.

There are several things you can do:

- (1) Implement new tax bases - specifically a bed tax, and
Impose non resident (membership) fees at the library.
- (2) Cease acting as a social service agency, and cease all
funding of social service agencies / programs
- (3) Stick to core City operational needs.

Bed Tax:

This is an obvious no brainer to raise additional revenue. It minimally impacts city residents/taxpayers, and will primarily impact tourists and out of town business travelers. As of 2016, 54 municipalities or boroughs have implemented a bed tax at rates ranging from 4 % to 12 %. I would recommend a rate of 10% to minimize the need for future rate increases.

The bed tax has been raised before, but was vehemently opposed by several of our hotels/motels who claimed it would put them at a competitive disadvantage with other destinations.

That is simply hog wash. Our primary competitors for tourist beds include: Anchorage, Kenai, Seward, Kodiak, Fairbanks, Palmer, and Wasilla, all of which currently have a bed tax. (See attachment)

The bed tax would also apply to B&Bs and “For rent by Owner” for stays of less than 30 days, which would also level the playing field. The bed tax is not required to be included in advertized list prices, so potential housing clients would not be dissuaded by the tax. Hotels usually cover this with the generic statement : “plus local and state taxes” in their room rate disclosures.

All of the firms that collect the tax, would receive a fee for collecting and processing the tax as is currently the practice for sales tax.

If the council does not possess the cajones to implement a bed tax, set it up for a public vote. The time for a bed tax is now.

Social Service Initiatives

Detox Center / Rehabilitation Facility:

The City should not get involved in funding such a facility. If a private facility, in full compliance with site/zoning requirements, then so be it, but it is not the City’s responsibility to enter into that endeavor, especially in light of potential state revenue declines.

Additionally, such a center will probably not have enough customers from just the local area to support such an operation, it will most likely accept and import druggies from other areas of the state, especially anchorage. We do NOT need this operation to import these people into Homer. There is a substantial relapse rate for persons having been through such programs, and we do not need them settling in Homer when they get out of “treatment” and getting back into drugs. There are drug and alcohol programs available in other areas of the state (primarily anchorage) where any locals can get treatment.

Homeless Shelter:

Again, the City has no business getting involved in such an operation with taxpayer funds. Fortunately, Homer has a relatively minor homeless problem. There is a group of youth/young adults, and

a second group of adult hard core homeless who in many cases chose that lifestyle rather than seek employment.

Fortunately the problem is relatively minor in Homer, as evidenced by the substantial lack of panhandlers which one encounters in Anchorage. There are shelters and additional support for the homeless in Anchorage, and historically many of them gravitate back to Anchorage in winter, which reduces our local homeless population.

A homeless shelter would tend to enable this lifestyle by providing them housing and other support. It may also incentivize homeless from larger cities to move here due to the availability of homeless housing. We do not need more homeless in the community.

If either a treatment facility or homeless shelter has any religious aspect to their program/facility, and the City funds it, there will be litigation which you do not need.

Please stick to funding essential city services, and get out of the social engineering / support programs. Stick to legitimate city business !

Thank you

A handwritten signature in black ink, appearing to read 'William S Walters', with a long horizontal flourish extending to the right.

William S Walters

Attachment: Alaska Community Bed Tax Listing

**Alaskan Community Sales, Bed and Car Rental Tax Rates > 0
by Total Rate, Borough/Census Area**

2016 Data, Last updated 3/14/2017

Source: State of Alaska Division of Community and Regional Affairs

Borough/Census Area	Community Name	Sales Tax %	Bed Tax %	Sales + Bed Total %	Car Rental Tax %
Bethel Census Area	Bethel	6.0	12.0	18.0	-
Dillingham Census Area	Dillingham	6.0	10.0	16.0	-
Dillingham Census Area	Aleknagik	5.0	9.0	14.0	-
Hoonah-Angoon Census Area	Pelican	4.0	10.0	14.0	-
Ketchikan Gateway Borough	Ketchikan	6.5	7.0	13.5	-
City and Borough of Wrangell - CBW	City and Borough of Wrangell	7.0	6.0	13.0	-
City and Borough of Yakutat - CBY	City and Borough of Yakutat	5.0	8.0	13.0	8.0
Denali Borough	Anderson	6.0	7.0	13.0	-
Ketchikan Gateway Borough	Saxman	6.5	6.0	12.5	-
City and Borough of Juneau - CBJ	City and Borough of Juneau	5.0	7.0	12.0	-
Fairbanks North Star Borough - FNSB	North Pole	4.0	8.0	12.0	-
Kodiak Island Borough	Kodiak	7.0	5.0	12.0	-
Municipality of Anchorage	Anchorage	-	12.0	12.0	8.0
Northwest Arctic Borough	Kotzebue	6.0	6.0	12.0	-
Valdez-Cordova Census Area	Cordova	6.0	6.0	12.0	6.0
Prince of Wales-Hyder Census Area	Klawock	5.5	6.0	11.5	-
Aleutians East Borough	Sand Point	4.0	7.0	11.0	-
City and Borough of Sitka	City and Borough of Sitka	5.0	6.0	11.0	-
Kenai Peninsula Borough	Kenai	6.0	5.0	11.0	-
Kenai Peninsula Borough	Seward	7.0	4.0	11.0	-
Matanuska-Susitna Borough	Palmer, Wasilla & Willow	3.0	8.0	11.0	-
Municipality of Skagway	Skagway	3.0	8.0	11.0	-
Nome Census Area	Nome	5.0	6.0	11.0	-
Aleutians East Borough	Cold Bay	-	10.0	10.0	-
Aleutians West Census Area	Atka	-	10.0	10.0	-
Bristol Bay Borough	Bristol Bay Borough	-	10.0	10.0	-
Matanuska-Susitna Borough	Houston	2.0	8.0	10.0	-
Nome Census Area	Unalakleet	5.0	5.0	10.0	-
Petersburg Borough	Petersburg Borough	6.0	4.0	10.0	-
Prince of Wales-Hyder Census Area	Port Alexander	4.0	6.0	10.0	-
Prince of Wales-Hyder Census Area	Thorne Bay	6.0	4.0	10.0	-
Yukon-Koyukuk Census Area	McGrath	-	10.0	10.0	-
Haines Borough	Haines	5.5	4.0	9.5	-
Aleutians East Borough	False Pass	3.0	6.0	9.0	-
Aleutians West Census Area	Adak	4.0	5.0	9.0	-
Lake and Peninsula Borough	Nondalton	3.0	6.0	9.0	-
Ketchikan Gateway Borough	Ketchikan Gateway Borough	2.5	6.0	8.5	-
Aleutians West Census Area	Unalaska	3.0	5.0	8.0	-
Fairbanks North Star Borough - FNSB	Fairbanks	-	8.0	8.0	-
Hoonah-Angoon Census Area	Angoon	3.0	5.0	8.0	-
Hoonah-Angoon Census Area	Tenakee Springs	2.0	6.0	8.0	-
Kodiak Island Borough	Old Harbor	3.0	5.0	8.0	-
Lake and Peninsula Borough	Newhalen	2.0	6.0	8.0	-
Lake and Peninsula Borough	Pile Bay	-	8.0	8.0	-
Matanuska-Susitna Borough	Big Lake	-	8.0	8.0	-
Municipality of Skagway	Dyea	-	8.0	8.0	-
Kenai Peninsula Borough	Homer	7.5	-	7.5	-
Denali Borough	Cantwell	-	7.0	7.0	-
Hoonah-Angoon Census Area	Gustavus	3.0	4.0	7.0	-

**Alaskan Community Sales, Bed and Car Rental Tax Rates > 0
by Total Rate, Borough/Census Area**

2016 Data, Last updated 3/14/2017

Source: State of Alaska Division of Community and Regional Affairs

Borough/Census Area	Community Name	Sales Tax %	Bed Tax %	Sales + Bed Total %	Car Rental Tax %
North Slope Borough	Nuiqsut	-	7.0	7.0	-
Hoonah-Angoon Census Area	Hoonah	6.5	-	6.5	-
Northwest Arctic Borough	Selawik	6.5	-	6.5	-
Aleutians East Borough	King Cove	6.0	-	6.0	-
Kenai Peninsula Borough	Soldotna	6.0	-	6.0	-
Lake and Peninsula Borough	Iliamna	-	6.0	6.0	-
Northwest Arctic Borough	Buckland	6.0	-	6.0	-
Prince of Wales-Hyder Census Area	Hydaburg	6.0	-	6.0	-
Valdez-Cordova Census Area	Valdez	-	6.0	6.0	-
Kenai Peninsula Borough	Seldovia	5.5	-	5.5	-
Bethel Census Area	Kwethluk	5.0	-	5.0	-
Bristol Bay Borough	Kanatak	-	5.0	5.0	-
Dillingham Census Area	Clark's Point	5.0	-	5.0	-
Kodiak Island Borough	Afognak	-	5.0	5.0	-
North Slope Borough	Barrow (Utqiagvik)	-	5.0	5.0	-
Prince of Wales-Hyder Census Area	Craig, and Kake	5.0	-	5.0	-
Valdez-Cordova Census Area	Whittier	5.0	-	5.0	-
Bethel Census Area	Mekoryuk	4.0	-	4.0	-
Kusilvak Census Area	Russian Mission	4.0	-	4.0	-
Nome Census Area	Diomedede	4.0	-	4.0	-
Northwest Arctic Borough	Noorvik	4.0	-	4.0	-
Yukon-Koyukuk Census Area	Nenana	4.0	-	4.0	-
Aleutians West Census Area	Saint George	3.0	-	3.0	-
Bethel Census Area	Goodnews Bay	3.0	-	3.0	-
Kenai Peninsula Borough	Kenai Peninsula Borough	3.0	-	3.0	-
Kodiak Island Borough	Larsen Bay	3.0	-	3.0	-
Kusilvak Census Area	Saint Mary's	3.0	-	3.0	-
Nome Census Area	Brevig Mission	3.0	-	3.0	-
North Slope Borough	Point Hope	3.0	-	3.0	-
Northwest Arctic Borough	Ambler	3.0	-	3.0	-
Yukon-Koyukuk Census Area	Galena	3.0	-	3.0	-
Bethel Census Area	Aniak	2.0	-	2.0	-
Dillingham Census Area	Togiak	2.0	-	2.0	-
Nome Census Area	Koyuk	2.0	-	2.0	-
Northwest Arctic Borough	Kivalina	2.0	-	2.0	-
Yukon-Koyukuk Census Area	Tanana	2.0	-	2.0	-
Nome Census Area	White Mountain	1.0	-	1.0	-

From: [Mary Griswold](#)
To: [Melissa Jacobsen](#)
Subject: Fw: Ord 19-07 re-appropriating police station funding
Date: Thursday, February 21, 2019 11:54:25 AM

(please include in the next available council packet)

From: [Mary Griswold](#)
Sent: Thursday, February 21, 2019 11:49 AM
To: carolinevenuti@ci.homer.ak.us ; donnaaderhold@ci.homer.ak.us ; heathsmith@ci.homer.ak.us ; mayor@ci.homer.ak.us ; rachellord@ci.homer.ak.us ; shellyerickson@ci.homer.ak.us ; tomstroozas@ci.homer.ak.us ; kkoester@ci.homer.ak.us
Subject: Ord 19-07 re-appropriating police station funding

Ord 19-07 in all iterations, re-appropriating Police Station funding

The 2019 budget was completed in December after at least three months of number crunching to balance our needs and financial resources.

“Transfer 2017 GF Surplus to Police Station Project” was a successful amendment among many denied critical requests for funding.

“Rationale: This amendment transfers the General Fund surplus from 2017 to the police station project. As the **number one priority** for the City of Homer, it is prudent to commit any extra resources to this project. Furthermore, by adding \$250,000 of General Fund dollars to the project, the City can reduce the amount it bonds for from \$5 to \$4.75 million.”

Now, not even three months into the 2019 budget, with not even construction plans completed for the new police station, the council is considering re-appropriating at least \$177,000 from the number one priority for the city to a new project which did not have to compete with other funding requests during the budget process.

“Uncertainty still persists in Alaska’s economic future. Municipalities will be a target for cost shifting either directly by reducing Community Assistance funds and contracts for services or indirectly by a declining level of state services that in turn puts pressure on municipalities to pick up these state-initiated shortfalls.”

“Every department has expressed a need to increase staffing under the strain that years of tight budgets have put on their capacity. The Public Works complex is aging, the City Hall roof needs replacing. (Information taken from 2019 Homer Budget Document)

The local opioid crisis is real, but rehab is not a city service. These funds are more appropriately requested from area health and social services.

Please protect the funding for the police station. Please respect the budget process. It is important to evaluate all large competing financial demands at one time to fairly allocate resources. It is important to fund essential city services first.



City of Homer

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Office of the City Manager

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(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: February 22, 2019
SUBJECT: February 25 Council Meeting

AML Trip Report

I returned Thursday, February 21st from a whirlwind trip to Juneau with Councilmembers Lord, Smith and Aderhold. There was plenty to talk about with the release of Governor Dunleavy's budget just days before the congregation of municipal leaders from across Alaska arrived in Juneau for AML's legislative fly-in. The proposed cuts will have catastrophic impacts to municipalities around the state, not to mention the University, ferry system, and a multitude of yet unknown statewide impacts. Legislative Budget and Audit was scheduled to have an overview to present to us, but at the time of the conference, they did not have enough information to adequately determine the impacts. From what I can glean thus far, the direct effects of the proposed cuts on the City of Homer budget are listed below. However, that does not mean other items that will impact Homer won't get put on the table either by the Legislature, proposed in subsequent years, or implemented by the Borough as they struggle with funding cuts. We will need to be watching closely and stay engaged.

Direct Financial Impact to City of Homer Regarding Proposed Cuts (as of 2-22-19): Up to \$249,510 (including Community Assistance)

- Community Assistance: the future of this program is unclear; it has not been eliminated but the funding was rolled into the General Fund. We received \$177,000 in Community Assistance in 2019.
- Shared Fisheries Tax. The Governor has proposed diverting all of this funding to General Fund (right now it is split between the State and municipalities where fish is processed based on poundage, a formula we have long argued against). The Enterprise Fund received \$62,000 last year in fisheries tax.
- Oil and Gas Property Tax. The Governor has proposed legislation that diverts all property tax revenue on oil and gas to the state. Last year the City of Homer budget included \$10,510 in oil and gas property tax.

The indirect long term impacts and general uncertainty will far outweigh the direct impacts for 2019. Changes to oil and gas property tax, education funding, and school debt bond reimbursement leave a large hole in the Kenai Peninsula Borough budget. Not only will this impact the Borough's ability to provide services like education, they will also be looking to make up that revenue in new taxes or cuts that we cannot anticipate. Impacts to our overall economy will be significant; under the Governor's proposed budget, the mere existence of the Kachemak Bay Campus is uncertain, ferry service becomes seasonal, and untold impacts in reduced services and penny pinching here and there are bound to come.

Expect to hear from AML through this legislative session with calls to action to come down to Juneau and lobby the legislature. They have also asked for a letter enumerating the impact of the proposed cuts to municipal budgets. With your consent, I will respond to AML with the above mentioned direct impacts and follow up with something more robust that details the City of Homer position in a packet. Content for this letter can be a topic of discussion for our legislative worksession the first week of March.

Meetings with Delegation

We met with Sen. Stevens and Rep. Vance on Monday and outlined the City's concerns with the proposed budget. Sen. Stevens emphasized the unprecedented nature and severity of this budget. Even with the House organizing only days before our arrival under a coalition leadership, he was uncertain the Legislature would have enough votes to override a veto from the Governor, very much giving Governor Dunleavy the upper hand in any negotiations. Rep. Vance was more optimistic the outcomes would be positive for the state in the long term and encouraged patience as the Legislative process played out. She asked for information on the impact of proposed cuts to the City, which we will share with both offices. We were able to dine with Rep. Vance and her staff on Monday night, a great opportunity for informal conversation regarding the challenges facing the state and Homer.

AML Sessions

Scheduling for AML sessions was turned upside down with the proposed budget being announced only days beforehand. Much of the time was spent discussing legislative strategy and a fair amount of venting. Many communities were looking at the evaporation of much of their budget under the proposal, which made for some emotional discourse. We heard from both Senator Sullivan and Senator Murkowski on federal issues. Alaska Conference of Mayors organized a panel on how to strengthen police recruitment. An impactful takeaway I had was that the cost of an officer leaving an organization in recruitment, training, and lost efficiency ranges from \$110,000 to \$190,000. Putting a number to retention really emphasized how important it is to value our employees and provide a working environment that promotes longevity. Former Senator Ben Stevens has been hired by the Governor to address public safety concerns as a result of SB 91 and highlighted legislation the Governor has introduced to repeal some of those changes. I will include this legislation for the legislative worksession as it may be of interest to the Council.

Online Sales Tax

As you know, the City of Homer has contributed to AML's efforts to work with a consultant on investigating the feasibility of creating a structure within AML (similar to AMLJIA or AMLIP) that collects and reminds online sales tax. This group met for an update in Juneau from Executive Director of AML, Nils, and Larry Persily, former KPB Chief of Staff who AML has hired to work on the project. One of the first hurdles of this project will be standardizing definitions. For the City of Homer, the Kenai Peninsula Borough collects sales tax on our behalf and we adopt their code by reference. This means we need to engage through the Borough on any concerns we have with the definitions and all be on the same page. Luckily, each municipality can maintain its own exemptions and sales tax caps. AML is working on an executive summary of the process and will likely schedule a joint meeting in Anchorage in May with Finance Directors of participating communities to work out the details. Additional details that will need to be worked out include what the threshold of commerce is for a business to trigger remitting sales tax in the state and what the governance structure looks like. I encourage the City to stay engaged in this conversation as online sales tax collection could have a tremendous impact on our sales tax revenue. I will be reaching out to the Borough Finance Director to see how they plan to engage and how we can work together.

Agency/Department Meetings

United State Coast Guard

We met with USCG to solicit their help and feedback on the Large Vessel Harbor Project. I was encouraged that our meeting included engineers and planners that could advise on some of the project details, and Port and Harbor Director Hawkins was there to provide additional detail on traffic patterns and demand for moorage. However this was a rubber meets the road conversation, and the first time we asked for something tangible instead of general support and project updates. Staff was very reluctant to provide a direct letter of support for the project due to process and political constraints. We are working with them to get information on the challenges they have with their current moorage, plans for the future, and specs necessary for the Cutter class vessel, the Hickory, which we would be moving from the Pioneer Dock to the Harbor with this project. Admiral Bell also introduced the possibility that the current 110 class cutter could be replaced with a small boat station. I understand this to mean a 47' response/rescue vessel and most likely another smaller 27' range support boat.

Department of Commerce and Economic Development

We met with Special Assistant Parady to inquire if the state plans on changing how it interprets allowable use of the commercial vessel passenger tax funds given the recent ruling on the Juneau case that restricts their head tax dollars to investments that are spent directly on the vessel. This is important to us, because we have received State and Borough approval to forward fund the Ramp 2 restroom project and want to make sure this remains an acceptable use of funds under the program. However, after talking with Juneau, there remains a lot of uncertainty over the ruling and how it might be interpreted. This is a topic we will need to be following, but it is apparent that nothing has been decided yet.

Department of Transportation and Public Facilities

We met with DOT/PF Deputy Commissioner Siroky and Special Assistant Lessman and highlighted 3 priorities: 1) The condition of Pioneer Avenue and East Hill; 2) runoff issues in Baycrest subdivision; and 3) the need to reinforce the Homer Spit to protect against erosion and invited them to meet with City of Homer and Army Corp on the topic. I have a response to priority 1 (below), and a promise to follow up on the letter Council drafted to Commissioner MacKinon dated January 19th on drainage from the Sterling Highway and the effects it has on downhill properties. The lack of familiarity with the Homer Spit was discouraging, but we were promised some follow up to initiate the conversation and understand the process through which DOT funds projects that protect critical infrastructure such as highways.

From Special Assistant to the Commissioner Mike Lesman:

Pioneer Avenue Pavement Preservation

This project is on the Dept's Tentative Advertising List:

<http://dot.alaska.gov/procurement/awp/awp-tas.cfm>. DOT&PF has every intent to advertise this project late March/early April, go through the bid process to select a contractor and then award a construction contract to that winning bidder. Until those steps are complete, a construction start date is only a guess. Our hope is the contractor can start as early as May, but Alaska's weather and the contractor's own calendar/schedule of work are both important factors.

While we don't expect any snags with this project at this point, last minute right-of-way acquisition challenges; changes to FHWA requirements; permitting changes; public and/or political opposition; and other factors can also influence the timing of road construction project scheduling in Alaska.

East Hill Road Pavement Preservation project

Please see the attached Fact Sheet for the East Hill Road Pavement Preservation project. The project may include striping, signage, drainage improvements, dig outs, curb ramps, guardrail, lighting and utility relocation. Construction is scheduled to begin in 2020.

East Hill Road Maintenance work

From an M&O (maintenance & operations) perspective: M&O had an emergency culvert repair / dig-out on East Hill Road that happened in December 2018. The weather didn't allow us to pave the surface and the material used has since blown out, so our crew is now using D-1 material and grading it when it gets rough. The plan is to pave that section of the road ASAP when weather allows, which will likely be late spring. Pothole patching is a continual exercise on East Hill and I'm told the crew also intends to repair damaged guardrail and do some brush cutting. Lastly, the road will be restriped this summer.

Meetings First Week of March

We have a legislative worksession scheduled for the first week of March. Councilmember Smith has requested that this worksession be followed up with a joint worksession with the Kachemak City Council on Ordinance 19-09 and City of Homer water services in the area. Originally I scheduled this for Monday to be consistent, however I will be in Anchorage all day for meetings with Enstar Natural Gas to discuss Tariff filing TA301-4. If Council is ok with it, I would like to propose we schedule the Legislative worksession for 4pm on Tuesday March 5th and the Kachemak City joint session immediately following at 5pm.

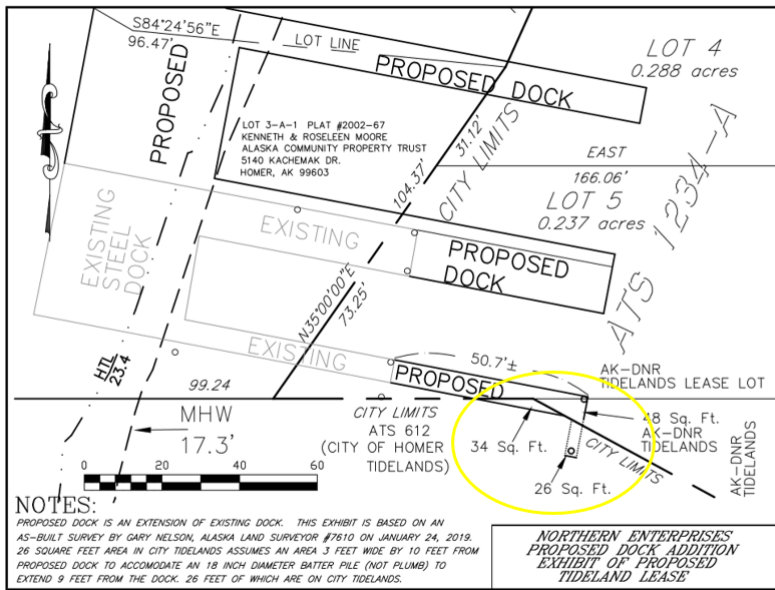
February 14 meeting with Bond Bank

On February 14th Finance Director Walton and I participated in a kick off call with municipalities around the state looking to bond for capital projects this spring with the Alaska Municipal Bond Bank (AMBB). During the call AMBB asked if any municipalities wanted to reconsider issuances due to the fiscal uncertainty facing the state and their municipal budget, including debt bond reimbursement programs by the state that are unfunded in the proposed budget. The timeline for issuance of the bonds is May 1, 2019, which would also make the funds available at that date. Two payments will be due each year (interest only and interest/debt service). The interest only payment will be due each year on November 1 and the interest/debt service payment will be due each year on May 1. In 2019, we will only make one payment (interest only) in November. At the March 11th Council meeting I will be presenting you with a Resolution authorizing the City to enter into an agreement with the Bond Bank. I would like to receive Council input on the term of the bond in advance of the resolution. A municipal bond is not callable for the first 10 years, which means we cannot pay down principal until then. Any dedicated funds remitted in excess of the payment amount can be invested in an account that does not exceed the rate of return of the bond, which is not a difficult bar given our conservative investment policy. However, bonds are available in 10, 15, and 20 year increments and I am considering bonding for 15 years instead of 20 (the original time frame we considered). A 15 year bond would save the City \$700,000 in interest payments over 15 years (not taking into account what we may be earning on invested funds). If sales tax returns follow inflation trends, this will generate sufficient funds to meet the 1.2 debt service ratio Council established (see attached schedule). Nevertheless, this approach does come with increased risk, especially given the current climate of fiscal uncertainty state-wide.

Northern Enterprises Boat Yard, Inc. interested in leasing City tidelands

Northern Enterprises Boat Yard, Inc. is a Homer-based corporation specializing in vessel haul out, repair, and storage. They are working on constructing a new dock capable of supporting a Marine Travel Lift

Station to haul out larger, heavier vessels and may even secure a federal grant to help with this project. The City of Homer sees this project as a great economic opportunity for the community since no travel lift station with this capacity exists in Homer. Currently, when a larger vessel needs to be hauled out, Seward, Kodiak, and King Cove are some of the nearby communities offering this service since Homer cannot. This proposed project will require Northern Enterprises Boat Yard, Inc. to use sixty square feet of City tidelands parcel ATS 612 (yellow highlighted circle below). At the March 11th City Council meeting, staff will bring before Council an ordinance and long-term lease for Northern Enterprises Boat Yard, Inc. to use sixty square feet of City tidelands. Since this proposal does not involve Homer Spit property, Port and Harbor Advisory Commission review is not required. In the meantime, the City will draft a letter to Northern Enterprises Boat Yard Inc., which will hopefully assist them in moving forward with the state DNR side of the property line.



- Enc:
- 20 and 15 year Police Station Bond Scenarios
 - DOT East Hill Fact Sheet
 - Letter to Northern Enterprises Boat Yard, Inc.

**City of Homer
Police Station Bond
Debt Service Schedule**

20 Year Bond Option					
Period Ending	Interest Amount	Annual Bond Payment	Estimated 0.30% Sales Tax	Debt Service Ratio	Debt Service Ratio
11/1/2019	106,312.36	106,312.36	539,768.00	127,574.83	
2020	209,425.00	344,425.00	542,466.84	413,310.00	
2021	204,600.00	344,600.00	545,179.17	413,520.00	
2022	198,900.00	343,900.00	547,905.07	412,680.00	
2023	192,250.00	342,250.00	550,644.60	410,700.00	
2024	184,500.00	344,500.00	553,397.82	413,400.00	
2025	176,375.00	341,375.00	556,164.81	409,650.00	
2026	167,875.00	342,875.00	558,945.63	411,450.00	
2027	158,875.00	343,875.00	561,740.36	412,650.00	
2028	149,375.00	344,375.00	564,549.06	413,250.00	
2029	139,375.00	344,375.00	567,371.81	413,250.00	
2030	128,875.00	343,875.00	570,208.67	412,650.00	
2031	117,875.00	342,875.00	573,059.71	411,450.00	
2032	106,375.00	341,375.00	575,925.01	409,650.00	
2033	94,375.00	339,375.00	578,804.63	407,250.00	
2034	81,750.00	341,750.00	581,698.66	410,100.00	
2035	68,375.00	343,375.00	584,607.15	412,050.00	
2036	54,375.00	339,375.00	587,530.18	407,250.00	
2037	39,750.00	339,750.00	590,467.84	407,700.00	
2038	24,375.00	339,375.00	593,420.18	407,250.00	
2039	8,250.00	338,250.00	596,387.28	405,900.00	
totals	2,612,237.36	6,952,237.36	11,920,242.46		

Chart Assumptions:

- The estimated sales tax growth was derived by applying last year's CPI (0.5%).

- The debt service ratio was established by council to be 1.2. The column above details the dollar value that is necessary in sales tax collection each year in order for the ratio to be at 1.2.

15 Year Bond Option					
Period Ending	Interest Amount	Annual Bond Payment	Estimated 0.30% Sales Tax	Debt Service Ratio	Debt Service Ratio
11/1/2019	104,778.89	104,778.89	539,768.00	125,734.67	
2020	205,250.00	415,250.00	542,466.84	498,300.00	
2021	197,800.00	412,800.00	545,179.17	495,360.00	
2022	189,000.00	414,000.00	547,905.07	496,800.00	
2023	178,750.00	408,750.00	550,644.60	490,500.00	
2024	166,875.00	411,875.00	553,397.82	494,250.00	
2025	154,375.00	409,375.00	556,164.81	491,250.00	
2026	141,250.00	411,250.00	558,945.63	493,500.00	
2027	127,500.00	407,500.00	561,740.36	489,000.00	
2028	113,125.00	408,125.00	564,549.06	489,750.00	
2029	98,000.00	408,000.00	567,371.81	489,600.00	
2030	82,125.00	407,125.00	570,208.67	488,550.00	
2031	65,375.00	410,375.00	573,059.71	492,450.00	
2032	47,750.00	407,750.00	575,925.01	489,300.00	
2033	29,250.00	409,250.00	578,804.63	491,100.00	
2034	9,875.00	404,875.00	581,698.66	485,850.00	
totals	1,911,078.89	6,251,078.89	8,967,829.84		



FACT SHEET

East Hill Road Pavement Preservation Project CFHWY 00297/0001600

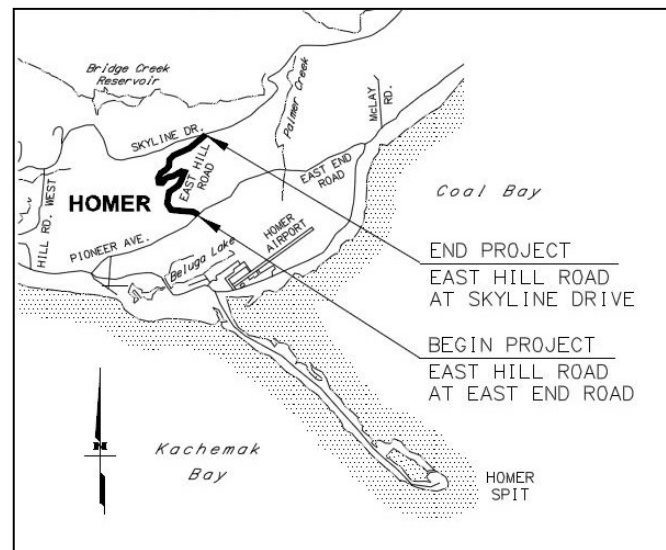
Project Overview

The Alaska Department of Transportation & Public Facilities to mill and resurface the entire length of East Hill Road in Homer, Alaska. This project would extend the service life and improve the overall safety of the roadway.

Project Scope

The proposed work would include:

- Resurface East Hill Road from Skyline Drive to East End Road
- Clear vegetation within ROW limits to improve visibility and safety
- Drainage improvements, including culvert replacements and ditch maintenance
- Repairing or replacing guardrail, guardrail end treatments, lighting, signage, and striping
- Upgrading existing facilities to comply with the American with Disabilities Act
- Utility relocations, as needed



Schedule

Preliminary Engineering studies are currently being completed. Environmental, geotechnical and drainage investigations will continue over the fall and winter months of 2018. Initial Design plans are anticipated to be produced in Spring 2019. Construction for the proposed project is anticipated to begin in 2020, pending availability of funding and other factors.

Contact Information

If you have any questions or would like to share ideas regarding the East End Road Pavement Preservation project, please contact DOT&PF at the information listed below:

Clint Adler, P.E.
Alaska DOT&PF
Project Manager
(907) 269-0544
clint.alder@alaska.gov

Ryan Hammel
Alaska DOT&PF
Consultant Coordinator
(907) 269-0571
ryan.hammel@alaska.gov

Joan Mitchell, P.E.
Kinney Engineering, LLC.
Public Involvement Project Manager
(907) 344-7590
joanmitchell@kinneyeng.com



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

Northern Enterprises Boat Yard, Inc.
51140 Kachemak Dr.
Homer, AK 99603

February 25, 2019

To Ken and Roseleen Moore of Northern Enterprises Boat Yard Inc.,

It is my understanding Northern Enterprises Boat Yard Inc. is in the planning stages of a dock expansion project in order to support a Marine Travel Lift Station. This Marine Travel Lift Station will be able to haul out larger, heavier vessels that otherwise could not be serviced in Homer. As you know, when a larger vessel needs to be hauled out, Seward, Kodiak, and King Cove are some of the nearby communities offering this service since Homer cannot.

The City of Homer sees your expansion project as a great economic opportunity for the community as the City has often been asked when a marine service of this kind could be offered to Homer's fleet. Since the proposed dock expansion design requires you to use sixty square feet of City tidelands, staff will bring an ordinance and draft lease before City Council on March 11th.

Please feel free to contact my office directly with questions, (907) 235-8121 ext. 2222 or citymanager@cityofhomer-ak.gov.

Best,

Katie Koester
City Manager



On behalf of the crew of
CGC NAUSHON, I extend my
heartfelt and sincere thanks
to the City of Homer for
your overwhelming support over
this Holiday season. I cannot
express enough appreciation
for your amazing contributions
keeping the community informed
and coordinating efforts to make
Homer's hospitality known among
our Coast Guard family. I meant
a great deal to me and my crew!
THANK YOU!

Your Obedient Servant
Liddy Miller, LT
CO, CGC NAUSHON





City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK
DATE: FEBRUARY 22, 2019
SUBJECT: BID REPORT – Informational Only

REQUEST FOR PROPOSALS FOR AMBULANCE BILLING AND COLLECTION SERVICES

The City of Homer is requesting proposals for Ambulance Billing and Collection Services. The successful proposer will be contracted to facilitate ambulance billing and collection service for the City as outlined in the proposal packet. Sealed proposals shall be received by the City Clerk **no later than 4:00 p.m. Thursday, March 7, 2019**. The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of the proposals shall not be considered. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Plan Holder Registration forms and Request for Proposal Specifications are available online at <http://www.cityofhomer-ak.gov/rfps>

A pre-proposal conference is planned on Thursday, February 21, 2019 at 2:30 p.m. The conference will be held at City of Homer, City Hall, Cowles Council Chambers, 491 East Pioneer Avenue, Homer, Alaska. You may also attend by calling our conference line at 907-235-8121 x2299.

REQUEST FOR PROPOSALS FOR CONSULTATION REGARDING UPGRADES TO THE CITY-OWNED ICE PLANT

The City of Homer is requesting proposals from qualified firms for the purpose of a consultation contract, which at point of contract award will include performing a site visit to Homer's Ice Plant to evaluate our options and provide a list of recommendations for optimizing and/or upgrading our ice plant and cold storage facility. RFP submission and information are available online at <http://www.cityofhomer-ak.gov/rfps>, or at the Office of the City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Electronic copies of this Request for Proposals and requirements are available. There is a fee of \$10.00 for a hard copy, postage not included. Proposals shall be received at the Office of the City Clerk **no later than 2:00 p.m. Thursday, March 14 2019**. The time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered. Please direct RFP submission questions to Melissa Jacobsen, City Clerk, at (907) 235-3130. Please direct technical questions to Burton Gregory, Ice Plant Manager, at (907) 235-3162 and in writing at bgregory@ci.homer.ak.us, or to 4311 Freight Dock Road, Homer, AK 99603.

REQUEST FOR PROPOSALS INCORPORATING ART INTO THE NEW HOMER POLICE STATION

Proposals to provide art or to incorporate art into the new Homer Police Station will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **4:30 P.M., Thursday, April 4, 2019.** The intent of this proposal effort is to provide an opportunity for artists and other interested persons to present ideas on how and what art can be incorporated into/onto the building (interior and exterior) at specific locations. The proposals will be evaluated by the Art Selection Committee appointed for the Project utilizing the City's 1% for Art Funding designated for this project. All ideas and concepts will be considered. Expect that more than one art piece or idea will be funded with the available dollars. A non-mandatory Q & A for the Police Station Project will be held on **Monday, March 4, 2019 @ 2:00 p.m.** to discuss the potential locations for art and answer any questions interested proposers may have about the project and timelines. Proposers interested in attending are directed to meet in the **Upstairs Conference Room, City Hall 491 E Pioneer Avenue, Homer, Alaska**. The time of receipt for submittals will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of proposals shall not be considered. Respondents not on the plan holder's list shall be deemed unresponsive and shall not be considered. The City shall not accept faxed proposals. The Request for Proposals package and Plan Holder registration form is posted on the City website: <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for overnight delivery). All fees are non-refundable. **For proposal evaluation criteria questions contact:** City Clerk's Office, City of Homer 491 E. Pioneer Avenue, Homer, Alaska 99603 at clerk@cityofhomer-ak.gov or 907-235-3130. **Please direct all technical questions** regarding this project to: Pat McNary, Project Manager, City of Homer 3575 Heath Street, Homer, AK 99603 at 907-235-3170



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK
DATE: FEBRUARY 13, 2019
SUBJECT: INACTIVE RECORDS REPORT – Informational Only

In accordance with HCC 2.08.010(g), the City Clerk's office has completed its annual inactive records destruction process.

On January 15, 2019, Department Heads were notified of the inactive records that were eligible for destruction, and as a result, 75 boxes of records were approved, pulled, and staged in the Council Chambers.

Shred Alaska performed on-site shredding of 1672 pounds of inactive records on February 13, 2019. Shred Alaska travels from Anchorage to the Peninsula once a month to provide their on-site service and they deliver the shredded material to the landfill for recycle. This is the City Clerk's seventh year working with Shred Alaska for our inactive records destruction, and we are very pleased with the efficiency of their service.

Copies of the Inactive Records Storage Forms and memorandums approving destruction are available in the City Clerk's office for review.

To date, the City Clerk's office has received 33 boxes of inactive records from various city departments, and those boxes have been logged in and stored in the storage areas located within City Hall. That number will likely increase by 15 to 25 boxes as we approach year end.

