



# AGENDA ITEM REPORT

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**Ordinance 23-14, An Ordinance of the City Council of Homer, Alaska, Amending the FY23 Capital Budget By Appropriating \$25,000 from the Port Reserves for the Purpose of Purchasing Parking Signage and Mobile Parking Delineation Barriers to Be Used in the Port's Summer of 2023 Parking Improvements Plan. City Manager/Port Director.**

**Item Type:** Ordinance  
**Prepared For:** Mayor & City Council  
**Meeting Date:** 27 Feb 2023  
**Staff Contact:** Bryan Hawkins, Port Director  
**Through:** Rob Dumouchel, City Manager

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## Summary Statement:

Below is the general project overview/timeline for the 2023 spit parking improvement project, based off of recommendations from HDL's completed Homer Spit Parking Study:

- Civil Engineering design for lot improvements (Ramp 2 Pavilion lot and Lot between Ramp 3 and 4)
- Order additional pay Kiosks and research/acquire parking enforcement software to assist with managing the doubled square footage of fee pay lots.
- **Order materials for and install additional pay Kiosks, parking delineation, and signage equipment to outline new fee pay lots before Memorial Day Weekend. (CURRENT PHASE)**
- After engineering design complete, draft and publish an RFP for construction/contractor services to complete the work in the fall of 2023 after the busy summer season is over to avoid congestion.
- Physical construction of grading, drainage and surfacing improvements, and project completion (Fall)

Staff will be installing all of the mobile delineation barriers and signage utilizing in-house port staff and equipment. The requested budget amendment is to cover the price and delivery costs for those materials. Attached is the project cost estimate for this task and the supporting documentation for such numbers. We have recent comparable invoices/numbers from other projects (see attached). We recommend purchasing the additional signage needed from Warning Lites of Alaska for visual continuity. They have our sign graphics and design, and they have provided all of our previous parking signs.

### **Funding/Repayment for Improvements**

Using the prospective revenue numbers from the HDL study, projected revenues would increase by approx. \$132,000 per annum.

Again, using the HDL Parking study, cost for total project is estimated at approximately \$381,075 to complete spit parking improvements for the Ramp 2 pavilion lot, Seafarer's Memorial lot, and the parking area between Ramp 3 and 4.)

Using HDL report for added spaces/use & occupancy/revenue projections:

- Current \$5 a day price
  - Revenue from new lots= \$132,000 per year
  - 2.89 seasons to pay ourselves back.
  - In 3 years (2026-2027) we could start the next wave of improvements.

### **Staff Recommendation:**

Introduce Ordinance 23-14 and schedule public hearing and second reading on March 13, 2023.

### **Attachments:**

[Ordinance 23-14](#)

[Financial Supplement-Parking Signage and Barriers 022323](#)

[Ramps 3-4 Seafarer Memorial Temporary Signage Delineation Estimate](#)

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Port Director

**ORDINANCE 23-14**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING  
\$25,000 FROM THE PORT RESERVES FOR THE PURPOSE OF  
PURCHASING PARKING SIGNAGE AND MOBILE PARKING  
DELINATION BARRIERS TO BE USED IN THE PORT'S SUMMER OF  
2023 PARKING IMPROVEMENTS PLAN.

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, Completed phases so far include creating a task order for engineering and design plans for grading and surface improvements, and the purchase of supporting software and hardware components from T2 Pay Kiosks and Unsafety Software Systems which were approved by City Council via Ordinance 22-78(A) and Ordinance 23-04; and

WHEREAS, The next step of physical parking lot improvements will be the delineation and signage of Ramps 3 and 4 and Seafarer's Memorial parking lots to indicate their new daily fee pay lot status starting Memorial Day weekend; and

WHEREAS, Installation of this delineation and signage equipment will be done in-house utilizing Port staff and is designed to be mobile so that it can be moved and reused when accommodating future lot improvements; and

WHEREAS, Staff estimate for the cost of the needed delineation and signage equipment is \$25,000; and

WHEREAS, Revenues generated from these new 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 State of Alaska Department of Transportation and Public Facilities (ADOT&PF) 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.

43  
44 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:  
45

46 Section 1. The Homer City Council hereby amends the FY23 Capital Budget by  
47 appropriating funds in the amount of \$25,000 from the Port Reserves for the purpose of  
48 purchasing parking lot delineation and signage materials as follows:  
49

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
456-0380	Parking Lot Delineation Materials	\$25,000

52  
53 Section 2. And hereby authorizes the City Manager to negotiate and execute the  
54 appropriate documents.  
55

56 Section 3. This is a budget amendment ordinance, is not permanent in nature, and shall  
57 not be codified.  
58

59 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_,  
60 2023.

61  
62 CITY OF HOMER

63  
64  
65 \_\_\_\_\_  
66 KEN CASTNER, MAYOR

67 ATTEST:

68 \_\_\_\_\_  
69 MELISSA JACOBSEN, MMC, CITY CLERK  
70

71 YES:

72 NO:

73 ABSTAIN:

74 ABSENT:

75  
76 First Reading:

77 Public Hearing:

78 Second Reading:

79 Effective Date:

CITY OF HOMER  
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Purchase of Parking Signage and Mobile Parking Delineation Barriers</u>	DATE	<u>02/22/2023</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>Port Director</u>
REQUESTED AMOUNT	<u>\$ 25,000</u>		

DESCRIPTION	<p>The next step of physical parking lot improvements will be the delineation and signage of the Ramp 3 &amp;4, and Seafarer’s Memorial parking lots to indicate their new daily fee pay lot status starting Memorial Day weekend.</p> <p>Installation of this delineation and signage equipment will be done in-house utilizing Port staff and is designed to be mobile so that it can be moved and reused when accommodating future lot improvements.</p> <p>Staff estimate for the cost of the needed delineation and signage equipment is \$25,000.</p>
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	100%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: PORT RESERVES	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 2,367,407</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 910,228</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 25,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 63,070</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 1,369,109</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

## Ramps 3 -4 Temporary Lay-out Cost Estimate

Item	Quantity	Unit Cost	Total	Notes
Sign Post Bases	45	44.44	2000	Concrete needed to pour sign post bases, 2 separate pours/truck needed
Telespar Receiver	45	61	2745	Sign Post Receiver in each base
2" Telespar Post	45	91	4095	Sign Posts supporting signage
\$10 Fee Pay Signs	52	90	4680	24"H X 18"W, General Parking Sign, New & Existing Posts
No Parking Sign	20	39	780	18"H x 12"W, Fog line HSR, ingress & egress lane access
20' Limit Sign, No RVs	2	350	700	Main Entry Sign
Candle Stick Pylons	45	32	1440	Mid point delineation between signs posts used to create parking lanes
String, rope, cable	1500	0.2	300	parking lane delineation between sign posts and candle stick pylons
Nut, bolts, washers	1	150	150	1 box of fasteners
Luke II Form Base	1	500	500	Concrete form includes 2X12 framing, rebar, 1/2" all thread for Luke II mount
Pay Fee Here Sign	1	200	200	24" Square Sign "Pay Fee Here" Located with Luke II Base
3/8" Rebar	150	2	300	3/8" Rebar used to anchor sign post receiver into concrete base
1/2" OSB 8' Sheet	5	50	250	Form decking to pour concrete bases
Shipping	1	350	350	Shipping materials from Warning Lights (Anchorage to Homer)
<b>Total</b>			<b>\$18,490.00</b>	

## Seafarer's Memorial Temporary Lay-out Cost Estimate

Item	Quantity	Unit Cost	Total	Notes
Sign Post Bases	4	44.44	88.88	Concrete to pour sign post bases for 1-way entry signs, 2 more \$10/base
Telespar Receiver	4	61	244	Sign Post Receiver in each base
2" Telespar Post	4	91	364	Sign Posts supporting signage
\$10 Fee Pay Signs	11	90	990	24"H X 18"W, General Parking Sign, install on existing posts plus 2 more
No Parking Sign	0	39	0	None required for this lot
20' Limit Sign, No RVs	0	350	0	Main Entry Sign
Candle Stick Pylons	10	32	320	Mid point delineation between signs posts used to create parking lanes
String, rope, cable	300	0.2	60	parking lane delineation between sign posts and candle stick pylons
Nut, bolts, washers	1	150	150	1 box of fasteners
Luke II Form Base	1	500	500	Concrete form includes 2X12 framing, rebar, 1/2" all thread for Luke II mount
Pay Fee Here Sign	1	200	200	24" Square Sign "Pay Fee Here" Located with Luke II Base
Concrete Truck	1	950	950	Sign post base pours included in ramps 3-4
3/8" Rebar	30	2	60	3/8" Rebar used to anchor sign post receiver into concrete base
1/2" OSB 8' Sheet	0	50	0	Form decking to pour concrete bases
Shipping	1	200	200	Shipping materials from Warning Lights (Anchorage to Homer)
<b>Total</b>			<b>\$4,126.88</b>	

**From:** Ben Evans <ben@wla.info>  
**Sent:** Monday, October 31, 2022 10:46 AM  
**To:** Matt Clarke  
**Subject:** RE: Parking Sign & Accessory Order  
**Attachments:** City of Homer - Misc Parking Signs and Grabber tubes OCT 2022.PDF

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Morning Matt,

I've attached a proof for you to review for your resent sign request.  
 Please review along with the pricing listed below.

- 1) 15 each, "No Parking". 18"H X 12"W portrait, red reflective lettering with white background. COST: \$39.00 each
- 2) 10 each, "Vehicle Parking Only, No Boats or Trailers, Long-term Parking by Permit" 18" square, red reflective lettering with white background. COST: \$49.50 each
- 3) 10 each, "Short-term Parking, One Hour Maximum" 18"H X 12"W portrait, green lettering with white background COST: \$33.00 each
- 4) 5 each, "15 Minute Loading" 18"H X 12"W portrait, green lettering with white background COST: \$33.00 each
- 5) 10 each "Directional Arrow 1-Way" 6"H X 12"W portrait, red on white COST: \$12.00 each
- 6) 10 each "Directional Arrow 2-Way" 6"H X 12"W portrait, red on white COST: \$12.00 each
- 7) 10 each, "1 Hour Limit", 6"H X 12"W portrait, red on white COST: \$12.00 each
- 8) 10 each, Orange Grabber Tube/Candle Stick only, **without** rubber base COST: \$20.00 each
- 9) 5 each, Yellow Grabber Tube/Candle Stick only with "No Parking Stickers", **without** rubber base COST: \$32.00 each
- 10) 10 each, Telspar Sign Posts 2" X 10' COST: \$85.00 each
- 11) 30 each, Chain Link Fence sign installation brackets with applicable hardware nuts/bolts/washers COST: \$3.95 each
- 12) 1 box each, zinc coated nuts/bolts/flat washers sized adequately for installing signs to 2" Telspar posts COST: \$150.00 per box 100 each
- 13) 10 each, 30" galvanized sign post receiver sized to fit 2" Telespar sign stock COST: \$60.00 each

Please let me know if you approve.

Thank-you,



Warning Lites of Alaska, Inc.  
 Action Sign & Graphics  
 591 W 67<sup>th</sup> Ave. Anchorage, AK 99518  
 907-562-2124

**From:** Matt Clarke [mailto:MClarke@ci.homer.ak.us]  
**Sent:** Tuesday, October 25, 2022 7:21 AM  
**To:** Ben Evans <ben@wla.info>  
**Subject:** RE: Parking Sign & Accessory Order



# Dibble Creek Rock Ltd.

# INVOICE

34481 North Fork Road  
Anchor Point, AK 99556  
(907) 235-7126

35482 K-B Drive  
Soldotna, AK 99669  
(907) 262-6273

RECEIVED

OCT 15 2021

PORT & HARBOR

City of Homer P/H  
4311 Freight Dock Road  
Homer AK 99603

Invoice No 121611 Page 1  
Invoice Date 10/11/2021  
Customer No. CHHD10  
Job ID SIGN POST BASES  
Credit Terms NET 30 DAYS  
PO # / Lot # Matt 399-3455

Date	Ticket	Qty	Description	Price	Amount
10/05/21	9171	4.50 YD	5 Sack Concrete (3000 psi)	160.00	720.00
10/05/21	9171	4.50 LB	Concrete Fibers	10.00	45.00
10/05/21	9171	21.00 LB	Calcium	1.00	21.00


\$ 184

**APPROVED FOR PAYMENT**

ACCT CODE: 400-601-5638

DATE: 10/20/21

INITIALS: m DAH



Thank you for your business.	Sub-Total	786.00
	Sales Tax- HMR	0.00
	<b>Invoice Total</b>	<b>786.00</b>

Each payment or sum past due shall bear a late payment charge of the lesser of 1.5% per month, which is an annual percentage rate of 18%, or an amount not to exceed the highest rate permitted by law.

**PAY FROM THIS INVOICE**



# WARNING LITES OF ALASKA, INC.

232752  
NUMBER

Page 10 of 10

591 W. 67TH AVE. ANCHORAGE, AK 99518-1555  
PHONE (907) 562-2124 • FAX (907) 562-0473

JUL 06 2021

RECEIVED  
PORT & HARBOR

DATE 6-11-21 P.O. NUMBER \_\_\_\_\_ SALES  LEASE   
ISSUED TO City of Homer - Harbor  
ADDRESS \_\_\_\_\_ 735-3160  
CITY \_\_\_\_\_  
JOB LOCATION 4311 FREIGHT DUCK RD HOMER AK 99603

QUANTITY	DESCRIPTION	RATE PER DAY	PRICE
	<b>LIGHTS AND BARRICADES</b>		
	<b>CHANNELIZERS</b>		
	<b>WINDMASTER SIGN STANDS</b>		
	<b>SIGNS</b>		
1EA	36" x 24" ORDEG - BOAT RETRIEVAL ONLY	\$ 132.00	\$ 132.00
30EA	24" x 30" ORDEG - FEE PARKING	110.00	3300.00
10EA	12" x 18" ORDEG - NO PARKING...	36.00	360.00
1EA	36" x 24" ORDEG - BOAT RETRIEVAL ONLY..	132.00	132.00
12EA	36" x 24" ORDEG - PUBLIC RESTROOMS	137.00	1584.00
1EA	24" x 24" ORDEG - RAMP F	88.00	88.00
12EA	GRABBER TUBES (NO BASE)	16.00	192.00
			\$ 5788.00
6-15-21	Shipped via Carlisle # 81683644		

C.F.I. #

### GENERAL CONDITIONS OF LEASE

THE CONDITIONS OF LEASE STATED BELOW, TOGETHER WITH THE TERMS OF THIS INVOICE, CONSTITUTE A CONTRACT HEREINAFTER REFERRED TO AS THIS AGREEMENT

LESSOR **WARNING LITES OF ALASKA, INC.** LESSOR

1. THE RENTAL PERIOD: The Rental Period shall commence when equipment is delivered to the jobsite by the Lessor, and shall terminate at the time designated by the Lessee for the return of the equipment. Failure of the Lessee to so notify the Lessor will result in a continuing rental charge.
2. DELIVERY AND RETURN OF EQUIPMENT: Lessor will deliver, initially set up and pick up equipment, however, is not responsible for the relocation of equipment between delivery and pickup.
3. RECALLING AND RETURNING NOTICE: In the event of any breach of this Agreement, upon notice to the Lessee, Lessor may recall any or all equipment.
4. MAINTENANCE AND OPERATION: All equipment shall be maintained and kept in good working order. Upon notice by the Lessee of damage to or malfunction of equipment, it shall be the responsibility of the Lessor to repair or replace said equipment in accordance with safety regulations. Lessor shall provide Uniform Traffic Control Devices for Streets and Highways. Lessor assumes no responsibility for maintenance or replacement of equipment in the absence of notice by the Lessee. Lessee agrees to exercise reasonable care in the handling and usage of the equipment.
5. LOSS OF EQUIPMENT: The Lessee shall indemnify the Lessor for all equipment which is lost or stolen during the rental period. Such indemnification shall be based on the replacement cost to the Lessor. The Lessee shall notify the Lessor immediately upon discovering the loss of equipment.
6. LIABILITY OF LESSEE: Liability for injury to persons and death of workmen and other persons caused by the operation, handling or transportation of the equipment during the Rental Period, shall be assumed by the Lessee, and he shall indemnify the Lessor against all such liability. The Lessee shall also indemnify the Lessor against all loss, expense and penalty arising from any action of damage to property occasioned by the operation, handling or transportation of any equipment during the Rental Period.
7. INSPECTION: The Lessor shall have the right at any time to enter the premises occupied by the equipment and shall be given free access thereto and afforded necessary facilities for the purpose of inspection.
8. TITLE: Title to the equipment shall at all times vest in the Lessor, unless transferred to the Lessee through sale. The Lessee shall give the Lessor immediate notice in case any equipment is levied upon or from any cause becomes liable to seizure.
9. TERMINATION OF AGREEMENT: Should the Lessee default any payment, or become bankrupt, or fail to maintain and operate or to return the equipment as provided by this Agreement, or substantially violate any provision thereof, the Lessor may terminate this Agreement, take possession of the equipment without becoming liable for trespass, and recover all rental due, full damages for any injury to, and all expenses incurred in returning the equipment.
10. SUBLETTING: No equipment shall be sublet by the Lessee, nor shall he assign or transfer any interest in this Agreement without written consent of the Lessor.

APPROVED FOR PAYMENT  
DATE 7-13-21  
INITIALS BT

BY X \_\_\_\_\_ LESSEE

CUSTOMER ORIGINAL