



# AGENDA ITEM REPORT

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## **Ordinance 23-04, An Ordinance of the City Council of Homer, Alaska Amending the FY23 Capital Budget by Appropriating \$38,775 from the Port Reserves for the Purpose of Purchasing Two Additional Parking Pay Kiosks and UPSafety Parking Management Software Package. City Manager/Port Director.**

<b>Item Type:</b>	Ordinance
<b>Prepared For:</b>	Mayor and City Council
<b>Meeting Date:</b>	23 Jan 2023
<b>Staff Contact:</b>	Bryan Hawkins, Port Director/Harbormaster
<b>Department:</b>	Port & Harbor
<b>Fiscal Impact:</b>	\$38,775
<b>Attachments:</b>	<a href="#">Ordinance 23-04</a>

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### **Summary Statement:**

#### **Background/Project Updates**

The port has been working on many pieces of a large parking improvement project on the Spit to improve the parking lots, expand paid parking areas, and support better parking management.

As one part of this project, City Council passed Ordinance 22-78(A) at their November 28 meeting, which approved the appropriation of \$49,690 from the port reserves for the civil engineering design improvements for the Boat House Pavilion and Seafarer's memorial parking areas, as well as the areas between Ramp 3 and 4. Public works has since issued a task order to HDL, one of the City's contracted engineers, to complete this design work and that portion of the project is currently in process. With that portion moving ahead, staff are working on some of the other needed components for the project.

#### **Parking support components**

To stay on schedule, the 2 additional pay kiosks (one for Sea Farer's memorial parking area and one between ramps 3 and 4) will need to be ordered soon to allow for shipping times and assure they arrive to Homer in time for the install. The cost of the 2 kiosks is quoted at \$22,870.75.

The second support component needed is a way to manage the increased work load/enforcement requirement of doubling the Spit's paid parking footprint. It currently takes two dedicated parking enforcement officers to manage the summer parking season. Enforcement is done on foot, citations are written by hand, payments are made in person or over the phone individually, and late fee letters are created, tracked, and hand mailed by staff. As we move forward with increased parking improvements and management, the current system of enforcement will become untenable. As with the pay kiosks, compatibility was the high priority guiding factor of these single source purchase quotes. The City currently has ten(10) T2

kiosks at an infrastructure investment of around \$70-100K. It was important for the Port that we find a compatible system.

Staff researched several staffing and management software combinations and recommend implementing a parking management software called UPSafety that is completely compatible with our current T2 city pay kiosks. Below are some of the main benefits:

- Consolidates the data - puts parking passes, citations, payments, etc. into one location, streamlining record keeping requirements and allowing for a faster response in the field
- Frees up valuable resources - In the current system, Police Dispatch supplies vehicle and registered owner information to parking enforcement officers issuing citations. Dispatch does this on top of their other emergency services duties. The software system can provide that vehicle registration information and free up police time. The software itself was actually developed by retired law enforcement, in part to address this admin burden U.S. wide. The Homer PD has reviewed the software and is supportive and excited about its capabilities.
- Better Customer Interfaces - Has an online payment portal. Customers will be able to purchase passes, pay for daily parking, and/or pay citations directly from their phones or computer devices.
- Data analysis- Having the data in one place allows opportunity for better analysis of patterns and growth which will help with parking development in the future to find the best use of the limited space.

The training, software/hardware integration, and equipment package for the parking citation management system is \$15,904. In following years, the annual maintenance/support fee for the system is \$7,176. In this first year, the Port hope to not hire any additional parking enforcement officers. Staff will test to see how much the management software assists the current two seasonal officers in managing the doubled, expanded area and examine results.

### **Financial Impact:**

The total cost for both of the needed parking support components (2 kiosks and the management software) is **\$38,775**. As with the other components (design, engineering, and construction) of this overall Spit parking improvement project, this cost would qualify for DOT's approved use of parking revenues collected on these City/DOT shared land ownership lots that allows for managing agencies to pay themselves back for any improvements. Using the parking study conducted by HDL for projected estimates, the Port Reserves would pay itself back for the whole project cost (of which this a part) in approx. 3 to 7 \* seasons with the predicted revenues from the expanded/improved lots

*\*dependent on the set cost of the daily parking fee rate (i.e. \$5 per day,\$10 per day, etc.)*

### **Staff Recommendation:**

Conduct public hearing and move to adopt Ordinance 23-04 by reading of title only for second and final reading.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Port Director

**ORDINANCE 23-04**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING  
\$38,775 FROM THE PORT RESERVES FOR THE PURPOSE OF  
PURCHASING TWO ADDITIONAL PARKING PAY KIOSKS AND  
UPSAFETY PARKING MANAGEMENT SOFTWARE PACKAGE.

WHEREAS, Using the recommendations from the recent parking study provided by HDL Engineering Consultants, the port has been working on a multi phased spit parking project to improve parking lots, expand paid parking areas, and support better parking management; and

WHEREAS, The City currently has ten T2 brand pay station kiosks that it uses for its parking and camping needs and the Port wants to stay compatible with the existing infrastructure in regards to additional infrastructure purchases; and

WHEREAS, Two additional pay kiosks are needed for the planned expanded paid parking areas as well as a better customer interface support software that can help with enforcement of the expanded paid parking footprint; and

WHEREAS, UPSafety has a comprehensive parking management and enforcement software, training and equipment package that is well recommended and that is also compatible with the City's current T2 infrastructure; and

WHEREAS, The total cost for these two kiosks is \$22,870.75 and the UPSafety package costs \$15,904 for a total cost of \$38,775; and

WHEREAS, Revenues generated from these day use fee parking areas that adjoin the State Right-of-Way (ROW) may only be used for parking improvements and reimbursement for such improvements per AKDOT policy; and

WHEREAS, Revenues from parking areas adjoining State ROW shall be transferred to the Port Reserves at the end of each year budget close out to reimburse the enterprise fund for all infrastructure improvement expenditures tied to this parking improvement project.

NOW, THEREFORE, The City of Homer Ordains:





# AGENDA ITEM REPORT

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**Resolution 23-004, A Resolution of the City Council of Homer, Alaska Approving a Contract Amendment with Homer Animal Services, LLC which allows for the Retention of Fees for Services Provided by Homer Animal Services, LLC Staff and Authorizes the City Manager to Negotiate and Execute the Appropriate Documents. City Manager.**

**Item Type:** Resolution  
**Prepared For:** Mayor and Council  
**Meeting Date:** 09 Jan 2023  
**Staff Contact:** Rob Dumouchel, City Manager  
**Department:** Administration  
**Attachments:** [Resolution 23-004](#)

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**Summary Statement:**

The City of Homer's Animal Shelter is operated under a contract held by Homer Animal Services, LLC (formerly known as Alaska Mindful Paws). They also provide animal control services in partnership with the Homer Police Department. The services received by the City and the community at large are high quality and of a high quantity considering the size of the organization. In 2022, January through November, the shelter fielded 269 complaints, took in 124 strays, had 67 animals surrendered to the shelter, reunited 77 animals with their owners, and facilitated 127 adoptions. It is very important that the relationship between the City and the animal shelter be equitable and sustainable to ensure that this service can be offered well into the future.

In 2021, Council approved Resolution 21-088 which provided a contract adjustment that included a 5% increase for Calendar year 2022 and a 3% increase for calendar year 2023 to help account for impacts related to inflation. Even with the increases, the Animal Shelter struggles to afford the labor and services required to maintain the very high standards they've exhibited since taking on the animal services contract with the City. While a larger conversation about animal shelter funding is necessary as we move into the FY24/25 budget cycle, I've identified an area in which we can increase revenue to the Animal Shelter without increasing the City's direct investment in fees for service.

At this time, the Animal Shelter's staff is required by contract to collect fees on behalf of the City for services they provide to include licensing, adoptions, impound fees, etc. (Appendix A, Section IX). All of that money is then forwarded to the City's General Fund. This creates a unique disincentive for the Animal Shelter to encourage the use of certain services. For instance, an increase in licensing results in more work for the shelter, but no additional income because it is all directed to the City instead.

I propose that the City continue to set fees via the fee schedule for Animal Control, however, those fees should be kept by the Animal Shelter to support the services they provide to the City. While this will be a small reduction in revenues to the City (~\$14,000-17,000), it could give the Animal Shelter some fiscal relief without drawing from existing General Fund Fund Balance.

**Staff Recommendation:**

Adopt Resolution 23-004

**Attachments:**

[Resolution 23-004](#)

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 23-004**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA APPROVING A CONTRACT AMENDMENT WITH HOMER ANIMAL SERVICES, LLC WHICH ALLOWS FOR THE RETENTION OF FEES FOR SERVICES PROVIDED BY HOMER ANIMAL SERVICES, LLC STAFF AND AUTHORIZES THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS

WHEREAS, A contract for operation and management was awarded to Alaska Mindful Paws via Resolution 16-104; and

WHEREAS, A five year contract renewal and amendment was approved by Council via Resolution 18-0872; and

WHEREAS, Alaska Mindful Paws became Homer Animal Services, LLC in 2020; and

WHEREAS, A contract amendment increasing the contract amount for animal shelter operations was approved via Resolution 21-088; and

WHEREAS, Homer Animal Services, LLC is seeking additional financial assistance to continue to provide high quality animal control services to the public; and

WHEREAS, the retention of service fees by Homer Animal Services, LLC is a way for the City to increase revenues to the animal shelter that is driven by how active their team is in providing services to the public.

NOW, THEREFORE BE IT RESOLVED that the City Council of Homer, Alaska approves a contract amendment with Homer Animal Services, LLC which allows the animal shelter operator to retain fees for service beginning January 1, 2023, and authorizes the City Manager to negotiate and execute the appropriate documents.

PASSED AND ADOPTED by the City Council of Homer, Alaska this 9<sup>th</sup> day of January 2023.

CITY OF HOMER

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KEN CASTNER, MAYOR

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46 MELISSA JACOBSEN, MMC, CITY CLERK

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48 Fiscal Note: Animal Shelter Fees