



City of Homer

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Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: January 22, 2020
SUBJECT: City Manager Report for Jan. 27th, 2020 City Council Meeting

Assistant EMS Chief Hired

I am pleased to announce that the Homer Volunteer Fire Department has selected Lillian Hottmann for the position of Assistant Chief of EMS. Lillian brings over eight years of experience to the position and began her career right here in Homer. Lillian was an EMT for Homer and a graduate of the 2011 firefighter-I class. She then moved to Colorado to pursue her career as a paramedic and for the past three years she has been supervising a very fast paced ambulance service in the Dallas, Texas area. She has been instrumental in teaching new paramedics and mentoring them through their probationary periods. Lillian still has family in Homer and an obvious deep seated love for the area. We eagerly await her arrival and the leadership and mentoring that she will bring to the department. Her expected start date is March 1st.

Hiring Update for Public Works Director Position

The Public Works Director position closes on January 24th. Application review will be conducted the week of January 27th, with telephonic and in-person interviews to follow. We are aiming for telephonic interviews the week of February 10th, and in-person interviews to be conducted the week of February 24th. I am currently putting together an interview committee to offer their expertise in the hiring of this very key position, including recruiting expertise in Public Works from a neighboring community to help with technical questions.

Next Steps on Seawall

City Attorney Gatti and his colleague, Bond Attorney Cindy Cartledge, are scheduled to come to Homer the first week of March to spend a day with staff reviewing files, responding to the legal opinion passed by Council at the last meeting, and brainstorming potential solutions that would provide long term maintenance to the Seawall that is fair to all City residents.

Meeting With Chamber on Contract Amendments

Councilmember Aderhold and I met with Chamber Director Brad Anderson regarding the proposed amendments to the Chamber contract discussed during the January 13th Council meeting, including their proposed \$14,000 increase to staff the 'derby shack' during the summer and the Mayor's request to look at providing special event insurance. I shared hesitancy on the part of City Council to fund a service that would have otherwise been covered through the Halibut Derby without more explanation and justification. The

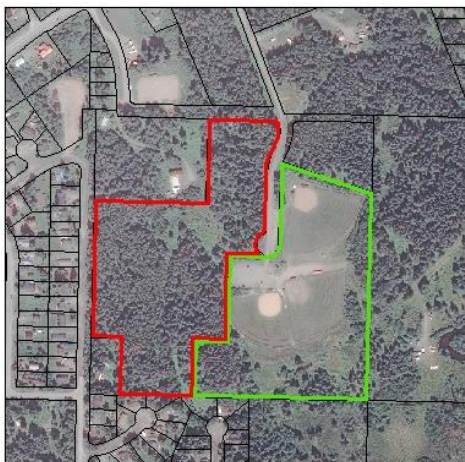
Chamber was very open to the idea of facilitating special event insurance for the many grassroots events that color our town. One suggestion was that, in exchange for a fee, the Chamber provide the insurance for a predetermined list of community wide events and provide assistance to other community groups who want to hold an event by helping them either navigate the event insurance landscape or facilitate a one day policy through the Chamber. I will be working with Brad on details to bring to the Council once he has had a chance to get numbers from their insurance company.

PARCAC's Recommendation concerning Tesiho Art Display

On September 20th, 2018, PARCAC recommended Council allocate funds to install signage on the front of City Hall and UV film protection for the windows in order to make the conference room suitable to host the gifts the City has received from our sister cities over the years. This was the last action taken by PARCAC on the subject, and I have included their September 13th and 20th, 2018 meeting minutes; the August 2018 proposal provided by the Pratt Museum; and the resolution that originally tasked PARCAC with finding a suitable venue to display the Sister City art collection. I have met with Library Director Berry regarding the potential for the library to host the art and asked him to get back to me with suggestions on how their space could accomodate either a special exhibit, rotating display, or some other way to give these unique pieces more public promenance in our community.

Evaluation of Land Listed for Sale

Two private parcels currently listed for sale (outlined in red) may be of interest to Council given their proximity to City parklands (outlined in green); descriptions of each parcel are provided below. Land acquisition procedures are outlined in HCC 18.06 and the City contracts with Angie Newby of Homer Real Estate to provide her expertise on these matters. As of January 22nd, the Land special reserve account (150) has a balance of roughly \$200,000.



Parcel between Early Spring Street and Jack Gist Park

14.84 acres. List price is \$285,000.

This property is an attractive location for new housing, and may sell quickly.

During the planning phase of Jack Gist Park, this lot was considered for future soccer fields and equestrian areas. In recent years a smaller 2.33 lot adjacent to the park was for sale. PARCAC recommended against purchasing it because that lot was too small to add much utility to the park, and this 14.84 acres parcel is much more desirable, if it ever came up for sale.

As Jack Gist Park stands now, additional parking areas are needed as well as a buffer from any potential new residential development. The western ball field hugs the property line. If Council is interested in exploring the purchase of this land, a sponsor is needed and I would suggest getting input from PARCAC.



Parcel Directly West of Hornaday Park

39.5 acres. List price is \$929,000.

A portion of the City campground and road may encroach on this property. Council may want to consider purchasing a portion of the land, so the park facilities are all on city property, as well as gaining access to the city property above Hornaday Park. A new buyer may or may not be concerned with the encroachment issue, but it's something that is likely to come up during the property transaction and may require council action. Staff is working to both quantify the potential encroachment and determine recommendations for how to remedy this land issue and will report back to Council.

Police Station Change Order Report

I have asked Project Manager McNary to provide a verbal update to accompany the attached memo during the Committee of the Whole on the police station budget, including the use of contingency funds, as there have been many questions in regards to the contingency and change orders. While the City of Homer Procurement Manual gives the City Manager the authority to approve change orders, there are important limitations on that authority and reporting requirements to Council. While change orders are not routine, monthly reporting has not been common practice for many years. I will be better at flagging this in the future and look forward to working with Council and the Mayor on proposed improvements to this section of the Procurement Manual.

3.16.100 Change orders – Manager Authority. The City Manager or his designee is authorized, without Council approval. To enter into change orders where the amount of additional expenditure occasioned by the change order or orders does not, in the aggregate, exceed any contingency fund previously established with respect to the particular project or change the scope of work. The Manager or his designee shall report monthly to the Council the nature and amount of such change orders. Change orders exceeding in the aggregate the foregoing limitation or which change the scope of work are not binding without prior approval of the Council.

Enc:

September 13th, 2018 PARCAC meeting minutes and August 2018 Pratt Museum proposal

September 20th, 2018 PARCAC meeting minutes

Resolution 16-129

Memo RE: Homer Police Station Budget/ Contingency Status