

Operating Budget Amendments

PG	Amendment	Sponsor	Status
	Full Time Building Maintenance position (\$83,941 incl. benefits PW Maintenance)	City Manager	
	Porta potties on Homer Spit Trail (\$7,500 Public Works - Parks)	Erickson	
	0.5% COLA (\$46,110 government wide)	Lord	
	Scoping studies (\$18,000)	Mayor	

Capital Budget Amendments

		Sponsor	Status
	2017 GF surplus to police station (\$250,000 transfer)	Smith	
	RV dump station pay station (\$15,000 from Parks Reserve)	Erickson	

2019 Proposed Budget Amendment Form OPERATING BUDGET

Fund Name: General Fund

Request Name: Full time

Account #	Account name	Page #	Increase	Decrease	Balance
100-0149	Airport	74	12,591		
100-0171	General Maintenance	97	67,153		
100-0175	Parks - Cemetary	104	4,197		
	PW Transfer to Reserves			83,941	

Rationale:

Bringing a building maintenance staff on in 2019 will allow building maintenance to catch up on some project back log and provide capacity for them to be involved with construction of the new police station so that when they are handed over a final building, they are comfortable with the systems. Increased capacity in building maintenance (and janitorial) will be absolute necessary come 2020 when additional square footage is added with a new police station.

A full time building maintenance position will also help relieve some pressure in road maintenance, as an existing equipment operator gets called to fill in on building maintenance tasks when they are overwhelmed with work orders.

Finally, it will allow for succession planning in the building maintenance division of public works as both full time staff are nearing retirement eligibility and it is critical to have someone familiar with all the ends and outs of city facilities.

include a day in the life memo and monthly reports from PW superintendent as back

Requested By:
City Manager

Prepared By:
City Manager



City of Homer

Dan Gardner, Superintendent

Public Works

3575 Heath Street

Homer, AK 99603

dgardner@ci.homer.ak.us

(p) 907-235-3170

(f) 907-235-3145

MEMORANDUM

To: Katie Koester, City Manager

Through: Carey Meyer, PW Director

From: Dan Gardner, PW Superintendent

Date: November 15, 2018

Subject: Building Maintenance Data & Staffing Needs

I have been asked to provide some information regarding the work that is accomplished by building maintenance staff. At present, we have two full time building maintenance personnel. We do employ a seasonal person for the six months of winter that will sometimes be used in building maintenance. The seasonal position provides for snow removal and sanding operations at the airport in the early morning shift (4:00 am to noon). If that work is caught up, the position can provide for some time providing assistance to building maintenance or wherever there is need.

We have been staffed at this level since before the library was constructed in 2006/2007. To more properly maintain our buildings, an additional FTE has been requested in both building maintenance and janitorial since August of 2010 when Jan Jonker, the previous superintendent, first submitted a personnel capitol requests for the budget.

Attached are two separate reports of work orders completed for September and October of this year. These were the last two months compiled and closed out for a sampling. Of course, the descriptions for each task aren't necessarily detailed, but give an idea of the work accomplished and time involved. Some descriptions, such as perform daily walk through of facility, may take one hour one day, and three hours the next due to observations and work tasks that present themselves during the walk through. Also, hours related to calls from various departments with issues such as running or clogged toilets, a faucet leaking, a door not closing properly, etc., are often included in the daily walk through work order.

In addition to the attachments, I am including a log of repair or requests calls that have come into building maintenance over the last couple of weeks that provide a sampling of a day in the life. Not every day was included, but it provides a pretty good sampling.

I hope this information is helpful. Please let me know if I can clarify anything for you.

Building Maintenance Call/Request Log

10/29	Library	Move 3 hanging lights and install an 8' Art piece
10/29	City Hall	Install a coat hanger
10/29	City Hall	Clerks need a cabinet moved to storage
10/29	HVFD	Need more outlets for exterior lighting
10/30	HPD	Back electric door latch not working well
10/30	City Hall	Admin has cold rooms
10/30	HPD	Front entry door is noisy and slams
10/30	Harbor Master	Men's toilet sounds like it is leaking
10/30	Airport	Freight entrance is uneven
10/30	PW	Director office has one heater not working
10/31	Library	Vacuum needs new axle
10/31	Animal Shelter	Heating water glycol tank needs filled
11/5	PW	Waste oil heater has a leak
11/5	HERC I	Exterior lights not working
11/5	Airport	Ticketing office not heating
11/6	Airport	Toilet running with water on the floor
11/6	Library	Men's restroom door rubbing
11/7	Ramp 5	North door blowing open
11/7	Library	Lights out in a some study carrels
11/7	Harbor Master	Lights out and need bulbs ordered
11/7	Harbor Master	Broken heating thermostat
11/8	HPD	Vacuum overheating and quitting
11/13	Library	No heat
11/15	Library	Install new air valve in sprinkler system
11/15	City Hall	Emergency light beeping
11/15	City Hall	Internal sprinkler piping inspection needs done
11/15	HVFD	Internal sprinkler piping inspection needs done
11/19	City Hall	Clerks desk uneven due to missing panel
11/19	HVFD	Broken outlet on middle pole shed bay
11/19	HVFD	Bay number 2 door not working and concrete uneven
11/19	Ramp 5	Hot water running and won't shut off
11/19	PW	Women's restroom exhaust fan not working.
11/19	City Hall	Emergency light not working

Also generated several work orders for Airport, HERC I, and HERC II lighting to be converted to LED's.

Work Orders Completed for September 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804731	PERFORM MONTHLY ADMIN DUTIES ASSOCIATED WITH BUILDING MAINTENANCE	ADMIN-BLDGS	Administration	SCHED	9/30/2018	21.5
1803855	SCHEDULE ANNUAL FIRE ALARM AND SPRINKLER INSPECTION	SAFETY-15	Administration	SCHED	9/7/2018	1
1804189	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/14/2018	2.5
1804576	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/28/2018	2.5
1804493	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/21/2018	3.5
1804085	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/7/2018	2
1804494	OPERATIONAL INSPECTION OF OVERHEAD DOORS.	APT-07	Airport	SCHED	9/18/2018	2
1804495	MONTHLY SERVICE INSPECTION OF CONVEYOR SYSTEMS	APT-10	Airport	SCHED	9/19/2018	2
1804190	MONTHLY INSPECTION OF BUILDING WALLS.	APT-11	Airport	SCHED	9/11/2018	1
1804191	SERVICE INSPECTION OF CONVEYOR GEARBOX.	APT-14	Airport	SCHED	9/12/2018	1
1804496	VISUAL INSPECTION OF SPRINKLER SYSTEM FOR DAMAGE.	APT-15	Airport	SCHED	9/18/2018	1
1804192	ANNUAL SERVICE INSPECTION OF MOTOR STARTERS AND CONTROL PANELS	APT-17	Airport	SCHED	9/12/2018	1.5
1804193	AN LUBRICATE CONVEYOR MOTOR BEARINGS. CLEAN OIL FANS IN BOTH BATHROOMS.	APT-18	Airport	SCHED	9/12/2018	5
1804194	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/14/2018	2.5
1803986	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/1/2018	9
1804086	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/7/2018	2
1804577	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/28/2018	2.5
1804497	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/21/2018	2.5
1804498	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	APT-39	Airport	SCHED	9/17/2018	1
1804195	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS AIRPORT	APT-40	Airport	SCHED	9/14/2018	1
1804090	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Airport	SCHED	9/12/2018	0.5
1804675	AIRPORT HAS A DRIP FROM MODINE HEATER IN FREIGHT OFFICE - RAVN	RPRO	Airport	REPAIR	9/14/2018	1
1805252	AIRPORT BAGGAGE GARAGE DOOR NOT CLOSING - RAVN	RPRO	Airport	REPAIR	9/28/2018	6.5
1804676	AIRPORT #2 BOILER NEEDS NEW SENSOR INSTALLED -	RPRO	Airport	REPAIR	9/19/2018	1
1804575	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/28/2018	2.5
1804489	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/21/2018	3
1804084	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/7/2018	2.5
1803833	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/17/2018	2
1804183	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/14/2018	3
1804490	MONTHLY SERVICE OF HVAC SYSTEM	AN SHLTR-03	Animal Shelter	SCHED	9/18/2018	1
1804491	ALTERNATE RADIANT HEAT PUMPS	AN SHLTR-04	Animal Shelter	SCHED	9/17/2018	0.5
1804184	PERFORM ANNUAL BOILER #1 PMI	AN SHLTR-05	Animal Shelter	SCHED	9/11/2018	1
1804185	PERFORM ANNUAL BOILER #2 PMI	AN SHLTR-05A	Animal Shelter	SCHED	9/11/2018	1
1804186	SEMI-ANNUAL BOILER #1 PMI	AN SHLTR-06	Animal Shelter	SCHED	9/10/2018	0.5
1804187	SEMI-ANNUAL BOILER #2 PMI	AN SHLTR-06A	Animal Shelter	SCHED	9/10/2018	0.5
1804188	MONTHLY INSPECTION OF EMERGENCY LIGHTS	AN SHLTR-07	Animal Shelter	SCHED	9/11/2018	0.5
1804492	CHECK & CLEAN HEATERS	AN SHLTR-13	Animal Shelter	SCHED	9/19/2018	1.5
1804886	ANIMAL SHELTER DRYER NOT WORKING - GILLIAN	RPRO	Animal Shelter	REPAIR	9/24/2018	3.5
1804595	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Animal Shelter	SCHED	9/26/2018	0.5
1804517	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Animal Shelter	SCHED	9/17/2018	1
1804580	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/25/2018	0.5
1804196	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/11/2018	1
1804499	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/17/2018	1
1804087	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/4/2018	1

Work Orders Completed for September 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804197	MONTHLY SERVICE/INSPECTION OF CH GEN SET	CH GEN-02	City Hall	SCHED	9/14/2018	1
1804581	SERVICE P- TRAPS @ CITY HALL	CH-01	City Hall	SCHED	9/26/2018	0.5
1804502	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/21/2018	5
1804089	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/7/2018	5
1804198	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/14/2018	5
1804582	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/24/2018	6.5
1804091	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	City Hall	SCHED	9/4/2018	0.5
1804005	SERVICE INSTRUCTION OF HOT WATER RELIEF VALVES.	RFLVLU-01	City Hall	SCHED	9/5/2018	2.5
1804887	CITY HALL EMERGENCY LIGHT BUZZING IN HALL BY BREAK ROOM - MIKE R.	RPR0	City Hall	REPAIR	9/25/2018	3
1804204	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	City Hall	SCHED	9/14/2018	1
1804008	ANNUAL INSPECTION OF FIRE EXTINGUISHERS ALL OF CITY HALL	SAFETY-18	City Hall	SCHED	9/6/2018	1.5
1804092	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Harbor Office	SCHED	9/12/2018	0.5
1804593	MONTHLY SERVICE OF EMERGENCY LIGHT	PH HBR OFF-07	Harbor Office	SCHED	9/26/2018	1
1804503	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	9/20/2018	2
1804504	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	9/20/2018	2
1804505	PERFORM MONTHLY FIRE EXTINGUISHERS INSPECTIONS HERC	HERC-09	HERC	SCHED	9/19/2018	1
1804506	MONTHLY SERVICE OF P" TRAPS"	HERC-11	HERC	SCHED	9/19/2018	1
1804095	MONTHLY CLEANING OF FIRE TUBE IN HERC #1	HERC-12	HERC	SCHED	9/11/2018	0.5
1804096	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	9/11/2018	0.5
1804097	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	9/11/2018	0.5
1804586	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/28/2018	5.5
1804098	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/7/2018	9.5
1804199	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/14/2018	6
1804507	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/21/2018	5.5
1804889	HERC I NEEDS EMERGENCY LIGHTING INSTALLED IN ZUMBA ROOM - DAN	RPR0	HERC	REPAIR	9/17/2018	1.5
1804674	HERC I ROOF NEEDS A BIG CHUNK PATCHED WHERE WIND BLEW IT OFF - DAN G.	RPR0	HERC	REPAIR	9/14/2018	20
1804474	HERC I NEEDS EXIT DEVICE INSTALLED ON ZUMBA ROOM SIDE DOOR - DAN	RPR0	HERC	REPAIR	9/7/2018	7.5
1804093	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Library	SCHED	9/4/2018	0.5
1804511	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/17/2018	1
1804588	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/26/2018	1
1804201	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/12/2018	1
1804100	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/4/2018	1
1804589	MONTHLY SERVICE/INSPECTION OF LIBRARY GEN SET	LIB GEN-02	Library	SCHED	9/26/2018	1
1803998	3-MONTH SERVICE ON LIBRARY GEN SET	LIB GEN-03	Library	SCHED	9/7/2018	1
1804590	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/28/2018	6
1804101	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/7/2018	5.5
1804202	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/14/2018	7
1804512	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/21/2018	5.5
1804002	ANNUAL INSPECTION OF LIBRARY FIRE EXTINGUISHERS.	LIB-16	Library	SCHED	9/6/2018	1.5
1804102	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	LIB-19	Library	SCHED	9/6/2018	2
1804103	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	LIB-20	Library	SCHED	9/6/2018	0.5
1804513	CHANGE 9V BATTERIES IN ADA DOOR OPENERS	LIB-22	Library	SCHED	9/19/2018	1
1804461	LIBRARY NEEDS 2 SHELVING UNITS ASSEMBLED AND MOUNTED IN YOUNG ADULT SECT	RPR0	Library	REPAIR	9/5/2018	4.5
1804081	CHANGE FILTER ON USED OIL FURNACE	0401-10	PH Maintenance	SCHED	9/4/2018	1

Work Orders Completed for September 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804104	MONTHLY SERVICE OF EMERGENCY LIGHTS	PH-FAC-07	PH Maintenance	SCHED	9/4/2018	1
1803932	SERVICE INSTRUCTION OF HOT WATER RELIEF VALVES.	RLFLV-01	PH Ramp 2	SCHED	9/3/2018	0
1804200	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/11/2018	1
1804508	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/20/2018	1
1804587	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/27/2018	1.5
1804509	MONTHLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/5/2018	1
1804510	MONTHLY SERVICE INSPECTION OF HPD GEN SET	HPD GEN-02	Police Department	SCHED	9/20/2018	1
1804462	CLEAN OR REPLACE FILTERS AS NEEDED, ON DOWNSTAIRS FURNACE.	HPD-02	Police Department	SCHED	9/20/2018	1
1804712	HPD NEEDS A WALL FILE REHUNG AND PARKING LOT LIGHTS NOT WORKING	RPRO	Police Department	REPAIR	9/6/2018	1.5
1804518	HPD REAR ENTRANCE LATCH NOT WORKING - TRACEY	RPRO	Police Department	REPAIR	9/20/2018	2
1804082	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Police Department	SCHED	9/19/2018	1
1804082	CHANGE FILTER ON USED OIL FURNACE	0401-10	Public Works	SCHED	9/4/2018	1
1804730	CHANGE FILTER ON USED OIL FURNACE	0401-10	Public Works	SCHED	9/15/2018	5
1803358	SERVICE INSTRUCTION-CLEANUP OF MAINTENANCE STORAGE AREA.	0402-3	Public Works	SCHED	9/12/2018	2
1804083	ANNUAL SERVICE INSTRUCTION ON FUEL OIL BOILER SYSTEM.	5211-02	Public Works	SCHED	9/4/2018	3
1804094	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Public Works	SCHED	9/10/2018	0.5
1804203	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/14/2018	2.5
1804105	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/7/2018	2
1804514	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/21/2018	2.5
1804594	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/28/2018	3
1804515	MONTHLY PW HVAC SYSTEM SERVICE	PWFAC-HVAC	Public Works	SCHED	9/18/2018	1
1804516	QUARTERLY CHECK ON PW RADIO REPEATER STATION	REPEATER	Public Works	SCHED	9/17/2018	2
1804946	PW VACUUM NOISY - MIA	RPRO	Public Works	REPAIR	9/28/2018	2
1804475	PW NEEDS BLACK GOLD SERVICED AND LIGHT UNDERNEATH IT MOVED - MIKE R.	RPRO	Public Works	REPAIR	9/10/2018	5.5
1804520	PERFORM MONTHLY INSPECTION OF ALL EYE WASH STATIONS	SAFETY-02	Public Works	SCHED	9/17/2018	0.5
1804007	ANNUAL INSPECTION OF FIRE EXTINGUISHERS PUBLIC WORKS	SAFETY-17	Public Works	SCHED	9/5/2018	12.5
1804473	RAMP #3 HAS A LOOSE FAUCET - KAREN	RPRO	Ramp 3 Restroom	REPAIR	9/10/2018	1
1804476	RAMP #5 HAS A SINK THAT ISN'T WORKING - KAREN	RPRO	Ramp 5 Restroom	REPAIR	9/10/2018	1
1804890	RAMP 6 #1 REST ROOM HAS A LOOSE FAUCET - KAREN	RPRO	Ramp 6 Restroom	REPAIR	9/17/2018	1.5

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1805526	PERFORM MONTHLY ADMIN DUTIES ASSOCIATED WITH BUILDING MAINTENANCE	ADMIN-BLDGS	Administration	SCHED	10/31/2018	69.5
1803864	ANNUAL INSPECTION AND CALIBRATION ON BACKFLOW PREVENTION DEVICE TESTER	BACKFLOW-INSP-03	Administration	SCHED	10/22/2018	0.5
1805273	SCHEDULE CARPET CLEANING	CARPET	Administration	SCHED	10/1/2018	3.5
1805250	COMPLETE FACILITY SELF-CHECK CHECKLISTS FOR FALL 2018 - AML/JIA	RPRO	Administration	REPAIR	10/10/2018	9
1805251	ORGANIZE AND PRIORITIZE ADA INSPECTION LISTS - DAN	RPRO	Administration	REPAIR	10/10/2018	3.5
1805398	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/27/2018	5.5
1805131	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/13/2018	3
1805265	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/20/2018	3
1804735	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/6/2018	3
1805173	SERVICE INSTRUCTION-AIRPORT TERMINAL TRASH PICK UP.	APT-02	Airport	SCHED	10/14/2018	1
1805266	BLOW DOWN BOILERS # 1 AND #2. GREASE & LUBE EXHAUST FAN MOTOR.	APT-03	Airport	SCHED	10/17/2018	2
1805267	OPERATIONAL INSPECTION OF ALL INTERIOR/ EXTERIOR DOORS & WINDOWS	APT-05	Airport	SCHED	10/20/2018	2.5
1805268	OPERATIONAL INSPECTION OF ROLL UP BAGGAGE DOOR 115A.	APT-06	Airport	SCHED	10/15/2018	1
1805399	SERVICE INSPECTION OF STACKER CHAIRS.	APT-09	Airport	SCHED	10/22/2018	2
1805400	MONTHLY SERVICE INSPECTION OF CONVEYOR SYSTEMS	APT-10	Airport	SCHED	10/25/2018	2
1805269	MONTHLY INSPECTION OF BUILDING WALLS.	APT-11	Airport	SCHED	10/17/2018	1
1805132	SERVICE INSPECTION OF OVERHEAD DOORS AND DOOR OPERATORS.	APT-13	Airport	SCHED	10/10/2018	4.5
1804736	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/6/2018	3.5
1805401	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/27/2018	5.5
1805133	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/13/2018	4
1805270	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/20/2018	3.5
1805134	SERVICE INSTRUCTION ON DOOR CLOSURES	APT-24	Airport	SCHED	10/13/2018	3.5
1804578	ANNUAL RECERTIFICATION OF FIRE SPRINKLER SYSTEM.	APT-31	Airport	SCHED	10/2/2018	1
1805532	WEEKLY PLOW SNOW & SAND PARKING LOT AND RAMP AS NEEDED	APT-32	Airport	SCHED	10/29/2018	1
1804579	ANNUAL RECERTIFICATION OF FIRE ALARM SYSTEM	APT-37	Airport	SCHED	10/3/2018	1
1805271	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	APT-39	Airport	SCHED	10/17/2018	2
1805272	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS AIRPORT	APT-40	Airport	SCHED	10/15/2018	1
1804737	ANNUAL SERVICE OF AIRPORT SNOW BLOWER	APT-SB	Airport	SCHED	10/1/2018	1
1704726	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	Airport	SCHED	10/2/2018	0
1805674	AIRPORT HAS A COUPLE OF BREAKER COVERS MISSING FROM ELEC PANEL BY CUSTOD	RPRO	Airport	REPAIR	10/24/2018	1.5
1805673	AIRPORT HAS SEVERAL (7) OUTLET PLUGS BROKEN BY GROUND PRONG - M.R.	RPRO	Airport	REPAIR	10/26/2018	6
1805256	AIRPORT RAVN FREIGHT DOOR TO GARAGE WEATHER STRIP BUSTED - JULES	RPRO	Airport	REPAIR	10/11/2018	2
1804734	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/5/2018	2.5
1805129	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/12/2018	2.5
1805397	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/26/2018	5.5
1805262	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/19/2018	3
1805263	MONTHLY SERVICE OF HVAC SYSTEM	AN SHLTR-03	Animal Shelter	SCHED	10/15/2018	2
1805130	ALTERNATE RADIANT HEAT PUMPS	AN SHLTR-04	Animal Shelter	SCHED	10/10/2018	0.5
1805264	MONTHLY INSPECTION OF EMERGENCY LIGHTS	AN SHLTR-07	Animal Shelter	SCHED	10/16/2018	0.5
1805529	QUARTERLY SERVICE OF P-TRAPS @ ANIMAL SHELTER	AN SHLTR-14	Animal Shelter	SCHED	10/29/2018	1
1805817	ANIMAL SHELTER NEEDS HEATING MAKE UP WATER TANK FILLED WITH CRYOTEC ANTI	RPRO	Animal Shelter	REPAIR	10/31/2018	2
1805505	ANIMAL SHELTER NEEDS NEW FGCI OUTLET TO THE LEFT OF THE KITCHEN SINK-AML	RPRO	Animal Shelter	REPAIR	10/23/2018	1
1805513	ANIMAL SHELTER CAT INTAKE WINDOW SCREEN IS TORN - GILLIAN	RPRO	Animal Shelter	REPAIR	10/24/2018	1.5
1805503	ANIMAL SHELTER GARAGE DOOR SAFETY STOP DOESN'T WORK ALL THE TIME - AML	RPRO	Animal Shelter	REPAIR	10/23/2018	1.5

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1805416	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Animal Shelter	SCHED	10/22/2018	0.5
1804765	WINTERIZE RESTROOMS FOR WINTER. PLACE PARK OUT OF SERVICE.	PK BW-03	Ben Walters Park	SCHED	10/5/2018	2.5
1806092	BISHOPS BEACH EAST TOILET DOOR ISN'T LOCKING/UNLOCKING WELL. - PHONE CALL	RPRO	Bishops Beach	REPAIR	10/29/2018	1
1804733	SPRING & FALL AIR CONDITIONER SERVICE	AIRCOND-01	City Hall	SCHED	10/3/2018	1.5
1805402	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/22/2018	1
1804743	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/3/2018	1
1805334	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/30/2018	1
1805274	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/16/2018	1
1805136	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/11/2018	1
1805275	MONTHLY SERVICE/INSPECTION OF CH GEN SET	CH GEN-02	City Hall	SCHED	10/19/2018	1
1805276	3-MONTH SERVICE ON CH GEN SET	CH GEN-03	City Hall	SCHED	10/26/2018	1
1805535	CHECK ROOF DRAINS AT CITY HALL. CLEAN IF NECESSARY	CH-02	City Hall	SCHED	10/30/2018	1.5
1805403	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/26/2018	5
1804744	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/5/2018	4
1805277	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/19/2018	4.5
1805137	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/12/2018	5.5
1805675	CITY HALL MAYOR'S ROOM NEEDS A COUPLE OF COAT HANGERS INSTALLED - KATIE	RPRO	City Hall	REPAIR	10/24/2018	1
1805259	CITY HALL DOWNSTAIRS WOMAN'S RESTROOM DOOR HANDLE STICKY - RENEE	RPRO	City Hall	REPAIR	10/10/2018	1
1805260	CITY HALL EMERGENCY LIGHT OUTSIDE FINANCE COPY ROOM IS BUZZING - DAN O.	RPRO	City Hall	REPAIR	10/11/2018	1
1805234	CITY HALL DOWNSTAIRS LADIES ROOM DISPENSER NEEDS BATTERIES - MELISSA	RPRO	City Hall	REPAIR	10/9/2018	1
1805677	CITY HALL CLERKS NEED CABINET MOVED TO STORAGE - RACHEL	RPRO	City Hall	REPAIR	10/29/2018	2
1805502	CITY HALL UPSTAIRS ENTRY FIRE EXTINGUISHER NEEDS MOLLY BOLT - MIKE R.	RPRO	City Hall	REPAIR	10/23/2018	1
1805235	CITY HALL PLANNING HAS A LIGHT GOING OUT ABOVE DRAFTING TABLE - TRAVIS	RPRO	City Hall	REPAIR	10/8/2018	2
1805291	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	City Hall	SCHED	10/19/2018	1
1804596	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	City Hall	SCHED	10/1/2018	3
1804602	ANNUAL RECERTIFICATION OF FIRE ALARM SYSTEM	SAFETY-12	FD, Harbor, PD, WTP	SCHED	10/2/2018	4
1804948	HVFD DOWNSTAIRS TOILET RUNNING - JACLYN	RPRO	Fire Department	REPAIR	10/1/2018	1.5
1805810	HVFD NEEDS AN EXTERIOR OUTLET BY FLAGPOLE LIGHT ON CLOCK TOWER FOR LIGHT	RPRO	Fire Department	REPAIR	10/31/2018	3.5
1804597	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	Fire Department	SCHED	10/2/2018	1
1804732	SPRING & FALL AIR CONDITIONER SERVICE	AIRCOND-01	Harbor Office	SCHED	10/5/2018	3
1804739	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	Harbor Office	SCHED	10/2/2018	0.5
1804745	SERVICE INSTRUCTION OF DRY SPRINKLER SYSTEM	HBR-03	Harbor Office	SCHED	10/2/2018	0.5
1804746	SERVICE INSPECTION OF AIR HANDLING EQUIPMENT	HBR-07	Harbor Office	SCHED	10/4/2018	2
1804747	CHECK ROOF DRAINS AT HARBOR MASTER OFFICE - CLEAN IF NECESSARY	HBR-09	Harbor Office	SCHED	10/1/2018	1
1805412	MONTHLY SERVICE OF EMERGENCY LIGHT	PH HBR OFF-07	Harbor Office	SCHED	10/22/2018	1
1805143	MONTHLY SERVICE OF EMERGENCY LIGHTS	PH-FAC-07	Harbor Office	SCHED	10/8/2018	1
1805383	HARBOR MASTER BACKFLOW DEVICE NEEDS NEW CHECK VALVES ORDERED - MIKE R.	RPRO	Harbor Office	REPAIR	10/12/2018	2
1805819	HARBOR MASTER MEN'S RESTROOM FLUSH VALVE SOUNDS LIKE ITS LEAKING - B.H.	RPRO	Harbor Office	REPAIR	10/30/2018	2
1804598	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	Harbor Office	SCHED	10/2/2018	1
1803920	PERFORM 6 MONTH SERVICE INSTRUCTION ON AIR HANDLING UNIT	HERC-03	HERC	SCHED	10/8/2018	2
1805279	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	10/17/2018	2
1805278	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	10/16/2018	2
1801951	PERFORM ANNUAL SERVICE AND CERTIFICATION OF BACKFLOW PREVENTOR	HERC-06	HERC	SCHED	10/17/2018	2
1801952	PERFORM ANNUAL SERVICE AND CERTIFICATION OF BACKFLOW PREVENTOR	HERC-06	HERC	SCHED	10/17/2018	3

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804748	PERFORM QUARTERLY SERVICE INSTRUCTION ON EMERGENCY LIGHTS	HERC-07	HERC	SCHED	10/3/2018	0.5
1804749	PERFORM QUARTERLY SERVICE INSTRUCTION ON EMERGENCY LIGHTS	HERC-07	HERC	SCHED	10/5/2018	1.5
1804585	PERFORM ANNUAL SERVICE INSTRUCTION ON FIRE AND ALARM SYSTEM	HERC-08	HERC	SCHED	10/2/2018	0.5
1804584	PERFORM ANNUAL SERVICE INSTRUCTION ON FIRE AND ALARM SYSTEM	HERC-08	HERC	SCHED	10/2/2018	1
1805280	PERFORM MONTHLY FIRE EXTINGUISHERS INSPECTIONS HERC	HERC-09	HERC	SCHED	10/17/2018	1
1804750	PERFORM MONTHLY GENERAL INSPECTION OF BUILDINGS	HERC-10	HERC	SCHED	10/1/2018	2
1805538	PERFORM MONTHLY GENERAL INSPECTION OF BUILDINGS	HERC-10	HERC	SCHED	10/30/2018	2
1804751	PERFORM MONTHLY GENERAL INSPECTION OF BUILDINGS	HERC-10	HERC	SCHED	10/1/2018	2
1805281	MONTHLY SERVICE OF P" TRAPS"	HERC-11	HERC	SCHED	10/18/2018	1
1804752	MONTHLY CLEANING OF FIRE TUBE IN HERC #1	HERC-12	HERC	SCHED	10/8/2018	1
1804753	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	10/9/2018	3
1804754	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	10/9/2018	2
1805283	CLEAN COIL ON HANKINSON AIR DRYER & COMPRESSOR	HERC-15	HERC	SCHED	10/16/2018	1
1805282	CLEAN COIL ON HANKINSON AIR DRYER & COMPRESSOR	HERC-15	HERC	SCHED	10/16/2018	1
1805138	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/12/2018	8.5
1805404	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/26/2018	8.5
1804755	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/5/2018	4.5
1805284	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/19/2018	5.5
1804756	ANNUAL SERVICE OF HERC SNOW BLOWER	HERC-20	HERC	SCHED	10/3/2018	1
1805678	HERC I ZUMBA ROOM AND OFFICE CARPET EXTRACTION AND SUMP PUMP CHECK	RPRO	HERC	REPAIR	10/29/2018	4.5
1805515	HERC I OLD COMPUTER ROOM NEEDS 6 WAY PLUG REMOVED AND RECEPTACLES MOUNTED	RPRO	here	REPAIR	10/24/2018	1
1805760	HERC II NEEDS NEW CHOP SAW PUT ON NEW FOLDING STAND	RPRO	here	REPAIR	10/29/2018	3
1805672	HERC I HAS AN OUTLET BROKEN BY GROUND PRONG - AML	RPRO	HERC	REPAIR	10/25/2018	1.5
1804947	HERC I BACK GYM EXIT DOOR CENTER POST NOT ATTACHED - MIKE ILLG	RPRO	HERC	REPAIR	10/3/2018	1.5
1804003	WINTERIZE RESTROOMS FOR THE WINTER. PLACE PK HIL OUT OF SERVICE	PK HORN-07	Hornaday Park	SCHED	10/9/2018	6.5
1804742	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	Library	SCHED	10/2/2018	0.5
1805141	WEEKLY SERVICE//INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/8/2018	1
1804759	WEEKLY SERVICE//INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/3/2018	1
1805288	WEEKLY SERVICE//INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/15/2018	1
1805409	WEEKLY SERVICE//INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/22/2018	1
1805547	WEEKLY SERVICE//INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/29/2018	1
1805410	MONTHLY SERVICE//INSPECTION OF LIBRARY GEN SET	LIB GEN-02	Library	SCHED	10/25/2018	1
1805411	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/26/2018	7.5
1805142	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/12/2018	7
1805289	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/19/2018	4.5
1804760	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/5/2018	5
1804761	MONTHLY SERVICE OF BUILDING WALLS	LIB-04	Library	SCHED	10/3/2018	1
1804762	MONTHLY OPERATIONAL INSPECTION OF FUEL TANK/MONITORING WELL MANHOLE.	LIB-11	Library	SCHED	10/3/2018	0.5
1805551	MONTHLY OPERATIONAL INSPECTION OF FUEL TANK/MONITORING WELL MANHOLE.	LIB-11	Library	SCHED	10/31/2018	1
1804591	ANNUAL RECERTIFICATION OF FIRE SPRINKLER SYSTEM.	LIB-15	Library	SCHED	10/2/2018	1
1804592	ANNUAL RECERTIFICATION OF FIRE ALARM SYSTEM	LIB-17	Library	SCHED	10/3/2018	1
1804763	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	LIB-19	Library	SCHED	10/3/2018	1
1805552	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	LIB-19	Library	SCHED	10/31/2018	1
1804764	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	LIB-20	Library	SCHED	10/9/2018	1

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1805384	LIBRARY HAS A POWER PROBLEM IN STUDY NOOKS - ANN D.	RPRO	Library	REPAIR	10/15/2018	4.5
1805504	LIBRARY NEEDS SURGE PROTECTOR MOUNTED UNDER COMPUTER TABLE - AML	RPRO	Library	REPAIR	10/23/2018	1
1805254	LIBRARY HAS 2 BOLLARD LIGHTS OUT - MIKE R.	RPRO	Library	REPAIR	10/9/2018	1.5
1804949	LIBRARY NEEDS TV AND STAND MOVED FROM LIBRARY TO CITY HALL - CLAUDIA	RPRO	Library	REPAIR	10/3/2018	2
1805514	LIBRARY VACUUM EXTENTION CORD IS MISSING THE GROUND PRONG - MIKE R.	RPRO	Library	REPAIR	10/24/2018	1.5
1805236	LIBRARY KIDS ROOM TOY BOX HINGES NEED FIXED - JACKIE	RPRO	Library	REPAIR	10/8/2018	1
1805467	LIBRARY CONFERENCE ROOM HAS A BUSTED HINGE ON A CABINET - ANN D.	RPRO	Library	REPAIR	10/15/2018	0.5
1805253	LIBRARY STUDY ROOM #1 DOOR CLOSER SLAMMING SHUT - TERESA S	RPRO	Library	REPAIR	10/9/2018	1
1805377	LIBRARY LOOSE CARPET STRINGS NEED TRIMMED AND GLUED. - MIKE R.	RPRO	Library	REPAIR	10/12/2018	1
1805257	LIBRARY NEEDS NEW OPEN" SIGN INSTALLED- ANN D."	RPRO	Library	REPAIR	10/10/2018	8.5
1805803	FINISH REPAIRING ELECTRIC POWERLIFT AT LIBRARY - MICKEY	RPRO	Library	REPAIR	10/31/2018	4
1805676	SPARE VACUUM NEEDS NEW PLUG INSTALLED - MIKE R.	RPRO	Library	REPAIR	10/25/2018	1
1805378	NEW SHOP NEEDS A WATER SPIGOT IN THE CORNER BY THE WASTE OIL TANK - BRAN	RPRO	PH Maintenance	REPAIR	10/12/2018	3
1804740	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	PH Maintenance	SCHED	10/11/2018	1
1804599	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	PH Maintenance	SCHED	10/1/2018	1
1805525	CHANGE FILTER ON USED OIL FURNACE	0401-10	PH USDOLL BLDG	SCHED	10/27/2018	2
1804729	CHANGE FILTER ON USED OIL FURNACE	0401-10	PH USDOLL BLDG	SCHED	10/27/2018	1
1805527	SPRING & FALL AIR CONDITIONER SERVICE	AIRCOND-01	Police Dept	SCHED	10/30/2018	1
1804757	WEEKLY SERVICE//INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/3/2018	1
1805544	WEEKLY SERVICE//INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/29/2018	1
1805285	WEEKLY SERVICE//INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/29/2018	1
1805405	WEEKLY SERVICE//INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/17/2018	1
1805139	WEEKLY SERVICE//INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/29/2018	1
1805406	MONTHLY SERVICE INSPECTION OF HPD GEN SET	HPD GEN-01	Police Dept	SCHED	10/11/2018	1.5
1804758	MONTHLY SERVICE INSPECTION OF HPD GEN SET	HPD GEN-02	Police Dept	SCHED	10/29/2018	1
1805545	CLEAN OR REPLACE FILTERS AS NEEDED, ON UPSTAIRS FURNACE.	HPD-04	Police Dept	SCHED	10/30/2018	1
1805546	SERVICE INSPECTION ON 1ST FLOOR FURNACE.	HPD-05	Police Dept	SCHED	10/31/2018	5
1805140	PERFORM QUATERLY INSPECTION OF EMERGENCY LIGHTS	HPD-08	Police Dept	SCHED	10/11/2018	1.5
1805287	CHECK AND REPLACE FILTER IN ELECTRONICS ROOM	HPD-FILTER	Police Dept	SCHED	10/16/2018	1
1805818	HPD FRONT ENTRY DOOR SQUEEKS AND CLOSERS TOO FAST - JONI	RPRO	Police Dept	REPAIR	10/30/2018	1
1805258	HPD UPSTAIRS MEN'S TOILET NOT FLUSHING - MARK R.	RPRO	Police Dept	REPAIR	10/11/2018	1.5
1805415	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Police Dept	SCHED	10/25/2018	1
1804600	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	Police Dept	SCHED	10/3/2018	1
1805261	CHANGE FILTER ON USED OIL FURNACE	0401-10	Public Works	SCHED	10/15/2018	1
1805164	SERVICE INSTRUCTION-CLEANUP OF MAINTENANCE STORAGE AREA.	0402-3	Public Works	SCHED	10/25/2018	2
1805396	SERVICE INSPECTION OF HEATER FAN, (SOUTH-OLD SHOP)	5209-02	Public Works	SCHED	10/27/2018	1
1805135	DELIME AND CLEAN BUUN COFFEE MAKER PER MANUFACTURER	BUNN-2MOS	Public Works	SCHED	10/8/2018	0.5
1804839	MONTHLY OPERATIONAL INSPECTION OF MOBILE GENERATOR	GEN-01	Public Works	SCHED	10/10/2018	1
1804840	MONTHLY OPERATIONAL INSPECTION OF MOBILE GENERATOR	GEN-01	Public Works	SCHED	10/10/2018	1
1805290	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/20/2018	6
1805144	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/13/2018	6.5
1804766	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/6/2018	4.5
1805413	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/27/2018	6.5
1805414	SERVICE FRIDGE & POP MACHINE IN BREAKROOM	PWFAC-01	Public Works	SCHED	10/23/2018	1

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804767	MONTHLY PW HVAC SYSTEM SERVICE	PW/FAC-HVAC	Public Works	SCHED	10/2/2018	0.5
1805761	PW EXTERIOR LIGHT ON NW CORNER OF BUILDING BUZZING LOUDLY - M.R.	RPRO	Public Works	REPAIR	10/15/2018	2
1805469	PW STACI'S CABINET LOCK BROKEN - M.R.	RPRO	Public Works	REPAIR	10/18/2018	1.5
1805419	CHANGE FILTER IN SERVER ROOM	SERVER FILTER	Public Works	SCHED	10/23/2018	1
1804519	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Public Works	SCHED	10/9/2018	2.5
1805417	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Public Works	SCHED	10/26/2018	3.5
1805418	PERFORM MONTHLY INSPECTION OF ALL EYE WASH STATIONS	SAFETY-02	Public Works	SCHED	10/26/2018	0.5
1804574	PERFORM FALL AML FACILITY SELF INSPECTIONS	SAFETY-22	Public Works	SCHED	10/23/2018	1
1804583	6 MONTH SERVICE OF HONDA PORTABLE GENERATOR	G2PD-01	Spit Corn. Tower	SCHED	10/8/2018	2
1804601	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	WTP	SCHED	10/2/2018	2.5

2019 Proposed Budget Amendment Form

Fund Name: Parks

Project Name: Spit Trail Porta Potties

Account #	Account name	Page #	Increase	Decrease	
100-0175	Parks - Cemetary	104	\$7,500		
100-0100	Parks transfer to reserves	49		\$7,500	

Rationale:

This amendment would provide two porta potties in place year round with twice weekly service on the trail head and once weekly service at a mid-way point for a total annual cost of \$7,424.40.

The units would be maintained and serviced by a private company and included in our waste managment contract (currently with Moore and Moore services). A restroom at the Spit trailhead has been on the CIP for a long time. However, a permanent plumbed resetroom would be very expensive to install there due to how low the ground is and flood plane issues. Porta potties, much like at Mariner Park, would get extensive use year round. Because high winds could tip the units over, there would be some initial efforts required to install an anchoring system. This means we may not be able to install until the ground thaws in 2019.

Let's face it, none of us want to pee in the bushes (or lupine).

Requested By:
Councilmember Erickson

Prepared By:
City Manager

City of Homer
2019 Capital Budget

2019 Proposed Budget Amendment Form

Fund Name: Transfers To 5995

Project Name: Scoping Studies

Account #	Account name	Page #	Increase	Decrease	Balance
0100-5990	Transfers	49	18,000.00		\$925,683
0100-5995	Other Expense	49	\$18,000		18000

Rationale:

See supporting memo from Mayor

Requested By:
Mayor

Prepared By:
Mayor



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: Homer City Council

THROUGH: Clerk's Office (Jacobsen)

FROM: Ken Castner

DATE: November 20, 2018

SUBJECT: Budget Amendment

Since my election, I have met with each of the Boards and Commissions. The following are requests I received that will require a policy determination from the Council and some supported funding. There will be a small fiscal note for 2019, but, depending on the Council's will (which may be a topic for the "retreat" that has been discussed) the resulting expense for outside expertise would be far greater in the year or two ahead.

I am requesting \$18,000 for the following planning/scoping studies, conducted primarily in-house, to be included in the 2019 budget. The areas of study are:

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

2019 Proposed Budget Amendment Form

CAPITAL BUDGET

Fund Name: General Fund - 100

Project Name: Transfer 2017 GF Surplus to Police Station Project

Account #	Account name	Page #	Increase	Decrease	
100	General Fund Fund Balance			\$250,000	
156-0376	Police Station Project Fund		\$250,000		

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. Reducing the City's debt by this amount has the potential to save the community paying sales tax approximately \$115,000 over the course of 20 years at 4% interest.

Include 2017 budget to actual as back up

Requested By:
Councilmember Smith

Prepared By:
City Manager

General Fund
Expenditure Report
For Year Ended December 30, 2017

	Amended FY17 Budget	FY17 Actual	Budget Remaining	% Budget Used
Revenues				
Property Taxes	\$ 3,507,453	\$ 3,501,159	\$ (6,294)	99.82%
Sales and Use Taxes	6,481,188	6,669,426	188,239	102.90%
Permits and Licenses	30,421	47,555	17,134	156.32%
Fines and Forfeitures	15,508	28,277	12,769	182.34%
Use of Money	20,980	22,338	1,357	106.47%
Intergovernmental	675,419	580,305	(95,114)	85.92%
Charges for Services	446,017	569,876	123,859	127.77%
Other Revenues	13,000	15,863	2,863	100%
Airport	130,305	157,626	27,321	120.97%
Operating Transfers	2,391,869	2,387,836	(4,033)	99.83%
Total Revenues	\$ 13,712,160	\$ 13,980,260	\$ 268,100	101.96%
Expenditures & Transfers				
Administration	\$ 1,002,786	\$ 972,908	\$ 29,878	97.02%
Clerks	829,028	784,491	44,537	94.63%
Planning	352,866	341,464	11,401	96.77%
Library	847,772	821,282	26,489	96.88%
Finance	653,580	550,117	103,463	84.17%
Fire	1,055,926	946,920	109,006	89.68%
Police	3,273,539	3,118,980	154,559	95.28%
Public Works	2,501,197	2,484,942	16,255	99.35%
Airport	219,722	179,710	40,012	81.79%
City Hall, HERC	168,576	170,786	(2,210)	101.31%
Non-Departmental	94,000	94,000	-	100.00%
Total Operating Expenditures	\$ 10,998,993	\$ 10,465,602	\$ 533,391	95.15%
Transfer to Other Funds				
Leave Cash Out	\$ 233,451	\$ 233,451	\$ -	100%
Debt Repayment	1,221,415	1,226,903	(5,488)	-
Energy	10,703	10,703	-	100%
Adjusting Entries	-	544,557	(544,557)	-
Total Transfer to Other Funds	\$ 1,465,569	\$ 2,015,614	\$ (550,045)	138%
Total Transfer to Reserves	\$ 1,247,598	\$ 1,247,598	\$ -	100%
Total Expenditures & Transfers	\$ 13,712,160	\$ 13,728,813	\$ (16,654)	100.12%
Net Revenues Over (Under) Expenditures	\$ 0	\$ 251,446		

2019 Proposed Budget Amendment Form Capital Request

Fund Name: Water/Sewer

Project Name: Credit Card Payment Pedestol for RV Dump Station

Account #	Account name	Page #	Increase	Decrease	
256-0379	Sewer Reserves	154		\$7,500	
256-0378	Water Reserves	154		\$7,500	

Rationale:

This request will fund a Pay Station that accepts credit cards and cash at the Public Works RV dumpsite (similar to the parking kiosks on the Spit). Funds will be used to purchase a pay station, spare printer, and security accessories. There would be a minimal increase to the operating budget (ten cent per swipe charge and \$95/month connecting fee with AT&T). The pay station comes with a 2 year warranty.

Include Luke Pay station PDF write up as back up

Requested By:
Councilmember Erickson

Prepared By:
City Manager

Multi-Space Pay Station

For On- and Off-Street Parking Environments

Public and private parking operators are realizing the benefits of multi-space pay stations: increased revenue, reduced operational costs, and superior customer service, to name just a few. Consumers also enjoy the added convenience, diverse payment options, and ease of use provided by pay stations. The Luke® II pay station is highly secure, flexible, and suitable for both on- and off-street deployments. Luke II fulfills customer service expectations and delivers superior performance and significant contributions to operators' top and bottom line.

Luke II Features for Consumers

- Range of convenient payment options, such as coins, bills, credit cards, smart cards, passcards (value cards, campus cards), coupons, and Pay-by-Phone services
- Contactless payments for rapid parking transactions
- Extend-by-Phone service provides expiry reminders and the ability to add time via mobile phone
- Large color screen that is easy to read
- Prompts in multiple languages
- Ability to pay for parking or add time using any pay station in the system
- Coin escrow refunds consumers' money upon a cancelled transaction
- 38-key full alphanumeric keypad for easy license plate entry
- Easily recognizable design identifies machine as a parking pay station

Luke II Features for Parking Operators

- Separate maintenance and collections compartments for enhanced security
- Theft-resistant design to protect coins, bills, and internal components
- Enhanced locking mechanism and electronic lock support for added security
- PCI compliant and PA-DSS validated system ensures credit card data security
- Pay-and-Display, Pay-by-Space, and Pay-by-License Plate on the same pay station
- Remote configuration of rates and policies saves time and money
- Integration with leading parking technology partners for a complete solution
- Flexible rate structures and diverse payment options can increase revenue
- Reduced maintenance and collections costs
- Real-time credit card processing to reduce processing fees and eliminate bad debt
- Real-time reporting and alarming
- Complete audit trail and rich analytics



Standard



Charcoal
Gray

Premium



Jet
Black



Pebble
Gray



Racing
Green



Marine
Blue



Citrus
Yellow

Luke II Specifications

Cabinet:	12-gauge cold rolled steel protected with an anti-corrosion coating
Payment Options:	Coins, bills, credit cards, contactless payments, smart cards, value cards, campus cards, coupons, Pay-by-Phone services. Coin escrow optional
Card Reader:	Cards are not ingested – no moving parts. Reads Tracks 1, 2, and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811. Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816
Bill Stacker:	1,000-bill capacity (U.S. only)
Printer:	2" receipt width
Display:	Color backlit LCD with 640 x 480 resolution
Keypad:	38-key alphanumeric with tactile buttons
Locks:	Can be re-keyed twice without removal of lock cylinder. Electronic locks optional
Access:	Separate compartments for maintenance and collections
Communications Options:	GSM, CDMA, Ethernet
Environmental Requirements:	-40°F to +140°F (-40°C to +60°C)* Relative humidity: up to 95%
Power:	120 V AC. Slimline solar panel optional
Operational Modes:	Pay-and-Display, Pay-by-Space, Pay-by-License Plate
Multilingual Support:	Up to four languages using roman or non-roman characters
Audible Alarm:	Senses shock and vibration
Color:	Charcoal gray. Additional colors optional
Standards:	UL/CSA approved, ADA compliant, PCI compliant, PA-DSS validated

*using separately purchased heater/insulator option. Low end of range is -4°F (-20°C) ambient without heater/insulator option

Think Technology. Think Solutions. Think T2.



Since 1994, T2 Systems has been providing the parking industry with solutions that meet the ever-changing needs of parking managers and parkers alike. T2's unified parking management platform combines quality products and services with a commitment to thought leadership and strong customer relationships. T2's intelligent platform of Solutions-as-a-Service (SaaS)—including enforcement, permits, payments, PARCS, event parking and real-time parking availability—is trusted by over 1,000 organizations in the United States and Canada, including universities, cities, towns, private operators, and airports.

For additional information about T2 Systems, Inc. products and services, visit www.T2systems.com.

800.434.1502 | T2systems.com

0010916 © Copyright 2015 T2 Systems, Inc. All Rights Reserved.