



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: February 5, 2020
SUBJECT: February 10th City Manager Report

FY21 State of Alaska Community Assistance Program (CAP) Estimate, Allocating FY 20 Funds

The State Division of Community and Regional Affairs (DCRA) has announced CAP payment amounts for FY21. Based on an estimated population of 5,478, Homer will receive a CAP amount totaling \$75,828.92. The City has up until April 1st to contest its population estimate by initiating a Head Count Census Method or Housing Unit Method along with a resolution from Council proposing a different amount.

The City's application for FY21 must identify where the CAP funds will be allocated and is due no later than June 1, 2020. In 2019, the City indicated transferring FY20 CAP funds into the the Old Middle School (HERC) depreciation reserve (renamed Capital Asset and Repair Maintenance Allowance, or CARMA). There is an ordinance before you today that officially executes that recommendation. My recommendation for state fiscal year '21 would be to leave the intended designation for the funds the same unless council indicates otherwise. The funds will still need to be officially accepted by Council when received. As a matter of practice, the City does not factor the CAP into our budget in case the State elects not to fund the program.

Travel to AML Legislative Fly-in

I will be joining Councilmembers Lord and Smith in Juneau the week of February 17th to attend Alaska Municipal League meetings and meet with state legislators and officials. I have attached the agenda, complete with a couple meeting topic suggestions, and welcome any comments, recommendations or items to highlight from members.

Airport Terminal Roof Replacement

The Council established a \$150,000 budget in the FY2020 Capital Budget to replace the roof at the Homer Airport. The project write-up approved did not designate an anticipated life expectancy for the new roof, however it noted that the existing roof is 28 years old and at end of life. Council awarded the project at the January 27th Council meeting to Homer Roofing, LLC in the amount of \$93,400.

The contract calls for shingles with a 30 year warranty. However, during the bidding process, several contractors suggested that we should consider upgrading the shingle requirement to a 50 year warranty product. The cost to increase the single product to a 50 year warranty would be \$7,330. To increase from a 110 mph to 130 mph wind warranty would cost another 2,000. Public Works believes this is a small cost for a

significant public benefit and intends to use available budget to issue a change order in the amount of \$9,330 to provide a 130 mph wind, 50 year warranty on the shingles for this project.

According to Procurement Policy 1.3, “the City may, by written order, make change within the general scope of a contract...but shall not exceed any contingency fund established for a particular project.” I consider this change within the scope of the original project and an acceptable change order as long as Council is notified of the change.

Water Transmission Replacement Grant Submitted

Staff recently completed an application to the Alaska Division of Homeland Security and Emergency Management for hazard mitigation grant funds to replace the City’s 45-year old cast iron Raw Water Transmission Mains. These mains are critical water supply infrastructure. Due to their age and material, they are vulnerable to damage or a catastrophic break during an earthquake. The proposed \$1.9M project would protect the City’s water supply by installing seismically-resistant High Density Polyethylene (HDPE) pipes. If funded, the project would proceed in two phases. The first would develop design specifications. The second phase, construction, would proceed once FEMA approves the design. Funding for the project would be 75% Federal disaster funding; 25% State funding. Staff will continue to work with the State and FEMA as the application goes through a lengthy review process with award notification not projected until summer 2021. The federal application process has been lengthy and involved; Special Projects and Communications Coordinator/grant writer Jenny Carroll, Public Works Director Meyer and Water and Sewer Superintendent Cook deserve kudos for putting in the hard work to be able to address a serious infrastructure concern in the community.

Police Station Budget Summary

At the January 27th Council meeting, Public Works Director Meyer presented a report on the progress of the Police Station, including change orders made to date. Attached is a summary of all the costs outside the construction contract to give Council the complete picture of the \$7.5 million police station budget. Both Public Works Director Meyer and Project Manager McNary will be available at the Committee of the Whole to answer any questions related to the budget or project.

Enc:

Agenda for Council Travel to Juneau

Summary of all Anticipated Costs – Outside Cornerstone’s GC/CM Contract

Council-Initiated Projects Table

Alaska Municipal League Winter Legislative Conference

Treadwell Room, Baranof Hotel

Juneau, Alaska

Attending:

City Manager Koester

Councilmember Lord

Councilmember Smith

Monday, February 17, 2020

City, State and Federal holiday (President's Day); offices closed. No meetings.

Tuesday, February 18, 2020 - 1st day of Conference

- 10am Welcome address
- 11:00am Legislative Review
- 12:00 pm Lunch (included) - Invited speakers
- 1pm 2020 Budget Review
- 2:30PM Rep. Kopp's Chief of Staff Grace Ervine (*Rep. Kopp is House Rules Chair; Co-Chair of VPSO working group; Sits on 13 other committees*), Rm 216
- 3:30pm Rep. Louise Stutes (*Majority Whip; Chair of Fisheries; Chair of Transportation; Sits on 13 other committees*), Rm 406
- 4:00pm Leave for Federal Building/ensure time for going through screening
- 4:30pm Courtesy visit with USCG Rear Admiral Matthew Bell, 709 W. 9th St, Flag Conference Room
- 6pm Dinner "On the Town"

Wednesday, February 19, 2020

- 8 am Breakfast (included)
- 9am-12pm State of Alaska - Agency Update and Priorities
- 12pm Lunch (included) - Invited speakers
- 1:30pm Governor Dunleavy's Chief of Staff Ben Stevens and AKDOT&PF Commissioner MacKinnon regarding the Homer Large Vessel Port Expansion and Cruise Ship Tax Funding (specifically fund # 1206), Governor's Office
- 2:45pm Rep. Vance (*Sits on State Affairs, Fisheries, Tribal Affairs, University of Alaska (Fin Sub), Fish and Game (Fin Sub), Administration (Fin Sub)*), Rm 424
- 3:30pm Sen. Stevens (*Vice Chair of Labor & Commerce, Chair of Education, Chair of Legislative Council; Sits on Judiciary (Fin Sub), University of Alaska (Fin Sub) Education and Early Development (Fin Sub), Free Conference Committee on SB 89*), Rm 429
- 5:30pm AML legislative reception

Thursday, February 20, 2020

- 8am Breakfast (included)
- 9am Deep Dive – Economic Development
- 11:30am Adjourn
- 12pm Lunch (on your own)
- 1-4pm AML board meeting
- 5:30pm Board of Directors dinner

Meeting Topic Suggestions

- Future of the Alaska Marine Highway System
- Large vessel port and harbor expansion
- Anything else Council proposes during February 10th Council meeting

Summary of all Anticipated Costs - Outside Cornerstone's GC/CM Contract
2/1/2020

Project Budget =	\$7,500,000
Cornerstone GC/CM Contract =	\$6,064,758
Remaining Budget =	\$1,435,242

Other Anticipated Costs

Accessory Buildings	\$81,000
HEA Installalation Fees	\$63,995
GCI - Installation Fees	\$9,500
COH IT costs - Equipment	\$62,500
COH IT costs - Labor/Integration costs	\$10,000
Enstar - Installation Fees	\$1,959
Design Fees	\$476,649
Inspection	\$5,000
1% for Art	\$50,322
Furnishings	\$55,000
Communications-(Pro Comm)	\$98,837
Fire Marshall Permit Fee	\$7,000
Geotechnical Investigation	\$25,605
Field Survey	\$7,550
SWPPP	\$2,020
Landscape Design	\$4,650
Demolition of Existing Meter Shed	\$41,160
Repay HART for Property	\$258,000
Landscaping Installation	\$23,919
Topsoil & Hydroseed	\$9,000
Credit for Green Infrastructure (Grant)	-\$17,500
City Project Management/Inspection	\$95,000
City Contingency	\$64,931

\$1,436,097

Council Initiated/Involved Projects

Date Initiated	Project	Primary Impacted Departments/Divisions	Status	Category	% Complete	Next Steps	Sponsor/Champion
March 2019 (Reso 19-018)	Green Infrastructure Study	Administration, Public Works	Draft complete. Out for comment. June 2020 final due. Pilot project incorporated into Police Station	Medium	90	Analyze for implementation	Lord
Feb 2011 (Ord 11-02 SA)	Energy Conservation at City Buildings (lighting)	Public Works	Most facilities' lighting has been converted	Medium	80		Stroozas
May 2019 (Ord 19-17)	Ice Plant Feasibility Study	Port and Harbor	Reviewing draft	Small	75	Analyze for implementation	Stroozas
Feb 2017 (Reso 16-128 SA)	New Police Station	HPD, Public Works, IT	Estimated completion date: June 1, 2020	Large	40		Mayor/Council
Aug 2019 (Ord 19-35 S)	Fund Balance Policy, City-wide	Administration, Finance	Needs Council direction	Medium	25		Mayor
Sept 2019 (Memo 19-153)	Traffic Calming Policy	Administration, HPD, Public Works	Research collated	Medium	20	Draft policy for dept review	Lord
Sept 2019 (Ord 19-38 A S)	HERC Demolition Cost est.	Public Works	Proposals went out 12.19 for hazmat survey	Medium	10	Funding demo	Mayor/Council
Jan 2018 (Ord 18-03)	Large Vessel Harbor General Investigation Study	Administration, Port and Harbor (and ADOT, Army Corps)	Soliciting proposal for program lead; Council will consider ordinance for City match on 1-27-20	Large	5	Procure professional oversight; get DOT onboard as partner	Lord/Smith
Dec 2019 (Ord 19-51 A)	Spit ADA Parking Improvements	Port and Harbor, Public Works	Funded in 2020 budget	Medium	0		Aderhold
Dec 2019 (Ord 19-51 A)	Spit Parking Study	Port and Harbor, Public Works	Funded in 2020 budget	Medium	0		Lord
July 2019 (Memo 19-080)	Re-opening HAWSP	Administration, Finance	Council will consider resolution on 1-27-20	Medium	0	Schedule worksession; refer to Planning Comm.	Smith/Mayor
Dec 2019 (Ord. 19-54 S2 A2)	Wayfinding Plan/Committee	Administration	Drafting RFP. will issue in Feb.	Medium	5	Advertise RFP.	Venuti/Smith
Nov 2019 (Ord 19-49 SA)	Medical Zoning District	Planning	Planning Commission is refining boundaries; Council issued moratorium on new CUPs	Medium	35	Neighborhood meeting planned in early March. SPH will present at next meeting on expansion plans.	Smith
Oct 2019 (Reso 19-073 S)	Right of Way Clearing Policy	Administration, Public Works	Working group met twice	Medium	20	Request legal opinion on covenants draft language that could be included in policy document	Lord/Aderhold
Dec 2019 (Ord 19-51 A)	Spit Parking Expansion	Public Works, Port and Harbor	CUP denied - P&H Commission considering Reso 20-008(S) to designate as green space	Medium	On hold	Consider for removal if resolution passes	Evensen

Updated 2/5/2020

Please note:

*It is of great benefit for Admin Initiated projects to have the sponsorship of a Councilmember(s).

*Color-coding indicates how close to completion a capital project is; Red (0-24%), Yellow (25-74%), Green (75-100%)

*The proposed categories (small, medium, and large) are intended to gauge workload for city staff and the attorney to develop or implement and do not reflect level of priority.

