



Agenda

City Council Regular Meeting

Monday, January 12, 2026 at 6:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 205 093 973 Password: 610853

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, PLEDGE OF ALLEGIANCE

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual)

MAYORAL PROCLAMATIONS AND RECOGNITIONS

- a. Remembering Elaine Grabowski

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA (Items listed below will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- a. Homer City Council Unapproved Regular Meeting Minutes of November 24, 2025.
Recommend Approval.
- b. Memorandum CC-26-001 authorizing the issuance of a letter of non-objection to the Alcoholic Beverage Control Board regarding Liquor License renewal for Salty Dawg Saloon.
Recommend Approval.
- c. Memorandum CC-26-002 approving the appointment of William Wuestenfeld to the Library Advisory Board. Recommend Approval.
- d. Memorandum CC-26-003 Travel Authorization for Mayor and Councilmembers to Attend the Alaska Municipal League Winter Conference in Juneau, Alaska February 17-19, 2026.
Recommend Approval.
- e. Ordinance 26-01, An Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating \$10,000 from the Americans with Disabilities Act (ADA) Capital Asset Repair and Maintenance Allowance Fund for the Purpose of Purchasing and Installing an Accessible Push Button Door Opener at City Hall. Venuti/Parsons.

Recommended Dates Introduction January 12, 2026, Public Hearing and Second Reading January 26, 2026

- f. Ordinance 26-02, An Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Accepting and Appropriating Principal Forgiveness Subsidy from a Loan from the Alaska Department of Environmental Conservation (ADEC) Under its Drinking Water Revolving Loan Program in the Amount of \$1,331,882 for the A-Frame Transmission Line Replacement Project and Authorizing the City Manager to Negotiate and Execute a Loan Agreement. City Manager. Recommended Dates Introduction January 12, 2026, Public Hearing and Second Reading January 26, 2026.

Memorandum CC-26-004 from the Public Works Director as backup.

- g. Ordinance 26-03, an Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating an Additional \$25,000 From the Homer Education and Recreation Complex (HERC) Capital Asset Repair and Maintenance Allowance (CARMA) Fund for the Repair, Resurfacing and Repainting of Lines on the Floor in the Gymnasium in the HERC 1 Building. City Manager/Recreation Manager. Recommended Dates Introduction January 12, 2026, Public Hearing and Second Reading January 26, 2026.

Memorandum CC-26-005 from the Recreation Manager as backup.

- h. Ordinance 26-04, an Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Accepting and Appropriating a Donation from the Homer Pickleball Club in the Amount of \$7,000 for the Purpose of Assisting with the Repair, Resurfacing and Repainting of Lines on the Floor in the Gymnasium in the HERC 1 Building.

Memorandum CC-26-006 from the Recreation Manager as backup.

- i. Ordinance 26-05, an Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating an Additional \$20,000 From the Homer Accelerated Roads and Trails (HART) Trails Fund and 20,000 from the HART Roads fund to the Purchase of the Trackless MT7 Municipal Sidewalk Tractor. City Manager/Public Works Director. Recommended Dates Introduction January 12, 2026, Public Hearing and Second Reading January 26, 2026.

Memorandum CC-26-007 from the Public Works Director as backup.

- j. Ordinance 26-06, an Ordinance of the City Council of Homer, Alaska Amending Homer City Code 2.84 Release of Public Record Sections 2.84.010 Policy, 2.84.020 Definitions, 2.84.050 Regulations, and 2.84.070 Appeals. City Manager. Recommended Dates Introduction January 12, 2026, Public Hearing and Second Reading January 26, 2026.

Memorandum CC-26-008 from the City Manager as backup.

- k. Resolution 26-001, a Resolution of the City Council of Homer, Alaska Designating Signatories of City of Homer Accounts and Superseding Any Previous Resolutions So Designating. City Manager/Finance Director. Recommend Adoption.
- l. Resolution 26-002, a Resolution of the City Council of Homer, Alaska Confirming the Appointment of Elizabeth Fischer as Treasurer and Jenna De Lumeau as Deputy Treasurer for Calendar Year 2026. City Manager. Recommend Adoption.
- m. Resolution 26-003, a Resolution of the City Council of Homer, Alaska Confirming the City Manager's Appointment of Julie Engebretsen as the acting City Manager for Calendar Year 2026. City Manager. Recommend Adoption.
- n. Resolution 26-004 A Resolution of the City Council of Homer, Alaska, Authorizing the Staff of Homer Volunteer Fire Department to Apply for a 2026 Alaska Department of Natural Resources Volunteer Fire Capacity (VFC) Grant. City Manager/Fire Chief. Recommend Adoption.

Memorandum CC-26-009 from the Fire Chief as backup.

- o. Resolution 26-005, A Resolution of the City Council of Homer, Alaska Approving a Sublease Between the City of Homer and Alaska Bus LLC, D.B.A. Alaska Bus Company for 384 Square Feet, More Or Less, of Office and Cargo Space and Designated Parking at the Homer Airport Terminal and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director. Recommend Adoption.

Memorandum CC-26-010 from the Port Property Associate as backup.

- p. Resolution 26-006, A Resolution of the City Council of Homer, Alaska Adopting an Alternative Allocation Method for the FY26 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 14: Cook Inlet Area. City Manager/Port Director. Recommend Adoption.

Memorandum CC-26-011 from the Port Director as backup.

VISITORS

ANNOUNCEMENTS / PRESENTATIONS / REPORTS (5 Minute limit per report)

- a. Worksession Report
- b. Committee of the Whole Report
- c. Mayor's Report
- d. Borough Report
- e. Planning Commission

- f. Port and Harbor Advisory Commission
- g. Library Advisory Board
- h. Travel Reports: Alaska Municipal League Conference

- i. [Memorandum CC-26-012 from Councilmember Erickson](#)
[Memorandum CC-26-013 from Councilmember Davis](#)
[Memorandum CC-26-014 from Councilmember Aderhold](#)
[Memorandum CC-26-015 from Councilmember Parsons](#)

- i. Title 21 Update
- j. Cook Inlet Regional Citizens Advisory Council Report

PUBLIC HEARING(S)

- a. [Ordinance 25-69, An Ordinance of The City Council of Homer, Alaska, Amending the FY26 Capital Budget by Accepting and Appropriating a State of Alaska Online With Libraries \(OWL\) Grant for FY26 in The Amount of \\$6,462 for Internet Service, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Library Director.](#) Introduction November 24, 2025 Public Hearing and Second Reading January 12, 2026.

Memorandum CC-25-265 from Library Director as backup.

- b. [Ordinance 25-70, An Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating \\$7,000 from the Homer Education and Recreation Complex \(HERC\) Capital Asset Repair and Maintenance Allowance \(CARMA\) for the Replacement of the Floor of the Activity Room in the Herc 1 Building. City Manager/Public Works Director.](#) Introduction November 24, 2025 Public Hearing and Second Reading January 12, 2026.

Memorandum CC-25-266 from Public Works Director as backup.

- c. [Ordinance 25-71, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 11.04.050, Master Roads and Street Plans-Adopted, 11.04.058, Design Criteria Manual-Adopted, and 11.04.060 Geometric Design Requirements. Davis/Parsons.](#) Introduction November 24, 2026 Public Hearing and Second Reading January 12, 2026.

[Ordinance 25-71\(S\), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 11.04.050, Master Roads and Street Plans-Adopted, and 11.04.060 Geometric Design Requirements. Davis/Parsons.](#)

Memorandum CC-25-274 from Councilmembers Davis & Parsons as backup.

Memorandum CC-26-016 from City Manager as backup.

Public Comment Received.

- d. Mid-Biennium Budget Adjustments

ORDINANCE(S)

- a. Ordinance 26-07, an Ordinance of the City Council of Homer, Alaska Adopting the revised Port of Homer Terminal Tariff No. 1. City Manager/Port Director. Recommended Dates Introduction January 12, 2026, Public Hearing and Second Reading January 26, 2026.

Memorandum CC-26-017 from the Port Director as backup.

CITY MANAGER'S REPORT

- a. City Manager's Report
- FY26 Q1 Financial Report

PENDING BUSINESS

- a. Resolution 25-105, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for Design & Construction of the Homer Harbor's System 4 Float Replacement to Turnagain Marine Construction of Anchorage, Alaska in the Amount Of \$22,459,855 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/City Engineer.

Resolution 25-105(S), a Resolution of the City Council of Homer, Alaska Awarding the Design-Build Contract of the Homer Harbor's System 4 Float Replacement to Turnagain Marine Construction of Anchorage Alaska in the Amount of \$515,000 for Phase 1 Engineering and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/City Engineer.

Memorandum CC-25-277 from the City Engineer as backup.

Memorandum CC-26-018 from the City Engineer as backup.

NEW BUSINESS

RESOLUTIONS

- a. Resolution 26-007, A Resolution of the of City Council of Homer, Alaska Providing Comments on the Bureau of Ocean Energy Management's 11th National Outer Continental Shelf Oil and Gas Leasing Program for the Alaska Region. Aderhold.

COMMENTS OF THE AUDIENCE

- a. Public Comment Received.

COMMENTS OF THE CITY ATTORNEY

COMMENTS OF THE CITY CLERK

COMMENTS OF THE CITY MANAGER

COMMENTS OF THE MAYOR

COMMENTS OF THE CITY COUNCIL

ADJOURNMENT

Next Regular Meeting is Monday, January 26, at 6 p.m., Worksession at 4:00 pm., Committee of the whole at 5:00 p.m. Special meeting Monday, January 19, at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 25-28 a Regular Meeting of the Homer City Council was called to order on November 24, 2025 by Mayor Rachel Lord at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS ADERHOLD, DAVIS, ERICKSON, HANSEN, PARSONS, VENUTI

STAFF: CITY MANAGER JACOBSEN
CITY CLERK WOODRUFF
FINANCE DIRECTOR FISCHER
PORT DIRECTOR HAWKINS
PLANNING DIRECTOR FOSTER
PERSONNEL DIRECTOR BROWNING
COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSEN

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual)

Mayor Lord announced the supplemental items: **CONSENT AGENDA** Memorandum CC-25-278 from Mike Illg, Community Recreation Manager provided in the supplemental packet as backup for Resolution 25-098 **PUBLIC HEARINGS** Memorandum CC-25-279 from Community Development Director, Table of Amendments, Draft minutes excerpt from the November 10, 2025 Homer City Council Regular Meeting, and Public Comments Received as backup for Ordinance 25-64 approving the 2045 Comprehensive Plan **ORDINANCES** Public Comments Received. Memorandum CC-25-275 is renumbered as CC-25-274 to correct a duplication error. **CITY MANAGER'S REPORT** item c November 19, 2025 Homer Harbor Expansion report.

ERICKSON/VENUTI MOVED TO APPROVE THE AGENDA AS AMENDED.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

a. 2025 Small Business Saturday Proclamation

Mayor Lord read the 2025 Small Business Saturday Proclamation and took a photograph with the staff of the Homer Chamber of Commerce.

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

Jan Keiser, City Resident, provided comment on Ordinance 25-71, recommending that the City consider a Complete Streets approach to street design and operation, using a context-sensitive design approach in lieu of a fixed lane width designation in the design standards.

Mary Griswold, City Resident, spoke against mandating maximum lane widths for residential and collector streets, encouraging the Council to consider Jan Keiser's proposal for context-sensitive design. She added that adequate shoulders and sidewalks are mandatory for the safety of all travelers.

RECONSIDERATION

CONSENT AGENDA

- a. Homer City Council Unapproved Regular Meeting Minutes of October 13, October 27, and November 10, 2025. City Clerk. Recommend approval.
- b. Memorandum CC-25-262 from Mayor Re-appointment of Lucas Parsley to the Park, Arts, Recreation and Culture Advisory Commission. Recommend approval.
- c. Memorandum CC-25-263 from City Clerk Authorizing the Issuance of a Letter of Non-Objection to the Alcoholic Beverage Control Board Regarding Liquor License Transfer for Wall Enterprises, LLC. Recommend approval
- d. Memorandum CC-25-264 from City Clerk Authorizing the Issuance of a Letter of Non-Objection to the Marijuana Control Board Regarding Marijuana License Renewal for Kachemak Cannabis, LLC. Recommend approval.
- e. Ordinance 25-69, An Ordinance of The City Council of Homer, Alaska, Amending the FY26 Capital Budget by Accepting and Appropriating a State of Alaska Online With Libraries (OWL) Grant for FY26 in The Amount of \$6,462 for Internet Service, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Library Director. Recommended Dates Introduction November 24, 2025 Public Hearing and Second Reading January 12, 2026.

Memorandum CC-25-265 from Library Director as backup.

- f. Ordinance 25-70, An Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating \$7,000 from the Homer Education and Recreation Complex (HERC) Capital Asset Repair and Maintenance Allowance (CARMA) for the Replacement of the Floor of the Activity Room in the Herc 1 Building. City Manager/Public Works Director. Recommended Dates Introduction November 24, 2025 Public Hearing and Second Reading January 12, 2026.

Memorandum CC-25-266 from Public Works Director as backup.

- h. Resolution 25-099 A Resolution of The City Council of Homer, Alaska Approving the Renewal of a Lobbyist Contract with J & H Consulting, LLC Of Juneau, Alaska, for a Term of One Year Commencing on December 15, 2025 and Ending December 15, 2026 in the Amount of \$42,000 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum CC-25-268 from Special Projects and Communications Coordinator as Backup.

- i. Resolution 25-100, A Resolution of the City Council of Homer, Alaska, Acknowledging the Results of the Invitation to Bid for City Owned Cold Storage 2026 Seasonal Rental Units. City Manager/Port Director. Recommend adoption.

Memorandum CC-25-269 from Port Director as backup.

- j. Resolution 25-101, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Negotiate and Execute the Appropriate Documents for the Real Property Acquisition of 160 Acres and Designating the Use as Conservation. City Manager/ Community Development Director. Recommend adoption.

Memorandum CC-25-270 from the Community Development Director as backup.

- k. Resolution 25-102, A Resolution of the City Council of Homer, Alaska Approving a Contract With the Kachemak Heritage Land Trust as a Subaward Recipient in an Amount not to Exceed \$60,000 to Assist with Acquisition of Properties in the Bridge Creek Watershed Protection District and Other Grant Activities Outlined in Ordinance 25-62 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. Recommend adoption.

Memorandum CC-25-271 from the Community Development Director as backup.

- l. Resolution 25-103, A Resolution of the City Council of Homer, Alaska Approving a Contract Extension with Agnew Beck Consulting of Anchorage, Alaska, for the Completion of the 2045 Comprehensive Plan and the Update of the Title 21 Zoning and Planning Code and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. Recommend adoption.

Memorandum CC-25-272 from the Planning Director as backup.

- m. Councilmember Erickson requested to move Resolution 25-104 from the Consent Agenda to Resolutions.

ERICKSON/VENUTI MOVED TO APPROVE THE CONSENT AGENDA AS READ

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

- a. Homer Chamber of Commerce – Brad Anderson, Executive Director (15 Minutes)

Mr. Anderson presented information on the Chamber of Commerce's tourism marketing activities, highlighting their tagline "All of Alaska in one little town." He noted that Homer had an increase in visitor days over 2024, and mentioned the inaugural Homer Harborfest concert, which drew 1700 attendees to the city in June. Tour buses and cruise ships are scheduled for 2026, but marketing efforts also target the independent traveler, emphasizing that Homer has authentic experiences. He shared that the Chamber is already planning for the July 4, 2026 events for the celebration of the Nation's 250th birthday.

Councilmember Erickson said it's exciting to see how the Chamber has grown since 1995.

Councilmember Venuti said the photographs of Homer are great, and she looks forward to the visitor guide.

ANNOUNCEMENTS / PRESENTATIONS / REPORTS (5 Minute limit per report)

- a. Worksession Report

There was no worksession prior to this meeting.

- b. Committee of the Whole Report

Councilmember Erickson reported that councilmembers talked about things from the consent agenda and Memorandum CC-25-275 regarding one of the marijuana grow operations. Regarding Resolution 25-105 to award a contract for harbor floats, Council discussed understanding the process going forward and the notice to proceed. The rest of the time was spent talking about Comprehensive Plan amendments, where the staff was on the process, and adding a few more amendments from Councilmember Venuti regarding the College. Councilmember Aderhold had amendments relating to governance, land use, and public facilities.

d. Mayor's Report

Mayor Lord reported that she has mostly been working out of town and traveling since the last meeting and didn't have a ton to report. She mentioned receiving an email from DNR noticing public meetings regarding a Kenai State Forest. Council could consider weighing in on this. She chatted with Jenny Martin in State Senator Gary Steven's office. Once the Legislative Session kicks off mid-January, we'll be getting updates from legislators about the session. It's nice for the Council to establish legislative priorities before the February lobbying trip to Juneau. Governor will be dropping his proposed budget by December 15, 2025. Mayor Lord mentioned that she chatted with the City's Auditors as a part of their process, and acknowledged that Councilmember Aderhold also made herself available to speak with them.

e. Borough Report

The Mayor relayed that Assemblymember Cooper told her she had nothing to report and that she wished Council a Happy Thanksgiving.

f. Library Advisory Board Report

Board Member Red Asselin reported from the LAB meeting. At their last meeting, board members discussed fundraising tactics for library endowment fund and reviewed ideas and planning for celebrating 20 years of the library in its current location. Several activities and events coming up to celebrate that anniversary. On December 7th at the Porcupine, a documentary called the Librarians will be screened and a discussion panel including Library Director Dave Berry. Meet on the third Tuesday of the month at 5:30 pm.

h. Economic Development Advisory Commission Report

EDC Commissioner Karin Marks: Major business on November 12 was a broad discussion of the 2026 work plan. Taking the guidance given on the priorities of the Council and being mindful of Staff capacity. Recognizing that Comprehensive Plan and Title 21 are in motion, we're looking at getting started on a few things after those are resolved, including itinerant merchant code and short-term rentals. The EDC expresses appreciation for Julie Engebretsen for putting together a page discussing short-term rentals in a way that's easy to digest. Announced resignation of long-time commissioner Deborah Brown, thanked her for her service and announced that there is an open seat for a resident or non-resident to join the EDC.

i. Parks Art Recreation and Culture Advisory Commission

There was no presentation.

j. Port and Harbor Advisory Commission

There was no presentation.

l. Conversations with a Councilmember – Parsons

Councilmember Parsons reported that 10 people joined him for Conversations with a Councilmember on Wednesday, November 12. One unifying theme throughout entire time was housing, especially short term rentals. That used about 55 minutes of the discussion. He was impressed by how knowledgeable and

passionate the participants are.

PUBLIC HEARING(S)

- a. Ordinance 25-64, An Ordinance of the City Council of Homer, Alaska, Adopting the City of Homer 2045 Comprehensive Plan and Recommending Adoption by the Kenai Peninsula Borough. City Manager. Introduction October 13, 2025 Public Hearing October 27, 2025 Public Hearing and Second Reading November 10, 2025 Public Hearing November 24, 2025.

Memorandum CC-25-273 from Community Development Director as backup.

Memorandum CC-25-254 from City Manager as backup.

Memorandum CC-25-242 from Planning Director/Community Dev. Director as backup.

Mayor Lord opened the public hearing.

Jan Keiser, City Resident, commented on the lack of property lines on the Future Land Use Map. She pointed to the location of the public works campus and Bishop's Beach on the map as examples of a disconnect between current use and future use.

Penelope Haas, Non-Resident, thanked Council for their hours of work on the Comprehensive Plan. She requested additional amendments to the plan to address concerns outlined in her written comments.

Brad Faulkner, City Resident, requested that the City add plowing of the bike path to the Comprehensive Plan. He said that the spit has been ignored for many years. He commented that land use is not managed on the spit in accordance with the Comprehensive Plan.

Mayor Lord announced the motion on the floor from the November 10th meeting to adopt Ordinance 25-64 as amended by reading of title only for second and final reading, that was postponed to this meeting and opened discussion.

ERICKSON/VENUTI MOVED TO AMEND THE NOVEMBER 18, COUNCIL PUBLIC HEARING DRAFT OF THE 2045 HOMER COMPREHENSIVE PLAN BY ADOPTING AMENDMENTS 60-65, 67,69 AND 70.

There was no discussion.

VOTE (AMENDMENT). NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ERICKSON/VENUTI MOVED TO AMEND NOVEMBER 18, COUNCIL PUBLIC HEARING DRAFT OF THE 2045 HOMER COMPREHENSIVE PLAN BY ADOPTING AMENDMENTS 66 AND 68 WITH LANGUAGE PROPOSED BY THE PROJECT TEAM IN THE SUPPLEMENTAL PACKET.

There was no discussion.

VOTE (AMENDMENT). NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ADERHOLD/VENUTI MOVED TO AMEND PAGE 31 OF THE NOVEMBER 18TH COUNCIL PUBLIC HEARING DRAFT OF THE 2045 COMPREHENSIVE PLAN AFTER PARAGRAPH LABELED ZONING, BEFORE THE TABLE LABELED “ A FUTURE LAND USE MAP DOES AND A FUTURE LAND USE MAP DOES NOT” TO ADD A NEW PARAGRAPH STATING **“THIS PLAN TAKES TWO GENERAL APPROACHES TO GUIDE DEVELOPMENT IN RELATION TO ENVIRONMENTAL CONDITIONS. ONE IS TO “OVERLAY” INFORMATION REGARDING ENVIRONMENTAL CONSTRAINTS AND OPPORTUNITIES ONTO THE FUTURE LAND USE MAP. THIS MEANS, FOR EXAMPLE, THAT SOME PORTIONS OF AN AREA IDENTIFIED FOR DEVELOPMENT WOULD BE LIMITED BY THE SITE-SPECIFIC PRESENCE OF STEEP SLOPES, WETLAND AREAS, DRAINAGE CHANNELS, ETC. THE SECOND BROAD STRATEGY IS TO RECOMMEND THAT APPROPRIATE STANDARDS BE ADOPTED SO THAT WHERE DEVELOPMENT DOES OCCUR IT IS DESIGNED TO RESPECT ENVIRONMENTAL FUNCTIONS AND CHARACTERISTICS. EXAMPLES IN THIS CATEGORY INCLUDE SITE DEVELOPMENT POLICES FOR DRAINAGE, VEGETATION, AND GRADING.”**

Councilmembers discussed that this amendment copies language from the 2018 Comprehensive Plan and requested comments from City Staff, who had not comments.

VOTE (AMENDMENT). NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Venuti/Aderhold MOVED TO INCLUDE PROPERTY LINES ON THE FUTURE LAND USE MAP.

Discussion ensued noting that property lines would be useful, and requesting information from Staff on the rationale for why they were excluded.

Community Development Director Engebretsen noted that a Future Land Use Map (FLUM) is a policy-level planning tool, not a regulatory one, and is meant to show general land use patterns. Property lines don't belong partially because of scale and accuracy, and they can make it harder to read. The map of property lines changes forty times a year as subdivisions occur, so property lines would be hard to keep on Comprehensive Plan. Council asked to confirm that there would be no changes to the FLUM when subdivisions come in. Staff confirmed that there would be no changes until the next time the Comprehensive Plan is revised and approved by Council and the Borough.

Discussion ensued noting that the whole Comprehensive Plan is supposed to be broad and visionary, it's not specific on purpose. The plan will be fluid just as our lives are fluid and Homer is fluid.

Shelly Wade of Agnew::Beck commented that she understands why this has come up, and that there has been consistent blending of FLUM categories with zoning. Adding property lines can make the FLUM look like a zoning map. A Zoning map is a legally binding and a parcel-specific tool. A FLUM with categories that cross property lines can reflect a broader planning intent. Specific zoning changes can be made later in the process through the edits to Title 21.

Councilmember Venuti requested a roll call vote.

VOTE:

NO: ADERHOLD, DAVIS, ERICKSON, HANSEN, PARSONS, VENUTI

Motion failed.

Discussion followed acknowledging concerns about plowing at the harbor, but the comprehensive plan is not the place for that. The focus moved to the different uses of a paper map like the FLUM versus GIS tools.

Community Development Director Julie Engebretsen spoke to how the City uses GIS when looking at new regulations. GIS is a tool to inform policy—does the City have the information it would need to administer a policy? Bluff erosion is an example of where regulations were strengthened once more precise LIDAR data became available in GIS and complemented existing aerial photographs in the system.

It was noted that for the City to provide a system like the Kenai Peninsula Borough Parcel Viewer would be a budget conversation.

VOTE (MAIN MOTION AS AMENDED). NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mayor Lord expressed gratitude for the hard work of the many community members who participated, the project team, and all commissioners and board members who participated. She noted that the party continues with Title 21.

- b. Ordinance 25-67, An Ordinance of the City Council of Homer, Alaska, Approving a Sublease Between Alaska Custom Seafoods, Inc. and Ind and Tide, LLC DBA Peninsula Seafoods Occupying a portion of Internal Building Space for an Office and Additional space as well as Yard Space Consisting of Shared Parking Spaces, Space for an Ice Making Machine and Equipment Storage on the Property Entitled T7S R13W Sec 1 Seward Meridian HM 0920050 Homer Spit Sub No Two Amended Lot 88-4, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Property Associate. Introduction November 10, 2025 Public Hearing and Second Reading November 24, 2025.

Memorandum CC-25-258 from Port Property Manager as backup.

Mayor Lord opened the public hearing. There were no comments and the hearing was closed.

ERICKSON/VENUTI MOVE TO ADOPT ORDINANCE 25-67 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- c. Ordinance 25-68, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Title 10, Port and Harbor, Sections 10.04.035 Homer Port and Harbor Tariff, 10.04.040 Port Director, 10.04.055 Fees, 10.04.090 Underway Requirement, 10.04.120 Impounded Vessel Procedure, and 10.04.140 Annual Review. City Manager/Port Director. Introduction November 10, 2025 Public Hearing and Second Reading November 24, 2025.

Memorandum CC-25-259 from Port Administrative Supervisor as backup.

Mayor Lord opened the public hearing. There were no comments and the hearing was closed.

ERICKSON/VENUTI MOVE TO ADOPT ORDINANCE 25-68 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ORDINANCE(S)

- a. Ordinance 25-71, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 11.04.050, Master Roads and Street Plans-Adopted, 11.04.058, Design Criteria Manual-Adopted, and 11.04.060 Geometric Design Requirements. Davis/Parsons. Recommended dates Introduction November 24, 2026 Public Hearing and Second Reading January 12, 2026.

Memorandum CC-25-274 from Councilmembers Davis & Parsons as backup

DAVIS/PARSONS MOVED TO INTRODUCE ORDINANCE 25-71.

There was discussion regarding the shift away from standards that prioritize moving cars quickly, and might endanger pedestrians and non-motorized users towards standards for narrower streets that might encourage drivers to reduce speeds. Reference was made to packet materials, including Complete Streets information provided as public comment and the excerpted documents from engineers and planners attached to the supporting memorandum.

Specific points raised included interest in incremental change, in not making the situation worse or creating standards that conflict with a context sensitive design approach, and in policy that emphasizes all modes of travel. Concern was expressed that narrowing permitted street widths may result in future developments without pedestrian amenities. It was mentioned that lanes on Heath Street are 14 feet wide, two wider than highways.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

CITY MANAGER'S REPORT

a. City Manager's Report

City Manager Melissa Jacobsen provided a brief overview of the materials she provided in the Council's packet and offered to answer any questions.

Discussion ensued regarding a suggestion box that used to be made available to the public, and every once in a while Council would hear those suggestions made by the public. The City Manager acknowledged that the City could discuss putting those boxes back out.

b. FY26 October Monthly Report

It was noted that the profitability of Water and Sewer funds has switched positions relative to each other: in 2024 the sewer fund was lagging, now water fund is lagging. City Manager Jacobsen acknowledged that the budgeting model has changed and more discussion would come in January when reviewing the quarterly report.

c. HHE report

No discussion.

PENDING BUSINESS

The City Manager requested a 10-minute recess. The Meeting recessed at 7:40 p.m. and then reconvened at 7:50 p.m.

NEW BUSINESS

a. Memorandum CC-25-275 from City Clerk Authorizing the Issuance of a Letter of Non-Objection to the Alcohol Beverage Control Board Regarding Marijuana Cultivation Facility License Renewal for Alaska Loven It, LLC DBA Wildflower Farms.

ERICKSON/DAVIS MOVED THAT THE HOMER CITY COUNCIL CONDITIONALLY APPROVES THE STANDARD MARIJUANA CULTIVATION FACILITY FOR WILDFLOWER FARMS DOING BUSINESS AS ALASKA LOVEN IT, LLC LICENSE #12833 UNDER THE CONDITION THAT THEY BECOME IN COMPLIANCE WITH REGULATION 3 AAC 306.430(C)(2) THAT LICENSED MARIJUANA FACILITIES ENSURE THE ODOR OF MARIJUANA IS NOT DETECTABLE BY THE PUBLIC FROM OUTSIDE THE LICENSED PREMISES, EXCEPT AS SPECIFICALLY ALLOWED BY A LOCAL GOVERNMENT IN HOMER CITY CODE 21.59.010 NUISANCES A. 2 ODORS AND GASSES.

The City Manager noted that the facility is located in the General Commercial 2 District and in the relevant chapter of City Code, 21.26.080 notes that the nuisance standards of 21.59.010 apply to all developments, uses, and structures in that zoning district. 21.59.010 (a)(2) Odors and Gases reads in part, "The emission of odors in such quantities as to be objectionable to any person with normal sensitivities at any point beyond the lot line is prohibited."

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

RESOLUTIONS

- a. Resolution 25-104 A Resolution of the City Council of Homer, Alaska, Awarding the Contract for the Development of the 2025 Water and Wastewater Master Plan to Bristol Engineering Services Company, LLC Of Anchorage Alaska in the Amount of \$149,987 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.

Memorandum CC-25-276 from Public Works Director as backup.

ERICKSON/VENUTI MOVE TO ADOPT RESOLUTION 25-104 AWARDING THE CONTRACT FOR THE 2025 WATER AND WASTEWATER MASTER PLAN TO BRISTOL ENGINEERING.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- b. Resolution 25-105, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for Design & Construction of the Homer Harbor's System 4 Float Replacement to Turnagain Marine Construction of Anchorage, Alaska in the Amount Of \$22,459,855 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/City Engineer.

Memorandum CC-25-277 from the City Engineer as backup.

Mayor Lord introduced the item and requested a motion.

ERICKSON/VENUTI MOVED TO POSTPONE 25-105 TO JANUARY 12, 2026

City Manager Jacobsen commented that the resolution was submitted to the Clerk close to the packet deadline and staff need a little more time to refine information in the Resolution and Memorandum.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- b. Resolution 25-098, A Resolution of The City Council of Homer, Alaska, Establishing the 2026 Regular Meeting Schedule for City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and Americans with Disabilities Act (ADA) Advisory Board Meeting Schedule. City Clerk. Recommend adoption.

Memorandum CC-25-267 from City Clerk as Backup.

ERICKSON/VENUTI MOVED TO ADOPT RESOLUTION 25-098 BY READING OF TITLE ONLY

ERICKSON/VENUTI MOVED TO AMEND BY ADDING A JANUARY 15, 2026 MEETING OF THE PARC COMMISSION

There was no discussion.

VOTE (AMENDMENT). NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no discussion.

VOTE (ADOPTION AS AMENDED). NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

COMMENTS OF THE AUDIENCE

Jan Knutsen, City Resident and Visitor Center Director for the Homer Chamber of Commerce, provided information on the Homer City of Peonies program and thanked many people who help to make the program a success. She noted that visitors are interested in Homer as a peony destination and request farm tours and other information on peonies.

Mary Griswold, City Resident, commented she looks forward to discussion on road design and noted the importance of discretion, saying that Heath Street is so wide so that snow can be piled in the middle when plowing, leaving 2 narrow lanes to keep traffic moving.

Kenai Peninsula Borough Planning Director Robert Ruffner offered his congratulations to the City and Council on the updates to the Comprehensive Plan and said that he looks forward to transmittal to the borough.

COMMENTS OF THE CITY ATTORNEY

City Attorney Gatti wished all listening a pleasant and safe Thanksgiving holiday.

COMMENTS OF THE CITY CLERK

City Clerk Woodruff thanked the room for bearing with her through technical difficulties and said she looked forward to many more meetings.

COMMENTS OF THE CITY MANAGER

City Manager Jacobsen noted that earlier this year Chief of Police Robl announced his plan for retirement. The City has the Chief of Police job listed as well as an opening for a Deputy City Clerk I and Port Administrative Supervisor.

COMMENTS OF THE MAYOR

Mayor Lord celebrated the passing of the Comprehensive Plan and thanked Robert Ruffner for calling in. She said good job to City Clerk Amy Woodruff and thanked former City Clerks Renee Krause and Melissa Jacobsen for holding that seat for many years. The City team is doing a lot of good work, there's a lot more to be done. She mentioned upcoming events including the turkey trot, community dinners, Share the Spirit, Winter Solstice, and family birthdays.

COMMENTS OF THE CITY COUNCIL

Councilmember Venuti wished listeners and colleagues a Happy Thanksgiving. She offered her gratitude to the members of the public who follow council meetings and provide testimony, to City employees keeping the roads safe and the buildings clean and warm, and finally to the staff that keeps council on their toes.

Councilmember Parsons thanked Amy & Scott in the Clerk's office and City Manager Melissa Jacobsen. He noted that the public did deep dives into the Comprehensive Plan and their intelligent approaches made it easier for him to understand these issues. He reminded public of the upcoming tree lighting event at the Chamber.

Councilmember Aderhold shared that she has received outreach by email from AirBNB and that she directed them to contact the City Clerk to get on the agenda for a Council meeting so that Council and the public can all hear the same information and ask questions. She expressed appreciation for the work of City employees, noting that the City has some vacant positions so the people who are here have been working really hard. She said that it makes us a stronger and more resilient community to have a lot of different viewpoints and to be respectful to each other before wishing everyone a Happy Holidays.

Councilmember Davis wished everyone a Happy holidays said he would see everyone next year.

Councilmember Erickson reflected on the life of Merle Worlford, a community member who recently passed away. He and his wife Bev had the parfait shop across from the high school, and he was a legend on the anchor river. She offered her condolences to the family and acknowledged that he made an impact on many lives. She encouraged everyone to be looking out for your friends and your family because the holidays can be a difficult time for mental health. She said that Nutcracker is coming up and it's going to be a lot of fun along with musical events and Christmas tree lighting and parties..

Councilmember Hansen wished a happy birthday to her children with upcoming birthdays and wished everyone a happy Thanksgiving.

ADJOURNMENT

Next Regular Meeting is Monday, January 12, 2026, at 6:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



MEMORANDUM

CC-26-001

Authorizing the Issuance of a Letter of Non-Objection to the Alcoholic Beverage Control Board Regarding Liquor License Renewal for Salty Dawg Saloon

Item Type: Action Memorandum

Prepared For: Mayor Lord and City Council

Date: January 6, 2026

From: Amy Woodruff, City Clerk

Through: Melissa Jacobsen, City Manager

The City Clerk's Office has been notified by the AMCO Board of a Transfer of Ownership Applications for Liquor License Permits within the City of Homer for the following license:

Type:	Beverage Dispensary
License #:	1002
Licensee:	SDAWG Inc.
DBA Name:	Salty Dawg Saloon
Service Location:	4380 Homer Spit Rd, Homer, AK 99603
Designated Licensee:	John L. Warren

Recommendation:

Voice non objection to liquor license renewal application.

Attachments:

Renewal Notice

Complete Renewal Application

Homer Police Department Memo of non-objection



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 4, 2025

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: **SDAWG Inc.**

DBA: Salty Dawg Saloon

VIA email: akjohn64@gmail.com;

CC: None

Local Government 1: Homer

Local Government 2: Kenai Peninsula Borough

Via Email: mjacobsen@ci.homer.ak.us; clerk@ci.homer.ak.us; awoodruff@ci.homer.ak;
micheleturner@kpb.us; sessert@kpb.us; mjenkins@kpb.us; nscarlett@kpb.us; mboehmler@kpb.us;
rraigdamae@kpb.us; slopez@kpb.us; hmills@kpb.us;

Community Council: n/a

Via Email: n/a

Re: Beverage Dispensary License #1002 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#1002
License Type:	Beverage Dispensary
Licensee:	SDAWG Inc.
Doing Business As:	Salty Dawg Saloon
Physical Address:	4380 Homer Spit Road, Homer, AK, 99603
Designated Licensee:	John L. Warren
Phone Number:	[REDACTED]
Email Address:	[REDACTED]

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-

Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **February 3rd, 2026** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a complete renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



Document reference ID : 6136

Renewal Application Summary

Application ID:	6136
License No:	1002
License Type applied for Renewal:	Beverage Dispensary License(BDL)
Licensee Name:	Sdawg Inc.
License Expiration Date:	12/31/2025
Doing Business As:	Salty Dawg Saloon
Premises Address:	4380 Homer Spit Road, Homer, AK, 99603
Application Status:	In Review
Application Submitted On:	10/31/2025 03:09 PM AKDT

Entity Information

Business Structure:	Corporation
FEIN/SSN Number:	
Alaska Entity number (CBPL):	60345D
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address: PO Box 2581, Homer, AK, 99603

Local Government and Community Council Details

City/Municipality: Homer

Borough: Kenai Peninsula Borough

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?I:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature

This application was digitally signed by : John Warren on 10/31/2025 03:11 PM AKDT

Payment Info

Payment Type : CC

Payment Id: 1da5c23e-25ef-4d57-8e34-25ee2ba652ec

Receipt Number: 101189665

Payment Date: 10/31/2025 03:17 PM AKDT

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	SDAWG, INC.

Entity Type: Business Corporation

Entity #: 60345D

Status: Good Standing

AK Formed Date: 2/24/1997

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2027

Entity Mailing Address: P.O. BOX 2581, HOMER, AK 99603

Entity Physical Address: 4380 HOMER SPIT ROAD, HOMER, AK 99603

Registered Agent

Agent Name: JOHN WARREN

Registered Mailing Address: PO BOX 2581, HOMER, AK 99603

Registered Physical Address: 4380 HOMER SPIT RD, HOMER, AK 99603

Officials

Show Former

AK Entity #	Name	Titles	Owned
	John Warren	Director, President, Secretary, Shareholder, Treasurer	100.00

Filed Documents

Date Filed	Type	Filing	Certificate
2/24/1997	Creation Filing		
4/24/1997	Biennial Report		
1/25/1999	Biennial Report	Click to View	
11/17/2000	Biennial Report	Click to View	
1/06/2003	Biennial Report	Click to View	
1/18/2005	Biennial Report	Click to View	
10/04/2006	Biennial Report	Click to View	
12/20/2010	Biennial Report	Click to View	
12/26/2010	Biennial Report	Click to View	
6/11/2012	Agent Change	Click to View	

Date Filed	Type	Filing	Certificate
12/17/2012	Biennial Report	Click to View	
11/18/2014	Biennial Report	Click to View	
1/31/2017	Biennial Report	Click to View	
12/19/2018	Biennial Report	Click to View	
3/09/2020	Change of Officials	Click to View	
12/17/2020	Biennial Report	Click to View	
12/22/2022	Biennial Report	Click to View	
12/12/2024	Biennial Report	Click to View	

[Close Details](#)[!\[\]\(a2f9594c2c856a03df90ec4016df4a10_img.jpg\) Print Friendly Version](#)

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

SALTY DAWG SALOON

Po Box 2581, 4380 HomerSpit RD., homer, AK 99603

owned by

SDAWG, INC.

is licensed by the department to conduct business for the period

October 9, 2024 to December 31, 2026
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having
complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner



City of Homer

www.cityofhomer-ak.gov

Police Department

625 Grubstake Avenue

Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

(f) 907-235-3151/ 907-226-3009

Memorandum

TO: SCOTT LYNN, DEPUTY CITY CLERK

CC: LISA LINEGAR, COMMUNICATIONS SUPERVISOR

FROM: MARK ROBL, POLICE CHIEF

DATE: December 8, 2025

SUBJECT: LIQUOR LICENSE RENEWAL APPLICATION FOR SALTY DAWG SALOON – No
Objection

The Homer Police Department has no objection to the Alcohol and Marijuana Control Office of a Liquor License Renewal Applications within the City of Homer for the following businesses:

License Type: Beverage Dispensary License

License #: 1002

DBA Name: Salty Dawg Saloon

Service Location: 4380 Homer Spit Road, Homer, AK, 99603

Licensee: Sdawg Inc.

Contact Person: John Warren



MEMORANDUM

CC-26-002

Appointment of William Wuestenfeld to the Library Advisory Board

Item Type: Action Memorandum

Prepared For: Homer City Council

Date: January 8, 2026

From: Mayor Lord

BACKGROUND:

William Wuestenfeld is appointed to the seat vacated by Doug Baily on the Library Advisory Board with a term that will expire on April 1st, 2027.

RECOMMENDATION:

Confirm the appointment of William Wuestenfeld to the Library Advisory Board.

ATTACHMENTS:

Application of William Wuestenfeld

Memorandum
City Council
January 8, 2026

CC-26-002



Advisory Body Application

For Appointment to Committees, Commissions, Board & Task Forces

Office of the City Clerk
491 East Pioneer Avenue
Homer, Alaska 99603
Phone: (907) 235-3130
Fax: (907) 235-3143
clerk@cityofhomer-ak.gov

The Information provided on this form will provide the basic information to the Mayor and City Council on your interest in serving on the selected Advisory Body. It is considered public and will be included in the City Council meeting packet. This information will be published in the City Directory and within city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council.

Applicant Information

Full Name: WILLIAM M. WUESTENFELD

Physical Address Where you Claim Residency: 801 ALPINE WAY

Mailing Address: P.O. BOX 2150

City: HOMER State: AK Zip: 99603

Phone Number(s): [REDACTED]

Email: [REDACTED]

Advisory Body You Are Requesting Appointment To

- Planning Commission** – Meetings held on the 1st and 3rd Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. No first meeting in July or second meetings in November and December.
- Parks, Art, Recreation & Culture Advisory Commission** – Meetings held on the 3rd Thursday of February through June and August through November at 5:30 p.m.
- Port & Harbor Advisory Commission** – Meetings held on the 4th Wednesday of January, February, March, April, September, and October at 5:00 p.m.; the 4th Wednesday of May, June, July, and August at 6:00 p.m.; and the 2nd Wednesday of December at 5:00 p.m.
- Economic Development Advisory Commission** – Meetings held on the 2nd Tuesday of each month at 6:00 p.m.
- Library Advisory Board** – Meetings held on the 3rd Tuesday of each month, excluding June and July, at 5:30 p.m.
- ADA Advisory Board** – Meetings held on the 2nd Thursday in the months of April, May, June, July, October, November, and as needed at 5:00 p.m.
- Other** – Please Indicate _____

Please Answer the Following

Are you a City Resident? Yes No If yes, how long have you been a City resident? 8 yrs

How long have you been a resident of the South Peninsula? 8 yrs

Background Information

Have you ever served on a similar advisory body? If so please list when, where, and how long: **Yes**

ANCH. SCHOOL DISTRICT BUDGET ADVISORY BOARD ^{≈ 1986-86} ^{≈ 2}

KBBZ BUD 2023-2026 →?

Please list any current memberships or organizations you belong to related to your selection(s):

Friends of Library, KBBZ, Homer Independent Press (Treasurer),

Please list any special training, education, or background you may have which is related to your selection(s):

Law School, PRACTICED LAW 1981-2023. Reader & Library user since 1955.

Why are you interested in serving on the selected Advisory Body? This may include information on future goals or projects you wish to see accomplished or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

Public Interest, Public Literacy, Availability of books & related services are critical

FOR PLANNING COMMISSION ONLY:

Have you ever developed real property other than a personal residence? If yes, briefly explain:

FOR PORT & HARBOR ADVISORY COMMISSION ONLY:

Do you use the Homer Port and/or Harbor on a regular basis? Yes No

If yes, what is your primary use? Commercial Recreational Other: _____



CC-26-003

MEMORANDUM

Travel Authorization for Mayor and Councilmembers to attend the Alaska Municipal League Winter Conference in Juneau, Alaska February 17-19, 2026

Item Type: Action Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: January 6, 2026

From: Amy Woodruff, City Clerk

The Alaska Municipal League (AML) Winter Legislative Conference will take place in Juneau, Alaska February 17-19, 2026.

The AML is a voluntary, nonprofit, nonpartisan, statewide organization of 140 cities, boroughs, and unified municipalities, representing over 97 percent of Alaska's residents. Originally organized in 1950, the League of Alaska Cities became the Alaska Municipal League in 1962 when boroughs joined the League.

Meetings include Alaska Conference of Mayors, AML Board, committees and meetings with Legislators.

Cost estimates for travel include round trip airfare from Homer to Juneau \$800 and group room rates at \$293 per night. Per Diem is \$58 per day for three meals. Conference cost is \$250. The approximate total cost without any additional night's stay is \$2,100 per person.

In consultation with the City Attorney, it's recommended that not more than three Council members attend the conference to avoid potential complications with the Open Meetings Act.

Recommendation: Approve travel for Mayor and Councilmembers to attend the AML Winter Legislative Conference in Juneau, February 17-19, 2026.

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	City Hall ADA Push Button Door	DATE	01/08/2026
DEPARTMENT	Council	SPONSOR	Venuti/Parsons
REQUESTED AMOUNT	\$ 10,000		

DESCRIPTION	<p>The City of Homer recognizes the importance of having accessible buildings and programs for employees, residents and visitors. Homer City Hall is accessed by community members for a variety of reasons such as attending public meetings, registering to vote, casting a ballot on election day, working with the Planning Department, and signing up for services, to name a few. The lower-level entrance is difficult to enter because the doors are heavy and fluctuating temperatures throughout the winter make it difficult to maintain a manageable pull weight and sufficient closing rate. The City of Homer ADA Transition Plan identifies this door as a recurring maintenance issue as they are adjusted regularly through routine building maintenance. Installing a push button opener to the lower-level entrance will remove a barrier for access to Homer City Hall and alleviate the staff time needed for routine door adjustment.</p>		
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	100%	0%	0%	0%
HAWSP	HART-ROADS	HART-TRAILS		PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: ADA CARMA (156-0372)	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance \$ 60,000	Current Balance _____	Current Balance _____
Encumbered \$ 0	Encumbered _____	Encumbered _____
Requested Amount \$ 10,000	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda \$ 0	Other Items on Current Agenda	Other Items on Current Agenda
Remaining Balance \$ 50,000	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 _____

CITY OF HOMER HOMER, ALASKA

Venuti/Parsons

ORDINANCE 26-01

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY26 CAPITAL BUDGET BY APPROPRIATING
\$10,000 FROM THE AMERICANS WITH DISABILITIES ACT (ADA)
CAPITAL ASSET REPAIR AND MAINTENANCE ALLOWANCE FUND
FOR THE PURPOSE OF PURCHASING AND INSTALLING AN
ACCESSIBLE PUSH BUTTON DOOR OPENER AT CITY HALL.

WHEREAS, The City of Homer recognizes the importance of having accessible buildings and programs for employees, residents and visitors; and

WHEREAS, Homer City Hall is accessed by community members for a variety of reasons such as attending public meetings, registering to vote, casting a ballot on election day, working with the Planning Department, and signing up for services, to name a few; and

WHEREAS, The lower-level entrance is difficult to enter because the doors are heavy and fluctuating temperatures throughout the winter make it difficult to maintain a manageable pull weight and sufficient closing rate; and

WHEREAS, The City of Homer ADA Transition Plan identifies this door as a recurring maintenance issue as they are adjusted regularly through routine building maintenance; and

WHEREAS, Installing a push button opener to the lower-level entrance will remove a barrier for access to Homer City Hall and alleviate the staff time needed for routine door adjustment.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY26 Capital Budget by appropriating \$10,000 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
156-0372	ADA CARMA	\$10,000

Section 2. This ordinance is a budget amendment only, is not of a permanent nature and is a non code ordinance.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this _____ day of _____, 2026.

44

CITY OF HOMER

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RACHEL LORD, MAYOR

49

50

51 ATTEST:

52

53

54 AMY WOODRUFF, CITY CLERK

55

56 YES:

57 NO:

58 ABSTAIN:

59 ABSENT:

60

61 First Reading:

62 Public Hearing:

63 Second Reading:

64 Effective Date:



MEMORANDUM

Ordinance 26-02, An Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Accepting and Appropriating Principal Forgiveness Subsidy from a Loan from the Alaska Department of Environmental Conservation (ADEC) Under its Drinking Water Revolving Loan Program in the Amount of \$1,331,882 for the A-Frame Transmission Line Replacement Project and Authorizing the City Manager to Negotiate and Execute a Loan Agreement

Item Type: Backup Memorandum

Prepared For: Mayor Lord and City Council

Date: December 5, 2025

From: Daniel Kort, Public Works Director

Through: Melissa Jacobsen, City Manager

I. Issue:

The purpose of this Memorandum is to accept a loan and its associated principal forgiveness subsidy from the Alaska Department of Environmental Conservation (ADEC) under its State Revolving Fund Drinking Water Loan Program in the amount of \$1,331,882. Additionally, this memorandum's purpose is to authorize the City Manager to negotiate and execute the Loan Agreement.

II. Background:

This project's purpose is to replace the 60-year-old, cast iron water main that conveys water from the Drinking Water Treatment Plant (WTP) to the west side of Homer. This water main runs down the steep hill behind the hospital and feeds water into the water mains on Mountain View and Island View. The steep hill behind the hospital consists of slopes of 50 – 65%, and there is concern that this aging pipe is susceptible to catastrophic failure due to an earthquake or slope failure/landslide. The Public Works Department has estimated the total cost of this project to be \$1,331,882.

The City applied for a loan from the ADEC's State Revolving Fund program, which was authorized by Resolution 25-077. The State Revolving Fund doesn't technically issue grants, but they can issue loans and then forgive a portion of the loan, which they call principal forgiveness. The loan for the A-Frame Transmission Line Replacement Project has \$1,331,882 in principal forgiveness attached, which is the full value of the loan.

III. Recommendation

The Public Works Department recommends that the Homer City Council accept and appropriate principal forgiveness subsidy from a loan from the ADEC in the amount of \$1,331,882 which will be used to fully reimburse the Homer Accelerated Water and Sewer Program (HAWSP) for expenses from the A-Frame Transmission Line Replacement Project.

The Public Works Department further recommends that the Homer City Council authorize the City Manager to negotiate, execute, and deliver the Loan Agreement.

Attachments:

Project Page from the 2026-2031 Capital Improvement Plan
Draft Agreement



A-Frame Water Transmission Line Replacement

Project Description and Benefit: This project rectifies a vulnerability in the City's drinking water infrastructure to safeguard our clean drinking water supply in support of the life, health and safety of Homer's 5,750 residents and additional residents in surrounding unincorporated areas who rely on commercial delivery of residential and commercial potable water. It replaces approximately 800 linear feet of existing 8-inch cast iron drinking water supply line in Homer's water utility system. The 58-year old section of line is brittle, corroded and on a 52-degree slope, making it extremely susceptible to catastrophic damage due to slope failure or seismic activity. It is also prone to cracking or rupture during seismic activity, which can introduce harmful bacteria and pathogens into the drinking water system.

To avoid waterline failure, the project completes design and replaces the existing line with 10-inch high density polyethylene (HDPE) transmission water main. Design engineering includes a subsurface anchoring restraint system to increase stability in a slope subsidence event.

This supply line is the only line transmitting water to the west side of Homer. It serves hundreds of customers, South Peninsula Hospital, several health clinics in Homer's medical district, the senior center, its assisted living and independent senior housing, and two schools. Loss of this line would have a devastating impact to public health and safety, and fire protection capability. Even short-term water supply disruption (due to severe, but repairable seismic damage to the supply line) has serious consequences. The expedient availability of machinery and spare parts for timely repair during a major disaster and the need to provide emergency drinking water are additional challenges/concerns.

Plans & Progress: Replacing this water line has been on the Utility Department's Capital Improvement Program for several years. A conceptual cost estimate has been completed and will proceed in two phases, design and construction. The City is proceeding with design utilizing funds from the Alaska Department of Environmental Conservation's (ADEC) Clean Drinking Water Revolving Loan Fund. The overall project is included in the State's Intended Use Plan for \$1,331,882 with 100% principle forgiveness. A \$973,686 FY26 Community Project Funding request by Congressman Begich to the House Interior and Environment appropriations subcommittee was included in the House Appropriations Bill and if signed into law, could potentially provide a source of contingency funding for construction if needed.

Total Project Cost: \$1,331,882

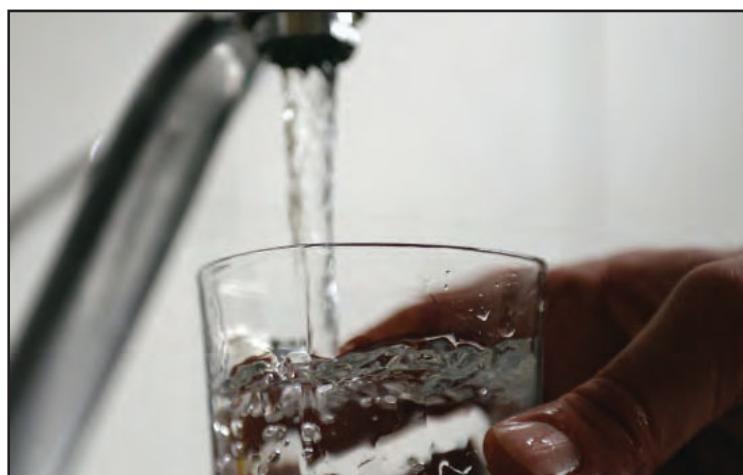
Design: \$ 190,289

Construction: \$1,141,593

FY26 ADEC Loan: \$1,31,882 (Design funds secured)

FY26: Federal Appropriation Pending: \$973,868

City of Homer Match: \$324,623



Replacing the water transmission line is critical for the life, health and safety of residents who rely on the system for delivery of residential and commercial potable water.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Environmental
Conservation**

DIVISION OF WATER
PO Box 111800
Juneau, Alaska 99811-1800
Main: 907.465.6594
Fax: 907.465.5177

November 26, 2025

Melissa Jacobsen
City Manager
City of Homer
491 E. Pioneer Avenue
Homer, Alaska 99603-7624

RE: Loan Agreement No. ADWF 409461-S for A-Frame Transmission Line Replacement

Dear Melissa Jacobsen:

Enclosed for signature is the loan agreement in the amount of \$1,331,882 for the A-Frame Transmission Line Replacement project. This loan is provided with \$1,331,882 in loan forgiveness. The finance rate for this loan is 0.5 percent of the disbursed loan funds.

A resolution to authorize the borrower's execution of the loan agreement is required to be returned to the Department. Please return a copy of the fully signed loan agreement to dec.facilities.grants.loans@alaska.gov or mail a hard copy to the address identified below. The signed original agreement should be retained for your records.

Alaska Department of Environmental Conservation
Division of Water
Attn: State Revolving Loan Program
555 Cordova Street
Anchorage, Alaska 99501

This loan is not effective, and no disbursements will be made until the Department has received a copy of the fully signed agreement. If you have any questions regarding the loan agreement you may contact Young Ha, Program Manager, at 907-269-7544 or Josh Alvey, Project Engineer, at 907-269-1065.

Sincerely,

A handwritten signature in blue ink that reads "Carrie Bohan".

Carrie Bohan
Facilities Programs Manager

Enclosure: ADWF No. 409461-S A-Frame Transmission Line Replacement Loan Agreement

**Drinking Water State Revolving Fund
Loan Agreement
No. ADWF 409461-S**

Between

**State of Alaska
Department of Environmental Conservation
Division of Water
State Revolving Fund Program**

And

City of Homer

A-Frame Transmission Line Replacement	
Loan Amount	\$1,331,882
Subsidy Amount	\$1,331,882
Loan Fee	0.5%

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Article 1. Loan Terms

This loan agreement (“Agreement”) is made and entered into as of the date of final signature by the Alaska Department of Environmental Conservation (“Department”) and the City of Homer (“Borrower”) as identified in Article 4, and continues in full force and effect until the final day of the Agreement Period. This Agreement is made subject to, and conditional upon, the availability of funds.

1.01 Borrower Information

Borrower Name:	City of Homer
Borrower Mailing Address:	491 E. Pioneer Avenue, Homer, AK 99603-7624
Name of Authorized Signatory:	Melissa Jacobsen, City Manager
Resolution Number:	25-077

1.02 Project Description

The Borrower shall use this loan to design and replace 1,200 linear feet of existing 8-inch cast iron water transmission line with 10-inch high density polyethylene (HDPE) pipe from Homer’s water treatment plant to the distribution system.

1.03 Loan Amount

\$1,331,882

1.04 Principal Forgiveness

\$1,331,882

1.05 Loan Fee

Fee: 0.5%

Article 2. General Terms and Conditions

The Borrower shall comply with all applicable federal, state and local laws, requirements, and ordinances for the planning, design, construction, implementation, and administration of the Project and this Agreement, including but not limited to those identified in the General Terms and Conditions and Attachments.

2.01 Accounting Practices

The Borrower shall separately account for all monies received from the Alaska Drinking Water Fund and shall maintain project accounts in accordance with generally accepted governmental accounting principles. The Department shall have the right to audit Borrower's records related to the Project.

2.02 Timely Use of Funds

- a. Concurrent with the execution and delivery of this Agreement, or as soon thereafter as practicable, the Borrower shall take all steps necessary to complete the Project in a timely manner in accordance with all applicable loan conditions.
- b. The Department will, in its discretion, revoke this Agreement if the Borrower has not initiated (e.g., solicited a design or construction contractor for the project, applied for notice to proceed for construction projects, incurred eligible expenses, etc.) the Project within one year after signing the Agreement.

2.03 Disbursement of Funds

Subject to the terms and conditions of this Agreement, the Eligible Project Costs less other funding sources will be disbursed by the Department upon receipt and approval of Disbursement Requests and Quarterly Project Status Reports.

The Borrower shall submit Disbursement Requests and Quarterly Project Status Reports to the Department via the Division of Water's Online Application System (OASys). OASys may be accessed at the following link: <https://dec.alaska.gov/water/oasys>.

- a. Disbursement Requests and Quarterly Project Status Reports must be submitted to the Department within 30 days following the end of each calendar quarter.
- b. Should the Borrower fail to submit the Quarterly Project Status Reports as required, the Department will not process subsequent Disbursement Requests until a Quarterly Project Status Report is received.
- c. Departmental approvals required by this Agreement will not be unreasonably withheld.

- d. The Department will disburse funds only as necessary to complete the Project. Any funds remaining after completion of the Project will remain in the Alaska Drinking Water Fund.
- e. Borrower shall provide the Department with written evidence of materials and labor furnished to and performed upon the Project and such receipts of the payment of the same, releases, satisfactions and other signed statements and forms as the Department may reasonably require.
- f. The Department may at any time review and audit requests for disbursement and make adjustments for, among other things, ineligible expenditures, mathematical errors, items not built or bought, unacceptable work and other discrepancies.

2.04 Principal Forgiveness

As part of this Agreement, the Department has offered the Borrower \$1,331,882 of Subsidy, in the form of principal forgiveness.

- a. Subsidy will be applied to each disbursement at 100% until all available Subsidy has been applied.
- b. If no disbursement request is made within one year, the Department may take action to rescind the Subsidy offer.

2.05 Loan Fee

- a. The Department will charge a fixed fee of one-half of one percent (0.5%) of the total amount of financial assistance disbursed. This fee shall be deducted from each disbursement at the time of payment.

2.06 Notification

Any disbursement or repayment made by the Department or Borrower under this Agreement shall be delivered by electronic transfer or by registered or certified mail.

- b. Any disbursement addressed to the Borrower shall be sent to:

Melissa Jacobsen, City Manager
City of Homer
491 E. Pioneer Avenue
Homer, Alaska 99603-7624

2.07 Insurance

- a. If applicable, until the Project is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) shall maintain insurance for the loss of the Project Facility for the benefit of the Department, the Borrower and the prime contractor, and all subcontractors, as their interests in the Project may appear. The

- Borrower shall insure the Facility against loss or damage in an amount at least equal to the Eligible Project Costs.
- b. If applicable, an insurance policy issued pursuant to Section 2.07(a) must be written or endorsed to make losses payable to the Department and the Borrower as their interests may appear. The interests of the Department are limited to the unpaid principal balance of the loan and any finance charge and penalties accrued as of the date such loan may be paid in full as a result of any insurance payoff, following destruction or damage to the Project Facility.
 - c. In the event the Borrower fails to maintain the full insurance coverage required by this Agreement, the Department may take out the required policies of insurance and pay the premiums. All amounts so advanced by the Department shall become an additional obligation of the Borrower to the Department.
 - d. The Borrower shall require its contractors and subcontractors to maintain workers compensation, commercial general liability, property damage, and vehicle liability insurance. Until the Project is complete, the Borrower (or at the option of the Borrower, the contractor) shall maintain insurance for the loss of the facility for the benefit of the Department, the Borrower, the prime contractor, and all subcontractors, as their interests in the Project may appear.

2.08 Environmental Review

Prior to initiating the Project, the Borrower shall consult with the Department to determine the required level of environmental review. The Department will notify the Borrower of the type of environmental documentation that will be required, if any.

The Borrower shall complete an environmental review in accordance with the State Environmental Review Process (SERP), and in compliance with state and federal environmental laws prior to any ground disturbing or construction activities conducted as part of this Project. Disbursement Requests for costs related to construction activities shall not be accepted until the SERP review has been completed. Any ground disturbing or construction activities that occur prior to the notification to the Borrower, by the Department, that Department's decision has been finalized are ineligible for reimbursement.

Any mitigation measures identified through the environmental review shall be fully implemented by the Borrower.

An environmental determination is valid for five years. Any activities occurring more than five years following the original environmental determination must undergo an additional review.

2.09 Archeological and Historical Preservation

If historical or cultural artifacts are discovered during the Project, the Borrower shall immediately stop construction and implement reasonable measures to protect the discovery

site from further disturbance; take reasonable steps to ensure confidentiality of the discovery site, restrict access to the site; and notify the concerned tribe's cultural staff or committee, the Department, and the State of Alaska's Historical Preservation Officer. If human remains are uncovered, the Borrower shall immediately report the presence and location of the remains to law enforcement, the concerned tribe's cultural staff or committee, and the Department.

2.10 Site Access

The Department has the right, at all reasonable times, to enter the Project Site, for the purpose of inspecting the Project and Project Facility.

2.11 Construction

- a. With the exception of land easements, all real estate and personal property constituting the Project Site and the Project must belong to the Borrower.
- b. The Borrower shall not begin construction until the Project has received an Approval to Construct (ATC), if one is required. If an ATC is not required by the Department's Drinking Water Program (DWP), the Borrower shall provide a statement from DWP to that effect.
 - i. In its approvals, the Department may specify changes or conditions to the plans and specifications.
 - ii. The Department must approve any subsequent changes to, or deviations from, approved plans.
- c. If an ATC as described in (b) above is not required, the Borrower shall not begin construction until the plans and specifications have been reviewed and approved by the assigned State Revolving Fund Program Engineer.
- d. Any construction contract estimated to equal or exceed \$100,000 shall be awarded through a competitive bidding process and any construction contract estimated to be less than \$100,000 may be negotiated if the Department approves the solicitation and negotiation procedures.
- e. All construction contracts and contractors' estimate forms shall be prepared so that materials and equipment may be readily itemized as to allowable project costs and non-eligible costs.
- f. Any change in a construction contract that will alter the contract specifications, time, or price, or will substantially modify the proposed treatment process, shall be submitted to the Department for approval if the Borrower wishes to have the modifications considered loan eligible.

- g. When applicable, the Borrower shall require each construction contractor to furnish a performance and payment bond in an amount at least equal to 100 percent of the contract price.
- h. Construction of the Project shall conform to applicable federal, state, and local laws, ordinances, and regulations.
- i. The Borrower shall proceed expeditiously and complete the Project in accordance with the Approved Application, project schedule, surveys, plans, profiles, cross-sections, specifications, and amendments.

2.12 Compliance with Laws, Regulations, Etc.

The Borrower shall comply with, and require its contractors and subcontractors to comply with, all applicable federal and state laws, rules, guidelines, regulations, and requirements to include, but not limited to, the following:

- a. The “List of Federal Laws and Authorities (Federal ‘Cross-Cutting’ Authorities)” as identified in Exhibit “A” and made a part hereof.
- b. Lobbying

No portion of the loan amount may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

- c. Davis-Bacon Act

The Borrower must ensure compliance with the Davis-Bacon and Related Acts (DBRA), a collection of labor standards provisions administered by the Department of Labor, that are applicable to loans involving construction. These labor standards include:

- Davis Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of \$2,000 or more.
- Copeland “Anti-Kickback” Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and
- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of \$100,000.

Applicable federal regulations include 29 CFR 1 – Procedures for Predetermination of Wage Rates and 29 CFR 5 - Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction. All applicable laws, executive orders, regulations, forms and posters are available through the [DBRA website](http://www.dol.gov/agencies/whd/government-contracts/construction): <https://www.dol.gov/agencies/whd/government-contracts/construction>.

For construction, alteration, and repair of treatment works, the Borrower shall ensure that contract wages paid are the higher of the State or Federal wage rate on a classification by classification basis for the construction of the Project. Both prevailing wage rates established for the locality by the Alaska Department of Labor under AS 36.05.010, and Federal standards in accordance with 40 U.S.C. Subtitle II Part A Subchapter IV (commonly referred to as the “Davis Bacon Act”) apply. Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

- i. The Borrower shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) less than 10 days before posting. Wages are locked-in at bid opening if awarded within 90 days. Wages must be updated if contract award is more than 90 days after bid opening. Once a Davis-Bacon wage rate has been locked, it stays in effect for the duration of the project. These wage determinations shall be incorporated into solicitations and any subsequent contracts. In addition, the wage determination and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor or subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- ii. The Borrower shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub-contracts in excess of \$2,000. Borrower shall ensure no contracts are awarded to contractors excluded from federal contracts. The Borrower may access suspension and debarment information at <http://www.sam.gov>.
- iii. The Borrower shall periodically interview a representative portion of the work force entitled to Davis-Bacon prevailing wages to verify that contractors or subcontractors are paying the appropriate wage rates. Borrowers shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. As provided in 29 CFR 5.6(a)(5), all interviews must be conducted in confidence. The Borrower must use Standard Form 1445 or equivalent documentation to memorialize the interviews.
- iv. The Borrower shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. In addition, during the examinations, the Borrower shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions. The Borrower shall maintain records sufficient to document compliance with DBRA, and make such records available for review upon request.
- v. In addition, the Borrower shall consult with the Department on any required contract or bid document language to ensure that appropriate federal DBRA

material is included in the documentation. The Borrower must include the following text on all contracts: “By accepting this contract, the contractor acknowledges and agrees to the terms provided in the [DBRA Requirements for Contractors and Subcontractors Under EPA Grants](#).”

d. Title I – Employment of the American with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title I-Employment of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title I of that Act, shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

e. Title II-Public Services of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title II-Public Services of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

f. Title II, Part 35, Section 35.151 of the Americans with Disabilities Act “New Construction and Alterations”

When applicable, the Borrower shall comply with Title II, Part 35, Section 35.151 of the Americans with Disabilities Act “New Construction and Alterations.”

- i. Design and construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.
- ii. Alteration: Each facility or part of a facility altered by, on behalf, of or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.
- iii. Accessibility standards: Design, construction or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with

respect to those facilities, except that the elevator exemption contained at section 4.1.3(5) and section 4.1.5(1)(j) of ADAAG shall not apply.

- g. Title III, Part 36, Section 36.401 of the American with Disabilities Act “New Construction”

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.401 of the Americans with Disabilities Act “New Construction.” Except as provided in paragraph (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1993, that are readily accessible to and usable by individuals with disabilities.

- h. Title III, Part 36, Section 36.402 of the Americans with Disabilities Act “Alterations”

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.402 of the Americans with Disabilities Act “Alterations.”

- i. General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.
- ii. Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

- i. 2 CFR Part 180, Responsibilities of Participants Regarding Transactions

The Borrower shall fully comply with Subpart C of 2 CFR Part 180, entitled “Responsibilities of Participants Regarding Transactions.” The Borrower is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled “Covered Transactions,” includes a term or condition requiring compliance with Subpart C. The Borrower is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. The Borrower acknowledges that failing to disclose the information required under 2 CFR Part 180 may result in the delay or negation of this assistance Agreement, or pursuance of legal remedies, including suspension and debarment.

- j. American Iron and Steel

Per the “America’s Water Infrastructure Act of 2018,” none of the funds made available to the Borrower through this Agreement shall be used for a project for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel products used in the project are produced in the United States, unless the Department approved engineering plans and specifications prior to December 16, 2014.

The Borrower may request a waiver to this requirement if:

- i. It is inconsistent with the public interest;
- ii. Iron and steel products that are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- iii. Inclusion of iron and steel products produced in the United States that will increase the cost of the overall Project by more than 25 percent.

Waiver requests shall be submitted to the Department by the Borrower; the Department will then forward the request to the Environmental Protection Agency (EPA) for consideration. EPA will make a copy of the request, and information available to the Administrator concerning the request, available to the public on an EPA website for at least fifteen days for informal public input prior to making a finding.

2.13 Project Completion

- a. Prior to initiation of operations, the Borrower shall submit to the Department the following:
 - i. Criteria for project performance.
 - ii. An adopted water use ordinance and a user charge.
- b. Upon substantial completion of the Project, the Borrower shall initiate operation of the Project Facility and immediately notify the Department in writing of initiation of operation. If construction is complete except for minor items, and the facility is operating, but the Borrower has not sent a notice of initiation of operation, the Department will, in its discretion, assign an initiation of operations date.
- c. For any Project that requires an Approval to Construct from the Department, the Borrower must obtain a Final Approval to Operate.
- d. Upon initiation of operation, the Borrower shall certify that the Project Facility is and will be operated by sufficient qualified operating personnel certified by the State of Alaska.
- e. Within one year of the initiation of operation, the Borrower shall
 - i. Be subject to a final inspection by the Department;
 - ii. Submit to the Department a manual for operations and maintenance of the Project Facility for Department approval;
 - iii. Submit to the Department a certification that the facility is performing up to design standards.

- f. Nothing contained in this Agreement shall be construed as an obligation or pledge of the Borrower to appropriate or expend general funds or revenues of the Borrower to repay the Subsidy, or operate or maintain the Project Facility.

2.14 Amendments and Modifications

This Agreement may only be modified or amended in writing and executed by the authorized representatives of all parties to this Agreement.

2.15 Loan Repayment

In the event that the Subsidy is revoked per Section 2.02(b), this Agreement may be amended to include loan repayment conditions.

2.16 Disputes

The Borrower shall raise any concerns or issues it may have regarding the Project with the Department promptly and prior to project completion. If those concerns or issues are not satisfactorily resolved, the Borrower shall promptly give written notice to the Department with a detailed description of the continuing concerns or issues. Jurisdiction and venue for any legal dispute shall be in the Superior Court for the State of Alaska, Third Judicial District at Anchorage, and in no other court or location. In the event of a legal dispute, both parties knowingly and voluntarily waive their right to trial by jury (including any advisory jury) and elect to have the dispute tried only to a judge. In the event of litigation, the prevailing party shall be entitled to an award of its reasonable, actual attorney's fees and costs of litigation. Each party has had an opportunity to review this Agreement with legal counsel of its choosing (or waived such opportunity), therefore this Agreement shall not be interpreted in favor of either party. This Agreement shall be governed by the laws of the State of Alaska.

2.17 Termination

The Department may cancel all or any part of this Agreement if:

- a. Any representation or other statement made by the Borrower to the Department in connection with its application for a loan from the Alaska Drinking Water Fund is incorrect or incomplete in any material respect;
- b. The Borrower has violated commitments made in the Approved Application and supporting documents, has not adhered to the regulations of the Alaska Drinking Water Fund (18 AAC 76), has violated any of the terms of this Agreement; or
- c. The financial position of the Borrower has, in the opinion of the Department, suffered a materially adverse change.

2.18 Indemnification

The Borrower shall defend with counsel of the Department's choosing, indemnify, and hold harmless the Department and the State of Alaska, and their agents, servants, contractors, and

employees, from and against any and all claims, demands, causes of action, actions, and liabilities arising out of, or in any way connected with this funding or the Project for which the funding is made, howsoever caused, except to the extent that such claims, demands, causes of action, actions or liabilities are the proximate result of the sole negligence or willful misconduct of employees or agents of the Department or the State of Alaska.

2.19 Change of Ownership

The Borrower may not sell, transfer, assign, or encumber any of its rights, obligations, or assets related to this loan or Project without express prior written consent of the Department. If the Borrower intends to sell, transfer, assign, or encumber any of the rights, obligations, or assets related to the loan or Project, it must provide the Department with at least 60 days written notice prior to the sale, transfer, assignment, or encumbrance.

If the Department has not consented to the sale, transfer, assignment, or encumbrance of the rights, obligations, or assets related to the loan or Project, upon that sale, transfer, assignment, or encumbrance, and at the Department's sole discretion, the loan may be immediately due and payable in full. Alternatively, at the Department's sole discretion, the Department may approve the new owner to take on the rights, obligations, or assets related to the loan or Project, contingent upon successful approval by the Department of the same Financial Capacity Assessment and approvals that the original Borrower was subject to. In the event of any sale, transfer, or assignment of the rights, obligations, or assets related to the loan or Project, the Project must continue to adhere to the project description as outlined in the original loan agreement.

In all cases, the owner of the rights, obligations, or assets related to the loan or Project must maintain the Project for the life of the Project.

Article 3. Definitions

Except where the context clearly indicates otherwise, terms used in this Agreement will have the meaning ascribed to them in this section.

- a. “Approved Application” means the application submitted to the Department on September 15, 2025, together with all attachments and supporting documentation, as approved by the Department.
- b. “Agreement Period” means the time period commencing on the date this Agreement is signed by the Department’s Finance Officer and terminating on the date the Borrower repays the loan in full.
- c. “Eligible Project Costs” include the following costs disbursed from the Alaska Drinking Water Fund, estimated to not exceed \$1,331,882 for demolition, construction, engineering, machinery, furnishings, equipment, surveys, plans, estimates, specifications, necessary insurance, financial and environmental investigations, laboratory testing, resident engineering and inspection fees, force account, legal expenses, and any other necessary miscellaneous expenditures, minus the amount of any grant applicable foregoing costs.
- d. “Initiation of Operation” means the date of which the Project or Project Facility begins operating for the purposes for which it was planned, designed, or built.
- e. “Iron and Steel Products” means the following products are primarily of iron and steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps, and restraints, vales, structural steel, reinforced precast concrete, construction materials.
- f. “Project” means the activities or documents described in Article 1.02.
- g. “Project Facility” means the water treatment plant, distribution system, or related facilities in which Project activities are occurring.
- h. “Project Site” means the location at which the Project activities are occurring.
- i. “Subsidy” means principal forgiveness awarded under this Agreement.

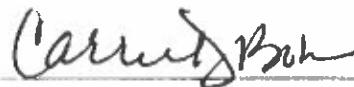
Article 4. Signatures

This Agreement is binding upon the parties specified below, and to any person, office, or board succeeding either of the parties. This Agreement may not be assigned by the Borrower without written consent of the Department.

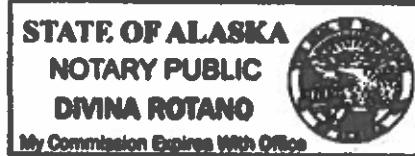
Nothing in this Agreement, whether or not accepted, may be deemed to constitute a contractual obligation on the part of the Department until the Agreement is signed by all parties.

Alaska Department of Environmental Conservation

By:

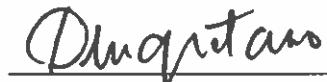


Carrie Bohan, Facilities Programs Manager
Division of Water



ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this 26th day of November, 2025



Notary Public, State of Alaska
My commission expires: with office

Alaska Department of Environmental Conservation

By:



Cathy Dallaire, Administrative Operations Manager
Division of Administrative Services



ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this 28th day of November, 2025



Notary Public, State of Alaska
My commission expires: with office

City of Homer

By: _____

Melissa Jacobsen
City Manager

**ACKNOWLEDGEMENT
STATE OF ALASKA
Third Judicial District**

The foregoing instrument was acknowledged before me this _____ day of _____, 2025

Notary Public, State of Alaska
My commission expires: _____

Exhibit “A” – List of Federal Laws and Authorities
(FEDERAL CROSS-CUTTING AUTHORITIES)

Environmental and Cultural Authorities:

- Archeological and Historic Preservation Act of 1974, Public Law 93-291
- Archeological Resources Protection Act, Public Law 96-95 as amended
- Bald and Golden Eagle Protection Act, 16 U.S.C. 668-668c
- Clean Air Act, Public Law 95-95, as amended
- Clean Water Act, Public Law 92-50, as amended
- Coastal Barriers Resources Act, Public Law 97-348
- Coastal Zone Management Act of 1972, Public Law 92-583, as amended
- Consultation and Coordination with Indian Tribal Governments, Executive Order 13175
- Endangered Species Act, Public Law 93-2015 as amended
- Essential Fish Habitat Consultation Process under the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, as amended
- Farmland Protection Policy Act, Public Law 97-98
- Fish and Wildlife Coordination Act, Public Law 85-624, as amended
- Floodplain Management, Executive Order 11988, as amended by Executive Order 13690
- Marine Mammal Protection Act, 16 U.S.C. 1361
- Migratory Bird Treaty Act, 16 U.S.C. 703
- National Historic Preservation Act of 1966, Public Law 89-665
- Native American Graves Protection and Repatriation Act, Public Law 101-601
- Protection and Enhancement of the Cultural Environment, Executive Order 11593
- Protection of Wetlands, Executive Order 11990, as amended by Executive Order 12608
- Rivers and Harbors Act, 33 U.S.C. 403
- Safe Drinking Water Act, Public Law 93-523, as amended
- Wild and Scenic Rivers Act, Public Law 90-542

Social Policy Authorities:

- Age Discrimination Act of 1975, Public Law 94-135
- Title VI of the Civil Rights Act of 1964, Public Law 88-352
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- Section 504 of the Rehabilitation Act of 1973, Public Law 93-112
- Disadvantage Business Enterprise Provisions
 - Promoting the Use of Small, Minority, and Women-owned Businesses, Executive Orders 11625, 12138, and 12432
 - Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
 - Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies appropriations Act of 1993, Public Law 102-389

Economic Authorities:

- Procurement Prohibitions Under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, included Executive Order 11738, Administration of the Clean Water Act with Respect to Federal Contracts, Grants, or Loans
- Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended

Miscellaneous Authority:

- Debarment and Suspension, Executive Order 12549
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646 as amended
- Preservation of Open Competition and Government Neutrality Towards Government contractors' Labor Relations on Federally Funded Constructed Projects, Executive Order 13202, as amended by Executive Order 13208
- Prohibition Against Sex Discrimination Under the Federal Water Pollution Control Act, Section 13 of Public Law 92-500
- 40 CFR Part 34, New Restrictions on Lobbying

CITY OF HOMER HOMER, ALASKA

City Manager

ORDINANCE 26-02

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY26 CAPITAL BUDGET BY ACCEPTING AND
APPROPRIATING PRINCIPAL FORGIVENESS SUBSIDY FROM A
LOAN FROM THE ALASKA DEPARTMENT OF ENVIRONMENTAL
CONSERVATION (ADEC) UNDER ITS DRINKING WATER REVOLVING
LOAN PROGRAM IN THE AMOUNT OF \$1,331,882 FOR THE A-
FRAME TRANSMISSION LINE REPLACEMENT PROJECT AND
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE
A LOAN AGREEMENT.

WHEREAS, The purpose of the A-Frame Transmission Line Replacement Project is to replace approximately 1,200 feet of 60-year-old cast iron water pipe that conveys water from the water treatment plant to the western half of Homer; and

WHEREAS, The City applied for a loan from the ADEC through their State Revolving Fund Drinking Water Program as authorized by Resolution 25-077 in the amount of \$1,331,882; and

WHEREAS, The ADEC loan has 100% principal forgiveness, meaning that the City will not be required to pay it back; and

WHEREAS, It is in the best interest of the City to authorize the negotiation, execution, and delivery of the Loan Agreement by the City to secure the ADEC funding.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY26 Capital Budget by accepting and appropriating principal forgiveness subsidy from the ADEC in the amount of \$1,331,882 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
215-xxxx	Project or Fund	\$1,331,882

Section 2. This ordinance is a budget amendment only, is not of a permanent nature and is a non-code ordinance.

Section 3. The Homer City Council hereby approves, and authorizes the negotiation, execution, and delivery by the City Manager of a Loan Agreement between the City and ADEC. The City Manager is further authorized to delegate responsibility to appropriate City of Homer

44 staff to carry out technical, financial, and administrative activities in connection with the Loan
45 agreement.

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47 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this _____ day of _____, 2026.
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51 CITY OF HOMER
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58 ATTEST:
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61 AMY WOODRUFF, CITY CLERK
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63 YES:
64 NO:
65 ABSTAIN:
66 ABSENT:
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68 First Reading:
69 Public Hearing:
70 Second Reading:
71 Effective Date:



MEMORANDUM

CC-26-005

Ordinance 26-03, an Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating an Additional \$25,000 from the Homer Education and Recreation Complex (HERC) Capital Asset Repair And Maintenance Allowance (CARMA) Fund for the Repair, Resurfacing and Repainting of Lines on the Floor in the Gymnasium in the HERC 1 Building

Item Type: Backup memo

Prepared For: Mayor Lord and Homer City Council

Date: December 19, 2025

Through: Melissa Jacobsen, City Manager

From: Mike Illg, Recreation Manager

Issue

The City of Homer's (City) HERC gym (located in the big building) is used every day for multiple Homer Community Recreation programs. The City purchased the school campus from the Kenai Peninsula Borough back in 2000. The City has not done any maintenance projects to the gym floor surface during its ownership. While the City is continuing the efforts to plan for a new municipal recreation facility, staff recognizes that it will take time before a new facility is available, therefore, staff is proposing to refinish and repair the HERC gym floor to extend its useful life.

The HERC gym is currently utilized for up to 50 hours a week serving an estimated 2,234 visitors each month and staff has requested resources to maintain the gym floor to preserve the condition of the existing gym floor surface and extend its useful life. Current activities in the gym include: pickleball, basketball, volleyball, corn hole, youth open gym, fitness classes, dodgeball, home school gym classes, Homer Flex gym classes, as well as a host of other programs.

The City Council has approved the request for \$7,200 for a recoat for the HERC gym floor in the 2026 capital budget. This original proposal includes stripping the old finish from the gym floor and then application of two coats of finish to the floor that would improve the traction of the gym floor while protecting the maple wood flooring and extending its potential life. Understanding that the new recreation facility is still likely several years in the future, staff and participants have inquired about the possibility of expanding the floor improvement project with the option of painting new pickleball lines on the gym floor as we are currently using tape for the three courts.

After months of conversations, research, options and inspections, it was determined the best option to incorporate the request is to sand the floor down: remove all old paint and paint lines; paint new lines that the users of the HERC gym actually need and use (pickleball court, basketball court and volleyball); remove 17 various residual metal plates from the floor left over from previous uses and replace the metal plates with wood; and complete with the finished floor coats thereby extending the HERC gym floor's life and making a flooring system that matches the needs of the users of the facility.

The project will be contracted out at a total estimated cost of \$38,000. This would include removing the 17 metal plates on the floor and interlacing them with new wood; sanding the floor to remove all of the current paint and lines; painting new lines for pickleball courts, basketball court and volleyball court; and finishing the floor with new coating. A complete redo of the gym floor will vastly improve the playing surface; make playing safer; removes extraneous lines and makes it easier to see the new lines; facility users will no longer have to use tape for lines; and the project will allow for extended use until a future recreation facility is constructed. The request is to utilize the already approved \$7,200 from the capital budget for the initial proposed floor re-coating, pursuing additional alternate funding and allocate an additional \$25,000 from the HERC CARMA reserve fund which will bring the available funding for the project up to the current \$38,000 cost estimate. If this project is approved and moves forward, it is estimated the gym will be unavailable for use for approximately three weeks.

If funding for this project is approved, it is the intent of Staff to bring forward a resolution to approve single source procurement from Alaskan Industries, Inc. due to that business' experience servicing all KPBSD gym floors and familiarity with the HERC building.

Recommendation

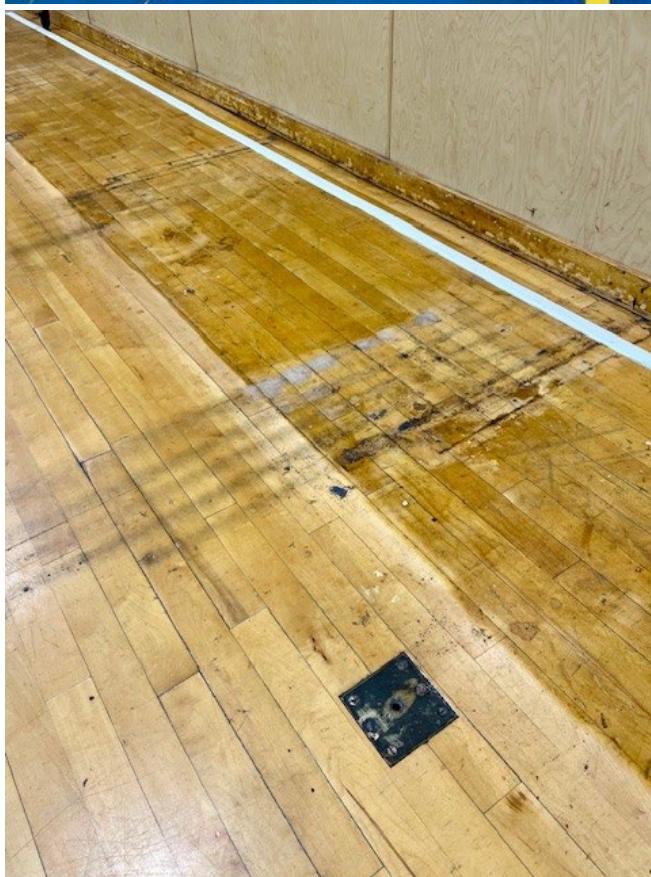
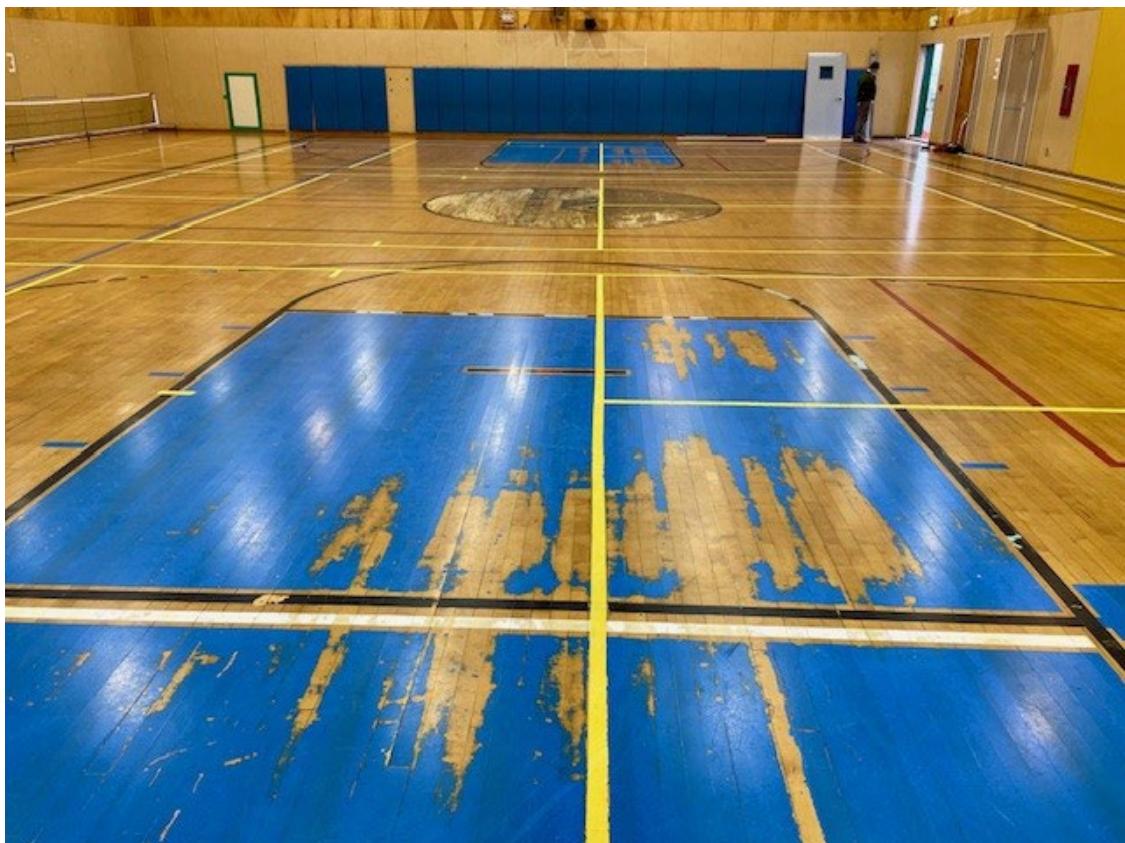
Approve additional funding request of \$25,000 from the HERC CARMA reserve fund to complete gym floor re-painting and refinishing project.

Attachments

Pictures of current Gym Condition

Estimates from Alaskan Industries for three different resurfacing options







Alaskan Industries, Inc.

PO Box 872113, Wasilla, AK 99687

Toll Free: 800-541-7623

Phone: 907-376-2485

Fax: 907-373-6986

www.alaskanindustries.com

info@akind.com

City Of Homer
600 E Fairview Ave
Homer, Alaska 99603
P-907-235-6-90
Mllg@ci.homer.ak.us

Nov. 14,2025

Attn: Mike Illg

Re: Homer City Gym Resurface Proposal

Alaskan Industries, Inc. proposes the following resurface options FOB Homer jobsite. A recoat which consists of screening the floor and applying one or two coats of Bona Sport Poly finish. A refinish consists of removing existing finish to bare wood, apply two coats Bona sport seal, apply game lines per existing, then apply 2 coats Bona Sport Poly oil modified urethane finish. We assume lights to be operational. Air handling system should be able to be turned on and off during recoats or refinishes. Travel, Lodging ,Per-diem, materials and equipment needed to accomplish any options below are provided in the following pricing.

Recoat gym floor to include painting of 3 Pickleball courts and apply 2 coats OMU finishes \$16,700.00

Tear out and replace existing gym with a Robbins Sportwood over bio-channel system \$144,000.00

CAUTION: there appears to be a black mastic and paper under the existing floor that could contain asbestos. This should be tested prior as this could add an additional \$120,000 plus to pricing above for the replacement of the floor.

Remove Metal plats in floor and lace in strip maple boards and refinish floor per existing \$37,920.00

Please call or email scott@akind.com should you have any questions or would like to schedule.

Thank you,
Scott Weber

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	HERC Gym Floor Refinishing	DATE	01/08/2026
DEPARTMENT	Administration	SPONSOR	City Manager/Recreation Manager
REQUESTED AMOUNT	\$ 25,000		

DESCRIPTION	The gymnasium in the HERC 1 building is used daily for municipal recreation drop-in activities, programs, physical education classes and reservations. The municipal recreation activities in the gymnasium average 50 hours of usage per week and attracts over 2,300 visits per month. The gymnasium floor is long overdue for refinishing and improvements as the last time was refinished was in 1998. The Community Recreation Division estimates updated gymnasium repair cost is \$38,000 for a complete floor sanding, removal of 17 metal floor plates and replace with wood, repainting of game lines and double coat refinishing. The Homer Pickleball Club has offered to donate \$7,000 to the City towards the complete gymnasium floor repair project. Sufficient funding is available in the HERC CARMA to pay for the additional cost for the gymnasium floor repairs.				
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	100%	0%	0%	0%
HAWSP	HART-ROADS	HART-TRAILS		PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: HERC CARMA (156-0396)	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance \$ 264,457	Current Balance _____	Current Balance _____
Encumbered \$ 13,637	Encumbered _____	Encumbered _____
Requested Amount \$ 25,000	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda \$ 7,000	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance \$ 218,820	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 _____

CITY OF HOMER HOMER, ALASKA

City Manager/Recreation Manager

ORDINANCE 26-03

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY26 CAPITAL BUDGET BY APPROPRIATING AN
ADDITIONAL \$25,000 FROM THE HOMER EDUCATION AND
RECREATION COMPLEX (HERC) CAPITAL ASSET REPAIR AND
MAINTENANCE ALLOWANCE (CARMA) FUND FOR THE REPAIR,
RESURFACING AND REPAINTING OF LINES ON THE FLOOR IN THE
GYMNASIUM IN THE HERC 1 BUILDING.

WHEREAS, The gymnasium in the HERC 1 building is used daily for municipal recreation drop-in activities, programs, physical education classes and reservations; and

WHEREAS, The municipal recreation activities in the gymnasium average 50 hours of usage per week and attracts over 2,300 visits per month; and

WHEREAS, The gymnasium floor is long overdue for refinishing and improvements as the last time was refinished was in 1998; and

WHEREAS, \$7,200 was appropriated in the FY 26 capital budget via Ordinance 25-39 (S)(A) for the gymnasium floor to complete double coat finishing; and

WHEREAS, The Community Recreation Division estimates updated gymnasium repair cost is \$38,000 for a complete floor sanding, removal of 17 metal floor plates and replace with wood, repainting of game lines and double coat refinishing; and

WHEREAS, The Homer Pickleball Club has offered to donate \$7,000 to the City towards the complete gymnasium floor repair project; and

WHEREAS, Sufficient funding is available in the HERC CARMA to pay for the additional cost for the gymnasium floor repairs.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY26 Capital Budget by

43 appropriating \$25,000 from the HERC CARMA to repair and improve the HERC 1 building
44 gymnasium floor as follows:

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<u>Fund</u>	<u>Description</u>	<u>Amount</u>
156-0396	HERC CARMA	\$25,000.00

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50 Section 2.This ordinance is a budget amendment only, is not of a permanent nature and
51 is a non code ordinance.

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54 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 26th day of January, 2026.

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57 CITY OF HOMER

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60 RACHEL LORD, MAYOR

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63 ATTEST:

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66 AMY WOODRUFF, CITY CLERK

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69 YES:

70 NO:

71 ABSTAIN:

72 ABSENT:

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74 First Reading:

75 Public Hearing:

76 Second Reading:

77 Effective Date:



MEMORANDUM

CC-26-006

Ordinance 26-04, an Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Accepting and Appropriating a Donation from the Homer Pickleball Club in the Amount of \$7,000 for the Purpose of Assisting with the Repair, Resurfacing and Repainting of Lines on the Floor in the Gymnasium in the HERC 1 Building.

Item Type: Backup Memo
Prepared For: Mayor Lord and Homer City Council
Meeting Date: December 19, 2025
Through: Melissa Jacobsen, City Manager
From: Mike Illg, Recreation Manager

Issue:

The City of Homer's (City) HERC gym (located in the big building) is used every day for multiple Homer Community Recreation programs. One of the most popular and active programs is pickleball and community members who play this sport are very supportive of improving the gym floor to enhance their participation and ideally not have to use tape to mark the pickleball court lines. While the City is continuing the efforts to plan for a new municipal recreation facility, staff recognize that it will take time before a new facility is available, therefore, staff is proposing to repair and refinish the HERC gym floor to extend its useful life.

The City Council has already approved the request for \$7,200 for a recoat for the HERC gym floor in the FY26 capital budget. This original proposal includes stripping the old finish from the gym floor and then application of two coats of finish to the floor that would improve the traction of the gym floor while protecting the maple wood flooring and extending its potential life. Understanding that the new recreation facility is still likely several years in the future, the local Homer Pickleball Club has inquired about the possibility of expanding the floor improvement project with the option of painting new pickleball lines on the gym floor as we are currently using tape for the three courts.

After months of conversations, research, options and inspections, it was determined the best option to incorporate the request is to sand the floor down: remove all old paint and paint lines; paint new lines that the users of the HERC gym actually need and use (pickleball court, basketball court and volleyball); remove 17 various residual metal plates from the floor left over from previous uses and

replace the metal plates with wood; and complete with the finished floor coats thereby extending the HERC gym floor's life and making a flooring system that matches the needs of the users of the facility. Knowing there is strong support from their members, the Homer Pickleball Club has offered to contribute \$7,000 to the City for this expanded project of improving and preserving the gym floor in the HERC.

Staff have estimated the total cost at \$38,000. This would include removing the 17 metal plates on the floor and interlacing them with new wood; sanding the floor to remove all the current paint and lines; painting new lines for pickleball courts, basketball court and volleyball court; and finishing the floor with new coating. A complete redo of the gym floor will vastly improve the playing surface; make playing safer; removes extraneous lines and makes it easier to see the new lines; facility users will no longer have to use tape for lines; and the project will allow for extended use until a future recreation facility is constructed. The request is to accept the \$7,000 from the Homer Pickleball Club towards the \$38,000 cost estimate to refinish and repair the HERC gym floor.

Recommendation

Accept \$7,000 from the Homer Pickleball Club for floor refinishing project

Attachments

December 16, 2025 Letter from the Homer Pickleball Club committing to a \$7,000 contribution.



Homer Pickleball Club
PO Box 2039
Homer, AK 99603

Mayor Lord and City Council Members:

At our December 16th meeting, the HPC Board took action to financially contribute \$7,000.00 toward the complete repair and refinishing floor project as proposed by Recreation Manager Mike Illg.

We appreciate the efforts of the City to work toward the construction of a new multi-purpose recreation center. We recognize the completion of this Center could take many years and in the interim, the flooring of the old HERC gym needs to be upgraded to make it a safe and welcoming venue for use by all the community users. The floor now sheds a chalky residue when used which makes it slippery. There is also a confusion of lines and logos painted on the floor which make it difficult for accurate play.

The Club is willing to support this project not only financially but also to volunteer manual labor to help prep the facility for the contractor's work if this is desired.

With our contribution to the project, we would appreciate being consulted when decisions are made regarding the color of lines being painted or other considerations which directly influence pickleball play.

We appreciate consideration of this proposal and await your decision.

Janie Leask

Board President

Cc: HPC Board of Directors

CITY OF HOMER HOMER, ALASKA

City Manager/Recreation Manager

ORDINANCE 26-04

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY26 CAPITAL BUDGET BY ACCEPTING AND
APPROPRIATING A DONATION FROM THE HOMER PICKLEBALL
CLUB IN THE AMOUNT OF \$7,000 FOR THE PURPOSE OF
ASSISTING WITH THE REPAIR, RESURFACING AND REPAINTING OF
LINES ON THE FLOOR IN THE GYMNASIUM IN THE HERC 1
BUILDING

WHEREAS, The Community Recreation Division estimates updated gymnasium repair cost is \$38,000 for a complete floor sanding, removal of 17 metal floor plates and replacement with wood, repainting of game lines and double coat refinishing; and

WHEREAS, The municipal recreation activities in the gymnasium average 50 hours of usage per week and attracts over 2,300 visits per month; and

WHEREAS, The sport of pickleball is our most popular activity and it is offered in HERC gymnasium every day; and

WHEREAS, The Homer Pickleball Club has offered to donate \$7,000 to the City towards the complete gymnasium floor repair project; and

WHEREAS, \$7,200 was appropriated in the FY 26 capital budget via Ordinance 25-39 (S)(A) for the gymnasium floor to complete double coat finishing and the City has requested additional city funding for a complete gymnasium floor repair.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY26 Capital Budget by accepting and appropriating a donation from the Homer Pickleball Club in the amount of \$7,000 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
151-XXXX	Homer Pickeball Club Donation	\$7,000

Section 2. This ordinance is a budget amendment only, is not of a permanent nature and is a non code ordinance.

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45 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 26th day of January, 2026.
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48 CITY OF HOMER
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52 RACHEL LORD, MAYOR
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54 ATTEST:
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57 AMY WOODRUFF, CITY CLERK
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60 YES:
61 NO:
62 ABSTAIN:
63 ABSENT:
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65 First Reading:
66 Public Hearing:
67 Second Reading:
68 Effective Date:



MEMORANDUM

Ordinance 26-05, an Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating an Additional \$20,000 From the Homer Accelerated Roads and Trails (HART) Trails Fund and 20,000 from the HART Roads fund to the Purchase of the Trackless MT7 Municipal Sidewalk Tractor. City Manager/Public Works Director.

Item Type: Backup Memorandum

Prepared For: City Council

Date: December 5, 2025

From: Daniel Kort, Public Works Director

Through: Melissa Jacobsen, City Manager

I. Issue: The purpose of this Memorandum is to request an additional appropriation of \$40,000 divided evenly between the HART Trails Fund and the HART Roads Fund to the purchase of the Trackless MT7 Municipal Sidewalk Tractor.

II. Background:

The FY 26 Capital budget includes \$250,000 for the purchase of a Trackless MT7 Municipal Sidewalk Tractor and associated attachments. An order for the new machine was placed, however on October 17, 2025 President Donald Trump issued Proclamation 10984, "Adjusting Imports of Medium and Heavy-Duty Trucks, Medium and Heavy-Duty Truck Parts, and Busses into the United States", under Section 232 of the 1962 Trade Expansion Act (19 U.S.C. 1892). This proclamation imposes an additional 25% ad valorem tariff on imports of medium and heavy-duty vehicles (MHDVs) and their parts, effective November 1, 2025.

The classification list for MHDVs includes harmonized tariff code 8705.90.0080 – “Special Purpose Vehicles”, which applies to the Trackless MT7. As a result, a 25% tariff surcharge will be applied to the purchase of MT7 units shipped after November 1, 2025. The estimated tariff surcharge was quoted at \$34,811.20. This tariff surcharge is estimated based upon the fluctuation of the US to Canadian exchange rate, and therefore the Public Works Department is proposing the addition of \$40,000 to cover any fluctuation in the exchange rate.

The administration had considered delaying the purchase or part of the purchase with the hope of avoiding the tariff but decided against that solution because inflation is likely to be greater than any savings by delaying any portion of the purchase.

III. RECOMMENDATIONS: The Public Works Department is recommending an additional appropriation of \$40,000 towards the purchase of the Trackless MT7 Municipal Sidewalk Tractor.

Attachments:

November 13, 2025 letter from Trackless Vehicles estimating tariff surcharges

November 13, 2025

Re: Purchase Order P102970 – Homer, AK

Mr. John West,

I hope this message finds you well.

We greatly value the strong partnerships we've built with each of you and want to maintain full transparency regarding recent U.S. tariff impacts on Trackless Vehicles, including tractors, attachments, and OEM spare parts imported from Canada.

Impact of Recently Enacted U.S. Tariffs on Medium- and Heavy-Duty Trucks on MT7 Units

On October 17, 2025, President Trump issued Proclamation 10984, "Adjusting Imports of Medium and Heavy-Duty Trucks, Medium- and Heavy-Duty Truck Parts, and Buses into the United States," under Section 232 of the 1962 Trade Expansion Act (19 U.S.C. 1862). This proclamation imposes an additional 25% ad valorem tariff on imports of medium and heavy-duty vehicles (MHDVs) and their parts, effective November 1, 2025.

The classification list for MHDVs includes harmonized tariff code 8705.90.0080 – "Special Purpose Vehicles," which applies to the Trackless MT7. **As a result, a 25% tariff surcharge will now be applied to invoices for MT7 units shipped after November 1st** pursuant to Section 5.1(e) of your respective dealer agreements with Trackless Vehicles.

The estimated tariff surcharges for each MT7 ordered under Purchase Order P102970, will be \$34,811.20 USD.

We sincerely apologize for the inconvenience these government-imposed tariffs may cause you or your customers. Please know that we are facing these challenges alongside you and remain fully committed to providing the exceptional service, communication, and support you've come to expect from Trackless Vehicles.

If you have any questions, please don't hesitate to reach out.

Sincerely,



Bill Johnson
General Manager
Trackless Vehicles
519-842-0563



Michael Paric
Vice President, Dealer Sales & Development
Federal Signal Corporation, Environmental Solutions Group
416-427-5900

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	Additional Funding - Trackless Sidewalk Tractor	DATE	01/08/2026
DEPARTMENT	Public Works	SPONSOR	City Manager/PW Director
REQUESTED AMOUNT	\$ 40,000		

DESCRIPTION	The FY 26 Capital Budget includes funding of \$250,000 towards the purchase of a Trackless MT7 Municipal Sidewalk Tractor. On October 17, 2025 President Trump issued Proclamation 10984 which imposes an additional 25% tariff on imports of medium and heavy-duty vehicles and their parts, effective November 1, 2025, which is applicable to the Trackless MT7 Municipal Sidewalk Tractor. Delaying the purchase will not result in savings due to projected price increases due to inflation. An additional appropriation of \$40,000 is required to make the purchase.				
-------------	--	--	--	--	--

FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
HAWSP	HART-ROADS	HART-TRAILS		PORT FLEET RESERVES	SEWER CARMA
	0%	50%	50%	0%	0%

FUNDING SOURCE 1: HART Roads (160)	FUNDING SOURCE 2: HART Trails (165)	FUNDING SOURCE 3:
Current Balance \$ 4,564,986	Current Balance \$ 1,274,737	Current Balance _____
Encumbered \$ 4,067,137	Encumbered \$ 610,135	Encumbered _____
Requested Amount \$ 20,000	Requested Amount \$ 20,000	Requested Amount _____
Other Items on Current Agenda \$ 0	Other Items on Current Agenda \$ 0	Other Items on Current Agenda
Remaining Balance \$ 477,849	Remaining Balance \$ 642,602	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 _____

Remaining Balance (including Fund 155): \$1,155,027

CITY OF HOMER HOMER, ALASKA

City Manager/ Public Works Director

ORDINANCE 26-05

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY26 CAPITAL BUDGET BY APPROPRIATING AN
ADDITIONAL \$20,000 FROM THE HOMER ACCELERATED ROADS
AND TRAILS (HART) ROADS FUND AND \$20,000 FROM THE HOMER
ACCELERATED ROADS AND TRAILS (HART) TRAILS FUND FOR THE
PURCHASE OF THE TRACKLESS MT7 MUNICIPAL SIDEWALK
TRACTOR.

WHEREAS, The FY 26 Capital Budget includes funding of \$250,000 towards the purchase of a Trackless MT7 Municipal Sidewalk Tractor; and

WHEREAS, On October 17, 2025 President Trump issued Proclamation 10984 which imposes an additional 25% tariff on imports of medium and heavy-duty vehicles and their parts, effective November 1, 2025, which is applicable to the Trackless MT7 Municipal Sidewalk Tractor; and

WHEREAS, Delaying the purchase will not result in savings due to projected price increases due to inflation; and

WHEREAS, An additional appropriation of \$40,000 is required to make the purchase.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY26 Capital Budget by appropriating an additional \$40,000 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
160	HART Roads	\$20,000
165	HART Trails	\$20,000

Section 2. The City Manager is authorized to execute the appropriate documents.

Section 3. This is a budget amendment ordinance, is temporary in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of January 2026.

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44

45

CITY OF HOMER

46

47

48

49

RACHEL LORD, MAYOR

50

51 ATTEST:

52

53

54

55 AMY WOODRUFF, CITY CLERK

56

57 YES:

58 NO:

59 ABSENT:

60 ABSTAIN:

61

62 First Reading:

63 Public Hearing:

64 Second Reading:

65 Effective Date:



MEMORANDUM

CC-26-008

Ordinance 26-06, an Ordinance of the City Council of Homer, Alaska Amending Homer City Code 2.84 Release of Public Record Sections 2.84.010 Policy, 2.84.020 Definitions, 2.84.050 Regulations, and 2.84.070 Appeals. City Manager/City Clerk.

Item Type: Backup Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: January 7, 2026

From: Melissa Jacobsen, City Manager

BACKGROUND:

Homer City Code (HCC) Chapter 2.84 governs the public release of City records and establishes the appeal process when a public records request is denied. The current code contains several provisions assigning public records-related duties to the City Manager, despite records management being a core responsibility of the City Clerk.

Alaska Statute § 29.20.380(a)(4) identifies the Municipal Clerk as the custodian and manager of municipal records and outlines the associated duties. Consistent with this statute, HCC 2.12.010(d) directs the City Clerk to maintain and make available for public inspection an indexed file of municipal ordinances, resolutions, rules, regulations, and codes. Additionally, the City Clerk is designated as the City's Records Manager in the Clerk's job description.

The amendments proposed in this ordinance align HCC Chapter 2.84 with state law and existing City code by removing the City Manager's role in establishing regulations and approving or denying public records requests, and by assigning those responsibilities to the City Clerk.

The proposed amendments also direct appeals of records request denials to the Superior Court.

RECOMMENDATION:

Conduct a public hearing and adopt Ordinance 26-06

ATTACHMENTS:

Alaska Statute § 29.20.380

Homer City Code 2.12.010

(b) The governing body may combine the office of clerk with that of treasurer. If the offices are combined, the clerk-treasurer shall, as required of the treasurer, give bond to the municipality for the faithful performance of the duties as clerk-treasurer.

(c) The municipal clerk may act as an absentee voting official under AS 15.20.045(c) for the limited purpose of distributing absentee ballots to qualified voters or qualified voters' representatives under AS 15.20.072 in a municipality in which the division of elections will not be operating an absentee voting station. (§ 7 ch 74 SLA 1985; am § 1 ch 11 SLA 1992; am § 43 ch 73 SLA 2013)

Effect of amendments. The 1992 amendment, effective July 28, 1992, rewrote subsection (a). The 2013 amendment added (c).

Sec. 29.20.390. Municipal treasurer.

(a) Except as provided in AS 14.14.060, the treasurer is the custodian of all municipal funds. The treasurer shall keep an itemized account of money received and disbursed. The treasurer shall pay money on vouchers drawn against appropriations.

(b) The treasurer shall give bond to the municipality in a sum that the governing body directs. (§ 7 ch 74 SLA 1985)

Sec. 29.20.400. Departments.

(a) The governing body may establish municipal departments and distribute functions among them.

(b) Each municipal department is administered by a department head. With the consent of the governing body, the mayor may serve as head of one or more departments or a single administrator may serve as head of two or more departments. (§ 7 ch 74 SLA 1985)

Sec. 29.20.410. Personnel system.

(a) Except as provided by (b) of this section, appointments and promotions of municipal employees are made on the basis of merit. The governing body may provide for a personnel system and classified service.

(b) By ordinance the governing body may designate confidential or managerial positions that are wholly or partially exempt from the classified service. A wholly or partially exempt position is filled by a person who serves at the pleasure of the appointing authority and whose term of employment is determined by the appointing authority. (§ 7 ch 74 SLA 1985)

Sec. 29.20.420. Health insurance policies.

(a) If a municipality offers a group health care insurance plan covering municipal employees, including by means of self-insurance, the municipal health care insurance plan is subject to the requirements AS 21.42.427.

Effect of amendments. The 2024 amendment, effective August 14, 2024, is added this section.

Chapter 2.12 CITY CLERK

Sections:

2.12.010 Duties.

2.12.010 Duties.

The office of City Clerk shall be appointed by the City Manager and confirmed by the City Council as provided by Alaska State law. The person holding the office of City Clerk shall:

- a. Give notice of the time and place of meetings to the Council and to the public;
- b. Attend meetings and keep the journal or other records thereof;
- c. Arrange publication of notices, ordinances and resolutions;
- d. Maintain and make available for public inspection an indexed file including municipal ordinances, resolutions, rules, regulations and codes;
- e. Attest deeds and other documents;
- f. Act as Election Supervisor and administer all City elections in accordance with HCC Title 4 and applicable State and Federal laws;
- g. Perform other duties as specified in this title or elsewhere in the Municipal Code and all applicable provisions of the Alaska Statutes;
- h. At all times cooperate with the City Manager and provide such information and perform such duties as are requested by the City Manager so long as they are not inconsistent with the duties of the office of City Clerk as otherwise provided in municipal, State and Federal law;
- i. The job functions and major activities of the Clerk's office as set forth in the job description are incorporated by this reference as though fully set forth in this section. [Ord. 85-24 § 1, 1985. Code 1981 § 1.30.010].

CITY OF HOMER HOMER, ALASKA

City Manager/City Clerk

ORDINANCE 26-06

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING HOMER CITY CODE 2.84 RELEASE OF PUBLIC RECORD
SECTIONS 2.84.010 POLICY, 2.84.020 DEFINITIONS, 2.84.050
REGULATIONS, AND 2.84.070 APPEALS.

WHEREAS, Access to public records concerning government operations enables citizens to review and understand the activities of their government; and

WHEREAS, Certain records may be exempted from disclosure as stipulated by state or federal law or regulation; and

WHEREAS, It is crucial to provide access to public records while efficiently managing City resources; and

WHEREAS, Clarifications within the code are necessary to effectively administer and process public records requests.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code 2.84 Release of public records is hereby amended as follows:

Chapter 2.84

PUBLIC RELEASE OF RECORD

Sections:

2.84.010 Policy.

2.84.020 Definitions.

2.84.030 Information available to the public.

2.84.040 Records exempted.

2.84.050 Regulations.

2.84.055 Litigation disclosure

2.84.060 Response to requests

2.84.070 Appeals.

2.84.010 Police

2.84.010 Policy.
~~It is the intention of the City to provide prompt and reasonable access to nonconfidential public records according to law so that the people of the City may be well informed at all times as to~~

43 municipal business. This chapter should be construed to require disclosure of public records of
44 the City as required by AS 40.25, subject to the exceptions, exemptions, and privileges provided
45 in this chapter, in AS 40.25, or as otherwise provided by law.

46
47 **A. It is the policy of the city to provide prompt and reasonable access to non-confidential**
48 **public records to the citizens of Alaska according to law so that the people of the State of**
49 **Alaska may always be well informed as to the business and affairs of the city. This chapter**
50 **should be construed to require disclosure of public records of the city as required by**
51 **Alaska Statutes, subject to exceptions, exemptions and privileges provided in this**
52 **chapter, or otherwise provided by law.**

53
54 **B. It is the policy of the city not to manipulate data, software or electronically stored**
55 **information to tailor the data to the person's request or to develop a product that meets**
56 **the person's request.**

57
58 **C. It is the policy of the city not to duplicate public records in alternative formats not used**
59 **by the city.**

60
61 **D. Exceptions to subsections B and C may be authorized in the sole discretion of the city**
62 **manager. Any such exception shall; 1) be requested in writing by the person desiring**
63 **access; 2) be responded to in writing signed by the city manager and directed to the city**
64 **clerk and person requesting documents stating the reasons for allowing or denying an**
65 **exception.**

66
67 2.84.020 Definitions.

68 For the purposes of this chapter:

69 "City agency" means any department, division, board, commission, council, committee, or
70 other instrumentality of the City.

71
72 **"City Clerk" includes any designee of the City Clerk.**

73
74 **"Confidential information" means information the disclosure of which is restricted by**
75 **city, state or federal law, ordinance, regulation, rule or judicial decision.**

76
77 **"Involved in litigation" means a party to litigation or representing a party to litigation,**
78 **including obtaining public records for the party.**

79
80 "Public records" has the same meaning as in AS 40.25.220. **means items, regardless of format**
81 **or physical characteristics, that are developed or received by a city agency that are**
82 **preserved for their informational value or as evidence of the organization or operation of**
83 **the city agency.**

85 **"Requester" means a person who makes a request to the city to inspect or obtain a copy**
86 **of a city record.**

87 2.84.030 Information available to the public.

88 Except as provided by HCC 2.84.040, or by other provisions of City, State or Federal law, all
89 nonexempt public records shall be open to inspection by any person during business hours,
90 subject to any applicable regulations that may be adopted by the City ~~Manager~~ **Clerk** pursuant
91 to HCC 2.84.050.

92 2.84.040 Records exempted.

93 The following records are confidential and exempt from disclosure to the public:

94 a. Communications between an attorney for the City and the City, or any agency, officer,
95 employee, or representative of the City, that are made confidentially in the rendition of legal
96 services to the City or to a City agency, officer, or employee;

97 b. Records prepared by any attorney for the City in the rendition of legal services or legal advice
98 to the City or any agency, officer, employee or representative of the City. Records that must
99 otherwise be disclosed because they are public and not subject to any exemptions cannot be
100 withheld on the sole ground that they have been submitted to the City's attorney;

101 c. The work product of an attorney for the City. This includes, without limitation, documents,
102 records and communications prepared by or at the direction of the attorney containing a legal
103 opinion, memorandum or other work product or information pertaining to any matter then in
104 litigation or where litigation may be threatened or where a claim is asserted or may be
105 threatened. This exemption does not extend, however, to any documents, records or other
106 written communications that were public prior to the commencement of litigation or claim.
107 Records that must otherwise be disclosed because they are public and not subject to any
108 exemptions cannot be withheld on the sole ground that they have been submitted to the
109 municipal City's attorney;

110 d. All personnel and payroll records of City officers and employees, including, without
111 limitation, employment applications, examination materials, other assessment materials,
112 disciplinary records, and performance evaluations; except the following, which may be
113 disclosed:

114 1. The employment application of a City official appointed by the City Council;

115 2. The employment application of the director of each department of the City, as defined in
116 HCC 2.32.010 and 2.32.030;

117 3. Performance evaluations of a City official appointed by the City Council and department
118 directors, but only to the extent the performance evaluations relate to the individual's job

127 performance and do not impugn an individual's honesty, integrity, morality, reputation or
128 character outside of professional performance;

129

130 4. The names and position titles of all City employees;

131

132 5. The current and prior positions held by a City employee;

133

134 6. The dates of appointment and separation of a City employee; and

135

136 7. The compensation rate authorized for a City official or employee, but the payroll records and
137 compensation actually paid to an official or employee shall not be disclosed.

138

139 In the event of a request for disclosure of items described in subsections (d)(1), (2), and (3) of
140 this section, the person(s) in question will be notified at least five days prior to release of such
141 records;

142

143 e. Records or information compiled for law enforcement purposes, but only to the extent that
144 the production of the law enforcement records or information:

145

1. Could reasonably be expected to interfere with enforcement proceedings;

146

2. Would deprive a person of a right to a fair trial or an impartial adjudication;

147

3. Could reasonably be expected to constitute an unwarranted invasion of the personal
148 privacy of a suspect, defendant, victim, or witness;

149

4. Could reasonably be expected to disclose the identity of a confidential source;

150

5. Would disclose confidential techniques and procedures for law enforcement
151 investigations or prosecutions;

152

6. Would disclose guidelines for law enforcement investigations or prosecutions if the
153 disclosure could reasonably be expected to risk circumvention of the law; or

154

7. Could reasonably be expected to endanger the life or physical safety of an individual;

155

156 f. The name, address, telephone number, email address, or other information that would
157 identify complainants in any formal or informal request that the City take action to enforce any
158 law, ordinance or regulation, except as such disclosure may become necessary to a fair and just
159 disposition of the enforcement proceeding;

160

161 g. The name, address, telephone number, email address, usage, and billing data of any
162 customer using City services;

163

164 h. Financial, engineering, technical specifications, designs, or data from any person that, if
165 released, might provide a competitive advantage to any person, engaged or potentially to be
166 engaged in similar or related activities;

167

168 i. Information obtained by and in the custody of the City's insurance providers and their agents,
169 investigators and appointed attorneys regarding existing and threatened litigation and claims
170 against the City. This includes information that is provided by them to the City; records
171 disclosing reserve levels on litigation or claims against the City; records pertaining to the
172 evaluation and defense of any litigation or claims against the City; and risk management files.
173 "Insurance providers" include any insurance company, self-insurance, or joint insurance
174 program;

175

176 j. Medical and related public health records concerning any person;

177

178 k. Records pertaining to juveniles unless disclosure is authorized by law;

179

180 l. Records that are required or authorized to be kept confidential by Federal or State law or
181 regulation, or by a protective order authorized by law or regulation;

182

183 m. Records that municipal governments engaged in collective bargaining consider to be
184 privileged or confidential for purposes of successful collective bargaining;

185

186 n. Records that are required or authorized to be kept confidential by a privilege, exemption or
187 other principle recognized by law or the courts;

188

189 o. Any personal information concerning any person the release of which could reasonably be
190 expected to constitute an unwarranted invasion of privacy;

191

192 p. Records that are proprietary, privileged, or a trade secret in accordance with AS 43.90.150 or
193 43.90.220(e); and proprietary information that a person reasonably requires to be kept
194 confidential to protect the property interests of the person providing the information;

195

196 q. The names, addresses, or other personal identifying information of people who have used
197 the Homer Public Library, in accordance with AS 40.25.140;

198

199 r. Records concerning deliberations and drafts of decisions in quasi-judicial proceedings
200 conducted by the City or any City agency. The final decision in a quasi-judicial proceeding is
201 public;

202

203 s. When and for so long as necessary to protect the interests of the City, competitive bids,
204 proposals, quotes, and similar offerings submitted to the City by any person in response to a
205 request or solicitation by the City.

206

207 2.84.050 Regulations.

208 The City Manager **Clerk** shall establish regulations for the operation and implementation of
209 this chapter and the Council shall review and approve such regulations. Regulations adopted

210 pursuant to this section shall be posted in a conspicuous manner at City Hall. The regulations
211 may include provisions as to the time, place, and manner of inspection of records and may also
212 include, but are not limited to:

213

214 a. The requirement of payment of reasonable fees for production of records, including fees for
215 statutorily authorized personnel costs required for search and copying tasks. The fees shall not
216 exceed the maximum fees allowed under AS 40.25.110. If the person is unable to pay a required
217 fee, and signs an affidavit to the effect that he or she is unable to do so, the City Manager may
218 waive the fee. The regulations may also provide for waiver of fees, to be uniformly applied
219 among persons similarly situated, when the cost is nominal or when the cost to arrange for and
220 collect payments exceeds the fee.

221

222 b. The form in which the specified documents shall be made available. Documents need not be
223 reproduced in the exact form or medium in which they are stored. However, any alteration of
224 the form or medium of public records shall not change the substantive content of the
225 information contained in the public record. When the actual content is changed, the nature of
226 the change and why it was necessary shall be communicated to the requestor.

227

228 c. The requirement that a request adequately identify the record(s) in a written request.

229

230 d. Requirements for clarification or narrowing of requests that are too vague or so broad as to
231 make it difficult to identify the information requested or to respond to the request with
232 reasonable effort at a reasonable cost.

233

234 e. Other provisions to implement this chapter.

235

236 2.84.055 Litigation disclosure.

237 If a person requesting inspection of City records is involved in litigation, a quasi-judicial
238 proceeding, or an appeal involving the City or a City agency in any judicial or administrative
239 forum, the disclosure of records used for, included in, or relevant to that litigation, proceeding
240 or appeal is governed by the rules or orders of that forum, and not by this chapter. In this
241 section, “involved in litigation” means being a party to litigation, a quasi-judicial proceeding or
242 appeal, or representing a party, including any person obtaining records on behalf of the party.

243

244 2.84.060 Response to requests for public records.

245 a. All requests for records shall be approved or denied by the City Manager. ~~The manager or his~~
246 ~~designee shall, consistent with the orderly conduct of City business, make a good faith and~~
247 ~~reasonable effort to locate records that are adequately identified in the request. The City~~
248 ~~Manager will provide a reasonably prompt response to each request Clerk. Nothing in this~~
249 ~~subsection shall prevent the City Clerk from consulting the City Attorney and/or the City~~
250 ~~Manager prior to deciding the disposition of a request made under this chapter.~~

251

252 b. If a request is denied or the requested records cannot be identified or promptly located with
253 good faith and reasonable effort, a brief written explanation will be given.

254

255 2.84.070 Appeals.

256

257 ~~a. Any denial of a request for inspection of records may be appealed to the City Council
258 by the person making the request. An appeal must be filed in writing within 30 days
259 after the request is denied. Failure to timely appeal from a denial waives all rights of
260 appeal.~~

261

262 ~~b. The City Council will consider and decide the appeal within 30 days.~~

263

264 ~~c. An appeal from the decision of the Council may be made to the Superior Court within
265 30 days after the Council's decision is distributed to the parties.~~

266

**An appeal from the decision of the City Clerk under this chapter may be made to the
268 Superior Court within 30 days after the decision is distributed to the requestor.**

269

270 Section 2. This ordinance shall take effect upon its adoption by the Homer City Council.

271

272 Section 3. This ordinance is of a permanent and general character and shall be included
273 in the City Code.

274

275 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2026.

277 CITY OF HOMER

278
279
280 RACHEL LORD, MAYOR

281

282 ATTEST:

283

284
285 AMY WOODRUFF, CITY CLERK

286

287 YES:

288 NO:

289 ABSTAIN:

290 ABSENT:

291

292 Introduction:

293 Public Hearing:

294 Second Reading:
295 Effective Date:

CITY OF HOMER HOMER, ALASKA

City Manager/ Finance Director

RESOLUTION 26-001

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
DESIGNATING SIGNATORIES OF CITY OF HOMER ACCOUNTS AND
SUPERSEDING ANY PREVIOUS RESOLUTIONS SO DESIGNATING.

WHEREAS, Councilmember Shelly Erickson was appointed as Mayor Pro Tempore for 2025/2026, effective October 27, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer, Alaska, that for banking purposes, the persons listed hereinafter are authorized as signers on accounts of the City of Homer, with dual signatures required for checks over \$5,000 as follows:

RACHEL LORD, MAYOR
SHELLY ERICKSON, MAYOR PRO-TEMPORE
MELISSA JACOBSEN, CITY MANAGER
JULIE ENGBRETSEN, ACTING CITY MANAGER
ELIZABETH FISCHER, FINANCE DIRECTOR/TREASURER
JENNA DELUMEAU, DEPUTY TREASURER

PASSED AND ADOPTED by the City Council of Homer, Alaska this 12th day of January, 2026.

CITY OF HOMER

RACHEL LORD, MAYOR

ATTEST:

AMY WOODRUFF, CITY CLERK

Fiscal Note: N/A

CITY OF HOMER HOMER, ALASKA

City Manager

RESOLUTION 26-002

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
CONFIRMING THE APPOINTMENT OF ELIZABETH FISCHER AS
TREASURER AND JENNA DE LUMEAU AS DEPUTY TREASURER FOR
CALENDAR YEAR 2026.

11 WHEREAS, Homer City Code §1.34.010 states that the Treasurer and Deputy Treasurer
12 shall be appointed by and serve at the pleasure of the City Manager, that the Treasurer and
13 Deputy Treasurer shall be confirmed by the Council annually during the first meeting in
14 January and whenever the appointment becomes vacant or whenever the City Manager deems
15 it appropriate to change the appointment; and

17 WHEREAS, Pursuant to HCC §1.34.010, City Manager Melissa Jacobsen hereby provides
18 notice of Elizabeth Fischer as Treasurer and Jenna deLumeau as Deputy Treasurer for the
19 Calendar year 2026.

21 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska confirms the
22 appointment of Elizabeth Fischer as Treasurer and Jenna deLumeau as Deputy Treasurer for
23 the Calendar Year 2026.

PASSED AND ADOPTED by the Homer City Council this 12th day of January, 2026.

CITY OF HOMER

RACHEL LORD, MAYOR

ATTEST:

AMY WOODRUFF, CITY CLERK

40 Fiscal note: NA

CITY OF HOMER HOMER, ALASKA

City Manager

RESOLUTION 26-003

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
CONFIRMING THE CITY MANAGER'S APPOINTMENT OF JULIE
ENGBRETSEN AS THE ACTING CITY MANAGER FOR CALENDAR
YEAR 2026.

WHEREAS, Homer City Code 1.20.010(b) states that the City Manager shall annually appoint an Acting City Manager, subject to the City Council confirmation which is revocable at any time, by the Council; and

WHEREAS, Pursuant to Homer City Code Section 1.20.010(b) the Acting City Manager shall assume the duties and powers of the City Manager in their absence; and

WHEREAS, Reviews of City emergency plans related to the COVID-19 pandemic have highlighted a need for an order of succession beyond the Acting City Manager appointment required by Homer City Code 1.20.010(b).

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council that Julie Engebretsen is hereby appointed by City Manager Melissa Jacobsen and confirmed by the Homer City Council to serve as Acting City Manager in the City Manager's absence for the Calendar Year 2025.

BE IT FURTHER RESOLVED that if both the City Manager and the Acting City Manager are not available for duty, the role of Acting City Manager will be held by the next available department head from the list below (ranked by tenure with the City of Homer):

1. Harbormaster Bryan Hawkins
 2. Finance Director Elizabeth Fischer
 3. Library Director David Berry
 4. Chief Technology Officer Bill Jirsa

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 12th day of January 2026.

CITY OF HOMER

RACHEL LORD, MAYOR

43
44 ATTEST:
45
46 _____
47 AMY WOODRUFF, CITY CLERK
48
49 Fiscal Note: N/A



MEMORANDUM

Resolution 26-004 A Resolution of the City Council of Homer, Alaska, Authorizing the Staff of Homer Volunteer Fire Department to Apply for a 2026 Alaska Department of Natural Resources Volunteer Fire Capacity (VFC) Grant. City Manager/Fire Chief

Item Type: Backup Memorandum
Prepared For: Mayor Lord and City Council
Date: January 2, 2026
From: Dan Jager, Fire Chief
Through: Melissa Jacobsen, City Manager

Purpose: To inform City Council of the Homer Volunteer Fire Department's intention to apply for a 2026 Alaska Department of Natural Resources, Volunteer Fire Capacity (VFC) Grant and to request Council support and authorization of the required local match.

Discussion: HVFD has successfully received VFC grant funding in prior years. The department intends to apply for the 2026 VFC Grant, due December 12, 2025, to purchase sixteen pagers.

Pagers will serve as HVFD's primary emergency alerting system, improving the reliability of responder notifications when cellular service is unavailable. Dispatch already has the infrastructure to support pager operations, and no additional dispatch-related costs are anticipated. The additional pagers would bring the department's total to twenty-eight, providing nearly all staff and volunteers with a dedicated alerting device.

Due to the timing of the grant notice and the absence of a City Council meeting in December, staff provided advance notice and City Manager approval and now seeks formal Council approval through the accompanying resolution.

Fiscal Impact: The total project cost is \$9,539.04, with \$8,585.14 funded by the VFC Grant and a required 10% local match of \$953.90. The local match may be funded through the Fire Department Operating Communications Budget or CARMA funds, which will be determined at the time the funds are accepted.

Recommendation: Staff recommends adoption of the accompanying resolution supporting the 2026 VFC Grant application.

Attachment:

November 2025 memo from Dan Jager, Fire Chief



MEMORANDUM

Application for Volunteer Fire Capacity (VFC) Grant 2026¹

Item Type: Informational Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: November 20, 2025

From: Dan Jager, Fire Chief

Through: Melissa Jacobsen, City Manager

Purpose: To inform City Council of the Homer Volunteer Fire Department's intention to apply for a 2026 Alaska Department of Natural Resources, Volunteer Fire Capacity (VFC) Grant.

Discussion: HVFD was recently made aware of the opportunity to apply for a 2026 VFC Grant, due December 12, 2025. We plan to apply to the program for funds to purchase sixteen pagers.

Pagers will serve as our primary alerting method for emergency responders, significantly improving notification reliability for fire calls and resource deployment. Currently, we rely on a phone app for alerts, but cell service can be unreliable—when it fails, responders miss critical notifications. By designating pagers as our primary system and moving the phone app to a backup role, we can effectively mitigate this risk. Dispatch already has the infrastructure to support pager operations, so no additional dispatch-related costs are anticipated.

The department currently has 12 pagers. Acquiring the 16 additional units would bring our total to 28 pagers, providing nearly every responder—both staff and volunteers—with a dedicated alerting device.

HVFD has successfully applied for and received the VFC Grant for several years. The 2026 grant totals \$10,000, of which \$9,000 is provided through the grant and \$1,000 is funded by the city as required match funds. The department's \$1,000 match can be covered through either the Fire Department Operating Communications Budget or CARMA funds, and together these funds would fully support the purchase of 16 pagers.

Typically, Departments seek City Council approval for grant applications; however given our late grant notice and that City Council does not meet in December, we are providing this memo in advance and will bring a Resolution of support before Council at the first meeting in January.

Recommendation: For information.

¹ Clerk's Note—this memorandum was provided in November of 2025 after the packet deadline for the final Council meeting of 2025.

CITY OF HOMER HOMER, ALASKA

City Manager/Fire Chief

RESOLUTION 26-004

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AUTHORIZING THE STAFF OF HOMER VOLUNTEER FIRE
DEPARTMENT TO APPLY FOR A 2026 ALASKA DEPARTMENT OF
NATURAL RESOURCES VOLUNTEER FIRE CAPACITY (VFC) GRANT

WHEREAS, the Alaska Department of Natural Resources administers the Volunteer Fire Capacity (VFC) Grant Program to support volunteer fire departments; and

WHEREAS, the Homer Volunteer Fire Department (HVFD) has successfully received VFC grant funding in prior years; and

WHEREAS, HVFD seeks to apply for a 2026 VFC Grant to purchase sixteen pagers to improve the reliability of emergency responder notifications; and

WHEREAS, pagers will serve as the department's primary alerting system, reducing reliance on cell service, and existing dispatch infrastructure can support pager operations; and

WHEREAS, the total project cost is \$9,539.04, consisting of \$8,585.14 in grant funds and a required 10% local match of \$953.90 to be funded by the City; and

WHEREAS, The City of Homer acknowledges availability of the required match and an ordinance will be brought forward appropriating the local match funds once the grant has been awarded; and

WHEREAS, due to the December 12, 2025 application deadline and the absence of a December City Council meeting, staff provided advance notice and City Manager approval and now seeks formal Council approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Homer that the City supports the Homer Volunteer Fire Department's application for the 2026 Volunteer Fire Capacity Grant.

BE IT FURTHER RESOLVED that the City Council of Homer, Alaska hereby authorizes the staff of Homer Volunteer Fire Department to apply for a Volunteer Fire Capacity (VFC) grant for 2026.

PASSED AND ADOPTED by the Homer City Council this 12th day of January, 2026.

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46 CITY OF HOMER
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52 RACHEL LORD, MAYOR
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54 ATTEST:
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57 AMY WOODRUFF, CITY CLERK
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59 Fiscal information: N/A



MEMORANDUM

Resolution 26-005, A Resolution of the City of Homer, Alaska approving a sublease between the City of Homer and Alaska Bus LLC, D.B.A. Alaska Bus Company for a portion of the Airport terminal consisting of 384 square feet, more or less, and designated parking at the Homer Airport Terminal and authorizing the City Manager to negotiate and execute the appropriate documents.

Item Type: Backup Memorandum

Prepared For: Mayor Lord and City Council

Date: January 2, 2026

From: Mark Bowman, Port Property Associate

Through: Melissa Jacobsen, City Manager

Alaska Bus LLC, owned by local residents Brian and Soniyae Reid, proposes leasing 384 square feet of vacant office and cargo space at the Homer Airport Terminal, including parking for six commercial vehicles and two employee parking spaces. This hub will simplify passenger and cargo transport operations, benefiting the City's residents and visitors by increasing transportation options. Because the City's Prime Lease with the State DOT expires on March 30, 2028, this sublease terminates on that same date.

The applicant is financially robust, with income growing 93% in 2024 and 2025 profits already exceeding previous year-end totals. This expansion requires no external financing and generates \$22,392 in annual City revenue. Beyond fiscal gains, the service provides critical transportation security during flight cancellations and enhances Homer's reputation as an accessible travel hub.

This proposal represents the "highest and best use of City-owned property" by providing a reliable, locally-operated transit solution that strengthens the regional economy. Following Council approval, the State of Alaska DOT will also need to approve the Sublease prior occupancy.

RECOMMENDATION:

Approve Resolution 26-005

Attachments:

Application Review Checklist
Sublease Application



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road

Homer, AK 99603

port@cityofhomer-ak.gov

(p) 907-235-3160

(f) 907-235-3152

City of Homer Sublease Application for Homer Airport Terminal Proposal Review & Staff Recommendations

Proposal Synopsis

Application is for:	Sublease at the Homer Airport
Lease Proposal Synopsis and Recommendation:	<p>Proposal Overview: Alaska Bus LLC, established in 2018 by Jinchil "Brian" and Soniyae Reid, proposes to lease a portion of the City lot at 3720 FAA Street. The requested space will serve as a dedicated office, cargo hub, and shuttle pickup/drop-off point, including parking for six commercial vehicles and two employee vehicles. Due to the City's overarching lease with the State of Alaska DOT, this sublease term is limited to an expiration date of March 30, 2028.</p> <p>Financial and Operational Viability: The applicant demonstrates exceptional financial growth and stability. Total income increased by 92.8% from 2023 to 2024, and profitability in the first seven months of 2025 has already exceeded the 2024 year-end totals. Their history and solvency support their plan to improve Homer Airport accessibility and provide critical transportation redundancies during flight cancellations.</p> <p>Recommendation: Staff recommends approval of the sublease, contingent upon final State DOT review and proof of the City as a co-insured party on the applicant's liability policy. This proposal represents the "highest and best use of City-owned property" by providing a reliable transit solution for the community.</p>

Criteria Checklist using City of Homer Code 18.08.060

The lease application provides a clear, precise written narrative that addresses all proposal criteria: Yes No N/A Insufficient

Notes: The provided narrative is attached.

1. property plan is compatible with neighboring uses and consistent with applicable land use regulations including the land allocation plan; comprehensive plan: Yes No N/A Insufficient

Notes: Utilizing the Homer Airport Terminal provides an ideal permanent location for the Alaska Bus Company for ground travel between Homer and Anchorage, and potentially additional communities in the future. The Airport facilities also provide the Bus Company with needed infrastructure for their operation.

2. The development plan includes phases and timetables for the proposal: Yes No N/A Insufficient

Notes: No extensive remodeling work is planned. The sublease space being considered needs some maintenance and painting to be completed by the City. The Applicant is planning to add exterior signage in compliance with City Planning requirements as well as interior signage.

3. The development plan proposes a capital investment plan: **Yes** **No** **N/A** **Insufficient**

Notes: No major capital development is planned. Additional buses have been purchased and in the busy summer months Alaska Bus Company plans two trips to and from Anchorage, seven days a week.

4. The applicant is experienced in the proposed business or venture: **Yes** **No** **N/A** **Insufficient**

Notes: The business has been in operation since 2018 and experienced significant growth.

5. The applicant has the financial capability or backing including a credit history, prior lease history, and assets that will be used to support the proposed development: **Yes** **No** **N/A** **Insufficient**

Notes: The operation is well managed, financially profitable and stable.

6. The proposal states the number of employees anticipated: **Yes** **No** **N/A** **Insufficient**

Notes: Two parking spaces will be included in the Sublease for employees working at the Airport Terminal. Alaska Bus Company also provides services on the Spit during the summer months as well as Bus service that doesn't affect the Homer Airport Terminal. Alaska Bus Company is in the process of hiring a manager for the Company at the time of this writing.

7. The proposed lease rate was included in the proposal. **Yes** **No** **N/A** **Insufficient**

Notes: The space inside the Terminal is calculated at \$4.00/sq. ft./month. Six parking spaces for their commercial vehicles are calculated at the standard annual parking pass rate of \$500.00/parking space/year. Employee parking space is calculated at the standard rate of \$15.00/month/parking space.

8. Information about other financial impacts such as tax revenues, stimulation of related or spin-off economic development, or the value of improvements left behind upon termination of the lease was included in the application. **Yes** **No** **N/A** **Insufficient**

Notes: As a Homer based company, the City as well as the Kenai Peninsula Borough will benefit from the tax revenue while the community benefits from their service.

9. Other long-term social economic development information was included in the proposal. **Yes** **No** **N/A** **Insufficient**

Notes: See #8 above.

10. Residency or licensure of the applicant has been established in the city, Kenai peninsula borough, and/or the state of Alaska, as identified in the city's **Yes** **No** **N/A** **Insufficient**

request for proposal and permitted under state and federal law:

Notes: The business owners, Brian and Soniyae Reid are Homer residents and have provided documents showing Alaska Bus LLC to be licensed and in good standing with the State of Alaska.

18.08.060 (b) Determination of the rent amount shall take into consideration the following factors:

(Record comments below as appropriate.)

- 1. Appraisal or tax assessed valuation;** the Sublease rates are based on existing subleases at the Airport Terminal
- 2. The highest and best use of the land;** this sublease is in the highest and best use of the sublease space available.
- 3. Development (existing and planned);**
- 4. Economic development objectives;**
- 5. The location of the property;**
- 6. Alternative valuation methodologies as negotiated by both parties. [Ord. 18-16(S)(A) 1,2018].**

FOR CURRENT ASSIGNMENTS ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A	Insufficient
FOR CURRENT TENANTS ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A	Insufficient

All applicable documentation has been provided:

Lease Application and Written Narrative

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A	Insufficient
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- Property Plan
- Development Plan
- Financial Information
- Business Entity and Licensing Information
- Verification that Insurance can be provided at Signing of Lease (Pending)
- City Planning & Other Agency Approval Information

Comments/Recommendations from Public Works

Comments/Recommendations from Planning & Zoning

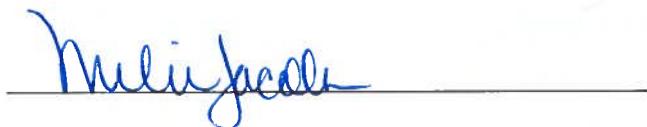
Building Maintenance: Staff coordinated with Building Maintenance to identify suitable parking, finalize the sublease footprint, and establish requirements for signage and water access.

City Planning: The Port Property Associate is working with the Planning Department to ensure all proposed airport signage complies with City code.

Additional Comments/Recommendations from Port & Harbor Staff (if applicable)

The Port Director recommends approving this Sublease Application.

N/A

Comments from City Manager's Office N/A**Recommendation from Port & Harbor Advisory Commission (if applicable)** N/A**Recommended Action to City Council****Approval of the resolution approving the sublease with Alaska Bus LLC.** N/A**Application Verified By:****City Manager Approval:**

Date: 1-2-26

Attachments:

Lease Application - the standard Lease Application form was used for this Airport Sublease.

City Lease (Sublease) Narrative

Application Additional Information - Company References

State of Alaska Articles of Organization

State of Alaska 2024 Biennial Report

Alaska Department of Commerce... Business License

CONFIDENTIAL Documents:

Profit and Loss Statements January ~ July 2025

Profit and Loss Previous Year Comparison 2023 & 2024

Balance Sheet as of July 31,2025

Alaska Bus LLC Operating Agreement



City Lease Application For City-Owned Real Property

Homer Port & Harbor
4311 Freight Dock Road
Homer, AK 99603
Phone: (907)235-3160
Fax: (907)235-3152
port@cityofhomer-ak.gov

Lease Application Purpose

- Request for New Lease; New Lessee – Applicant is not currently a City lessee
 Request for New Lease; Existing Lessee – Applicant is a current lessee with no remaining options to renew
 Request for Assignment of Lease – Applicant is requesting to have an existing lease transferred to a new owner/business

Property Information

Physical Address:	3720 FAA St. Homer, AK		
Square Footage:	<input type="checkbox"/> Full Lot	<input checked="" type="checkbox"/> Portion of Lot	KPB Parcel No.:
Legal Description of Property:			

Applicant Information

Business Name:	Alaska Bus LLC. D.B.A Alaska Bus Company		
Representative's Full Name & Title:	Brian Reid, Owner		
Mailing Address:	PO Box 2270		
City, State, ZIP Code:	Homer, AK 99603		
Phone Number(s):	907- 299- 8882		
Email:	brian @alaskabuscompany.com		

Business Entity & Financial Information

<input type="checkbox"/>	Sole or Individual Proprietorship – Attached documentation must provide owner's full name, address, and verify they are the sole owner.		
Is entity authorized to do business in Alaska? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – As of what date:			
<input checked="" type="checkbox"/>	Partnership – Attached documentation must provide Partners' full names, addresses, and share percentages.		
Date of Organization: 2/1/2018		Type of Partnership: LLC.	
Is Partnership authorized to do business in Alaska? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – As of what date: 2/1/18			

<input type="checkbox"/>	Corporation – Attached documentation must provide the full names of Officers and Principal Stockholders (10%+), their addresses, and share percentages.	
	Date of Organization:	Type of Corporation:
	Is Corporation authorized to do business in Alaska? <input type="checkbox"/> No <input type="checkbox"/> Yes – As of what date:	
	Corporation is held: <input type="checkbox"/> Privately <input type="checkbox"/> Publicly – How and where is stock traded:	
<input type="checkbox"/>	Other – Please explain:	
Proof of Financial Capability to Meet Obligations:	<input type="checkbox"/>	Documentation of Payment History: Documents such as a credit report and score from one of the three credit bureaus (i.e. Experian, Equifax, TransUnion) or records of prior lease history.
	<input type="checkbox"/>	Documentation of Applicant's Financial Backing: Records showing applicant has secured the funding necessary to implement their development/improvement plan and/or purchase the business (if applicable).
	<input checked="" type="checkbox"/>	Documentation of Business' Vitality: Minimum of two years (past year and current year) of financial statements; this includes a Balance Sheet and Profit/Loss Statement (Revenue/Expense Statement).
Surety Information:	Has any surety or bonding company ever been required to perform upon your default or the default of any of the principals in your organization holding more than a 10% interest? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Attach a statement naming the surety or bonding company, date and amount of bond, and the circumstances surrounding the default or performance.	
Bankruptcy information:	Have you or any of the principals of your organization holding more than a 10% interest ever been declared bankrupt or are presently a debtor in a bankruptcy action? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Attach a statement indicating state, date, Court having jurisdiction, case number and to amount of assets and debt.	
Pending Litigation:	Are you or any of the principals of your organization holding more than a 10% interest presently a party to any pending litigation? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – Attach detailed information as to each claim, cause of action, lien, judgment including dates and case numbers.	

Lease Proposal

Type of Business/ Proposed Use of the Property:	<p>Ground transportation, providing shuttles to/from Anchorage.</p> <p>To use the city property as our designated pickup/drop-off location and office.</p>
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Requested Lease Term:	<input type="checkbox"/> Short Term Lease (One Year or Less) – Duration (in months): <input checked="" type="checkbox"/> Long Term Lease (More Than One Year) <ul style="list-style-type: none"> • Standardized Lease is a 20-year term with two 5-year Options to Renew; City Manager may deviate from standardized lease term when reasonable and necessary, and approved by Council (18.08.030). • No more than two Options to Renew; each option cannot exceed 25% of initial lease term (18.08.110). <p>Duration (in years): <input type="text"/> No. of Options to Renew: <input type="text"/></p>
Property Plan:	<input checked="" type="checkbox"/> Describe your Property Plan in your written narrative. Details should include but not be limited to: <ul style="list-style-type: none"> • Proposed utilization of the lot/space, including parking • If there are existing buildings on the property and what their proposed uses are • Any intentions to rent out or sublease space on the property • How the use is compatible with neighboring uses and consistent with applicable land use regulations including the Land Allocation Plan; Comprehensive Plan <input checked="" type="checkbox"/> Provide a detailed schematic (to scale) that shows the following: <ul style="list-style-type: none"> • Size of lot – dimensions and total square footage • Placement/size of existing buildings, storage units, and other miscellaneous structures • Parking spaces – numbered on the drawing with a total number indicated • Note: an as-built survey from a licensed surveyor may be required
Development Plan:	<p>Do you have a development and/or improvement plan for the property, including plans for repairs or maintenance to any existing buildings?</p> <p><input checked="" type="checkbox"/> Yes In your written narrative, provide as much information as possible on how you intend to develop/improve the property. Include a time schedule from project initiation to completion, major project milestones, cost estimate and financing plan, and any additional designs not already provided in the Property Plan's detailed schematic.</p> <p><input type="checkbox"/> No In your written narrative, explain why.</p>
City Planning & Other Agency Approvals:	<p>Does your business/proposed use and/or development plan require agency approval? The granting of any lease is contingent upon lessee obtaining approval, necessary permits, and/or inspection statements from all appropriate City, State and/or Federal agencies. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Applicable permits/approval from City Planning for zoning compliance, such as Conditional Use Permits, Zoning Permits • Fire Marshall Plan Review and Permitting • Waste Disposal System Plan Approval – Includes fish waste if applicable • Other applicable permits/inspection statements from agencies such as U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and Alaska Department of Environmental Conservation Division of Environmental Health <p><input type="checkbox"/> Explain in your written narrative what necessary approvals, permits, and/or inspections are applicable to your business/proposed use and the current status of your application with those agencies.</p> <p><input type="checkbox"/> Attach any relevant documentation that verifies completion or pending status.</p>

Insurance Requirements:	<p>The granting of any lease is contingent upon lessee obtaining and keeping in full force insurance as outlined in HCC 18.08.170. Certificates of insurance showing the required insurance is in effect and identifying the City as an additional insured must be provided to the City at the time a lease becomes effective and annually thereafter, and upon every change in insurance provider or insurance coverage.</p> <p><input checked="" type="checkbox"/> Provide proof of insurability for public liability insurance in the amount of not less than \$1,000,000 coverage per occurrence for bodily injury, including death, and property damage, and the City of Homer as co-insured. Additional insurance limits or types may be required due to the nature of the business, lease, or exposure.</p>
Benefits & Impacts on Community:	<p><input checked="" type="checkbox"/> In your written narrative answer the following questions:</p> <ul style="list-style-type: none"> • What experience do you have in the proposed business or venture? • How long have you resided or conducted business in the City, Kenai Peninsula Borough, and/or the State of Alaska? • What are some of the economic, social, and financial benefits and/or impacts your business/proposed use brings to the community?
Applicant References:	<p><input checked="" type="checkbox"/> In your written narrative, list four persons or firms with whom the Applicant or its owners have conducted business transactions with during the past three years. Two references named shall have knowledge of your financial management history, of which at least one must be your principal financial institution. Two of the references must have knowledge of your business expertise.</p> <p>Each reference must include the following:</p> <ul style="list-style-type: none"> • Full Name • Name of the organization/business and their title at this entity • Address • Phone number and email address • Nature of association with Applicant
Additional Information:	<p><input checked="" type="checkbox"/> Include in your written narrative, or attach relevant documentation, that you deem pertinent to your application/lease proposal. Criteria for evaluating and approving proposals and competing lease applications can be found under HCC 18.08.060.</p>

Required Attachments/Documentation

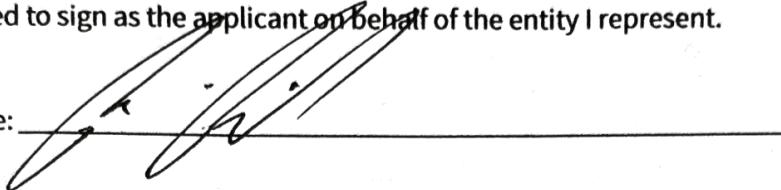
<input checked="" type="checkbox"/> Written Narrative
<input checked="" type="checkbox"/> Business Entity and Licensing Information <ul style="list-style-type: none"> • State of Alaska Business License • Current State of Alaska Biennial Report • If Partnership: Statement of Partnership/Partnership Agreement • If Corporation: Articles of Incorporation & Bylaws • Any additional documentation concerning the formation or operation of the entity
<input checked="" type="checkbox"/> Financial Information
<input type="checkbox"/> Property Plan – Detailed Schematic of Property
<input type="checkbox"/> Development Plan documents/plans, if any
<input checked="" type="checkbox"/> Proof of Insurability; verification that insurance can be provided at signing of lease

City Planning & Other Agency Approval Information, if any

Application Signatures

By signing, I agree that the above information is true and correct to the best of my knowledge. I certify that I am authorized to sign as the applicant on behalf of the entity I represent.

Signature:



Date: 10/5/25

Printed Name & Title: Brian Reid, Owner

Office Use Only

Received By & Date:	Fee Processed: \$	Date:
Date Application Accepted as Complete/Submitted for Review:	Application Timeout Date: (1 year from receipt)	
Submitted for Dept. Review:	<input type="checkbox"/> Planning <input type="checkbox"/> Port & Harbor <input type="checkbox"/> Economic Development <input type="checkbox"/> Finance <input type="checkbox"/> Public Works	
Submitted for City Manager Review:	<input type="checkbox"/> Approved on:	<input type="checkbox"/> Denied on:
For Existing Leases Exempt from Competitive Bidding:	Current Lease Expires with No Options to renew: _____ 6 mos. Prior to date of lease termination (Council Approval Deadline): _____ Request received within 12 to 18 mo. of lease expiration date: <input type="checkbox"/> Yes <input type="checkbox"/> No	

City Lease Application

Alaska Bus Company seeks to lease space at the Homer Airport to enhance visitor access and improve the traveler experience in Homer. The proposed lease site will be used as a centralized staging and passenger pickup/drop-off location for our transportation services. Our goal is to utilize available city property in a way that streamlines and strengthens airport-to-airport connectivity while supporting Homer's tourism and local economy.

Property Plan

The leased area will serve as a designated passenger transfer point. We will ensure adequate parking for company vehicles and short-term loading/unloading space for travelers. The site will not be subleased, and its use will be limited strictly to Alaska Bus Company's operations. The proposed use is compatible with airport operations, as it supports safe, efficient ground transportation for travelers and aligns with the City's Comprehensive Plan objective of improving visitor infrastructure.

Development Plan

At this stage, no permanent structures are proposed. We anticipate minimal site improvements such as signage, and maintenance of the leased space to ensure safe and organized operations. Improvements will be completed promptly upon lease approval, with an estimated timeline of 2 weeks from initiation. No external financing will be required beyond company operating funds.

Agency Approvals

We do not anticipate any additional permitting requirements beyond City lease approval and compliance with zoning regulations.

Benefits & Impacts on the Community

Alaska Bus Company has been operating in Homer and the Kenai Peninsula since 2018, providing safe and reliable transportation for residents and visitors alike. Locally owned and operated by Homer residents, Brian and Soniyae Reid, our company understands the unique needs of the community.

The proposed lease will:

- Improve accessibility for visitors traveling to/from Homer Airport.
- Improve transportation security when flights are canceled.
- Support local businesses by increasing traveler flow into town.
- Enhance the City's reputation as a welcoming, well-organized travel hub.
- Provide employment opportunities for Homer residents.

Alaska Bus Company is committed to maintaining positive relationships with the City and community stakeholders while delivering professional, reliable services.

Additional Information

We believe our proposed use of the airport property represents the highest and best use of this site, bringing measurable economic and social benefits to the community while aligning with the City's land use priorities.

Application Additional Information

ALASKA BUS LLC. ENTITY OWNERSHIP:

49% Owned, Jinchil Brian Reid
51% Owned, Soniyae Stephens Reid

ALASKA BUS COMPANY REFERENCES:

Mike Dye (Our Banker)
VP & Lending Branch Manager- Northrim Bank
601 E Pioneer Ave Suite 211 Homer, AK
michael.Dye@nrim.com
907-235-3728

Brad Anderson (We are active chamber members and support where we can)
Executive Director- Homer Chamber of Commerce
201 Sterling Highway Homer, AK
exdir@homeralaska.org
(907) 235-2325

McKenzie Daigle (We have worked with NatHab for 2 years providing transport around AK)
Operations, Natural Habitat Adventures
833 W South Boulder Rd, Louisville, CO
mckenzie.daigle@nathab.com
907-299-7342

Jay Metzler (Our mechanic that we have worked with for several years)
Owner/Mechanic- Cruz Unlimited
3267 E St, Homer, AK
907-226-3338



THE STATE

of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806
(907) 465-2550 • Email: corporations@alaska.gov
Website: Corporations.Alaska.gov

AK Entity #: 10077395
Date Filed: 02/01/2018
State of Alaska, DCED

FOR DIVISION USE ONLY

Articles of Organization

Domestic Limited Liability Company

Web-2/1/2018 9:14:34 PM

1 - Entity Name

Legal Name: Alaska Bus LLC

2 - Purpose

To provide transportation in the state of Alaska.485210

3 - NAICS Code

485210 - INTERURBAN AND RURAL BUS TRANSPORTATION

4 - Registered Agent

Name: Jinchil Reid

Mailing Address: PO Box 2270, Homer, AK 99603

Physical Address: 3725 W Hill Rd, Homer, AK 99603

5 - Entity Addresses

Mailing Address: PO Box 2270, Homer, AK 99603

Physical Address: 3725, WEST HILL RD, HOMER, AK 99603

6 - Management

The limited liability company is managed by a manager.

7 - Officials

Name	Address	% Owned	Titles
Jinchil Reid			Organizer

Name of person completing this online application

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Official(s) listed above to act on behalf of this entity.

Name: Jinchil Brian Reid



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806
(907) 465-2550 • Email: corporations@alaska.gov
Website: corporations.alaska.gov

AK Entity #: 10077395
Date Filed: 10/19/2023
State of Alaska, DCCED

FOR DIVISION USE ONLY

Domestic Limited Liability Company

2024 Biennial Report
For the period ending December 31, 2023

Web-10/19/2023 9:10:44 PM

Due Date: This report along with its fees are due by January 2, 2024

Fees: If postmarked before February 2, 2024, the fee is \$100.00.

If postmarked on or after February 2, 2024 then this report is delinquent and the fee is \$137.50.

Entity Name: Alaska Bus LLC

Entity Number: 10077395

Home Country: UNITED STATES

Home State/Prov.: ALASKA

Physical Address: 3725 WEST HILL RD, HOMER, AK 99603

Mailing Address: PO BOX 2270, HOMER, AK 99603

Registered Agent information cannot be changed on this form. Per Alaska Statutes, to update or change the Registered Agent information this entity must submit the Statement of Change form for this entity type along with its filing fee.

Name: Jinchil Reid

Physical Address: 3725 W HILL RD, HOMER, AK 99603

Mailing Address: PO BOX 2270, HOMER, AK 99603

Officials: The following is a complete list of officials who will be on record as a result of this filing.

- **Provide all officials and required information. Use only the titles provided.**
- **Mandatory Members:** this entity must have at least one (1) Member. A Member must own a %. In addition, this entity must provide all Members who own 5% or more of the entity. A Member may be an individual or another entity.
- **Manager:** If the entity is manager managed (per its articles or amendment) then there must be at least (1) Manager provided. A Manager may be a Member if the Manager also owns a % of the entity.

Full Legal Name	Complete Mailing Address	% Owned	Manager	Member
Jinchil Reid	PO BOX 2270, HOMER, AK 99603-8882	49.00	X	X
Soniya Reid	PO BOX 2270, HOMER, AK 99603	51.00	X	X

If necessary, attach a list of additional officers on a separate 8.5 X 11 sheet of paper.

Purpose: To provide transportation in the state of Alaska.485210

NAICS Code: 485210 - INTERURBAN AND RURAL BUS TRANSPORTATION

New NAICS Code (optional):

This form is for use by the named entity only. Only persons who are authorized by the above Official(s) of the named entity may make changes to it. If you proceed to make changes to this form or any information on it, you will be certifying under penalty of perjury that you are authorized to make those changes, and that everything on the form is true and correct. In addition, persons who file documents with

the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor. Continuation means you have read this and understand it.

Name: Soniyae Reid

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

ALASKA BUS LLC

P.O. BOX 2270, HOMER, AK 99603

owned by

ALASKA BUS LLC

is licensed by the department to conduct business for the period

October 7, 2024 to December 31, 2025
for the following line(s) of business:

48-49 - Transportation and Warehousing



This license shall not be taken as permission to do business in the state without having
complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

ALASKA BUS LLC
P.O. BOX 2270
HOMER, AK 99603

CITY OF HOMER HOMER, ALASKA

City Manager/ Port Director

RESOLUTION 26-005

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
APPROVING A SUBLICENSE BETWEEN THE CITY OF HOMER AND
ALASKA BUS LLC, D.B.A. ALASKA BUS COMPANY FOR 384 SQUARE
FEET, MORE OR LESS, OF OFFICE AND CARGO SPACE AND
DESIGNATED PARKING AT THE HOMER AIRPORT TERMINAL AND
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE
THE APPROPRIATE DOCUMENTS.

WHEREAS, Alaska Bus LLC inquired into available space, conducted site visits at the airport terminal to evaluate alternatives, and subsequently submitted a formal application to sublease space at the Homer Airport Terminal; and

WHEREAS, three potential locations within the terminal were identified and evaluated as appropriate for the proposed operations; and

WHEREAS, staff review determined the application meets the requirements of HCC 18.08.045 regarding applicant eligibility and HCC 18.08.060 regarding application merit; and

WHEREAS, the proposal aligns with the "highest and best use of City-owned property" standards established in HCC 18.08.050; and

WHEREAS, the proposed 384 square feet of cargo counter and office space, along with the adjacent storage and garage space, is currently vacant and meets the operational needs of the applicant; and

WHEREAS, the sublease will provide additional municipal revenue of \$1,866.00 per month (\$22,392.00 annually) plus applicable taxes; and

WHEREAS, the commencement of the sublease term is contingent upon approval by the State of Alaska Department of Transportation (DOT) and shall terminate on March 30, 2028, coinciding with the expiration of the City's Prime lease with the State; and

WHEREAS, Section 20 of the City's lease with the State of Alaska expressly allows for the sublease of any portion of the premises subject to the Lessor's approval.

42 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, approve a
43 sublease between the City of Homer and Alaska Bus LLC. D.B.A. Alaska Bus Company for a
44 portion of the Airport terminal consisting of 384 square feet, more or less, and designated
45 parking at the Homer Airport Terminal and authorizing the City Manager to negotiate and
46 execute the appropriate documents.

48 PASSED AND ADOPTED by the Homer City Council this ____ day of _____,
49 2026.

CITY OF HOMER

RACHEL LORD, MAYOR

57 ATTEST:

AMY WOODRUFF, CITY CLERK

63 Fiscal Note: Refer to Memorandum CC-26-010



MEMORANDUM

Resolution 26-006, A Resolution of the City Council of Homer, Alaska, Adopting an Alternative Allocation Method for the FY26 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 14: Cook Inlet Area.

Item Type: Backup Memorandum
Prepared For: Mayor Lord and City Council
Date: December 18, 2025
From: Bryan Hawkins, Port Director
Through: Melissa Jacobsen, City Manager

The City of Homer receives revenue from the State of Alaska for fish tax collected by the State in two different ways. The Department of Revenue distributes “Raw Fish Tax” from licensed seafood processors, floating processors and seafood exporters to eligible municipalities. These funds, when received by the City of Homer, are allocated to Fish Dock Revenues.

The second way the City of Homer receives fish tax revenue is through the Alaska Department of Commerce, Community, and Economic Development (ADCED). ADCED receives 50% of the undistributed Raw Fish Tax from the Department of Revenue to distribute through a program known as the Shared Fisheries Business Tax Program. The purpose of this program is to provide for a sharing of state fish tax collected outside municipal boundaries with municipalities that have been affected by fishing industry activities. For the Cook Inlet Fisheries Management Area, of which the City of Homer is a part, there are ten communities that will receive a shared portion of that collected shared fish tax. The ten communities are the Municipality of Anchorage, Homer, Kachemak, Kenai, Kenai Peninsula Borough, Seldovia, Seward, Soldotna, Houston, and Palmer.

A Resolution from the Homer City Council is required annually to receive these funds. If any of the communities listed above do not apply by the deadline in March of 2026, then the funds will be reallocated to communities that did apply.

Recommendation:

Approve and adopt Resolution 26-006

CITY OF HOMER HOMER, ALASKA

City Manager/Port Director

RESOLUTION 26-006

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY26
SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING
THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE
DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES
BUSINESS ACTIVITY IN FMA 14: COOK INLET AREA

13 WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY26
14 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department
15 of Commerce, Community, and Economic Development (DCCED) that the municipality
16 suffered significant effects during calendar year 2024 from fisheries business activities; and

18 WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to
19 eligible municipalities located within fisheries management areas specified by the DCCECD; and

21 WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the DCCED of
22 alternative allocation methods, which may be used within fisheries management areas if all
23 eligible municipalities within the area agree to use the method, and the method incorporates
24 some measure of the relative significant effect of the fisheries business activity of the
25 respective municipalities in the area; and

27 WHEREAS, The City Council of Homer, Alaska proposes to use an alternative allocation
28 method for allocation of FY26 Funding available within the FMA 14: COOK INLET AREA in
29 agreement with all municipalities in this area participating in the FY26 Shared Fisheries
30 Business Tax Program.

32 NOW, THEREFORE, BE IT RESOLVED the City Council of Homer, Alaska by this resolution,
33 certifies that the following alternative allocation method fairly represents the distribution of
34 significant effects during 2024, of fisheries business activity in FMA 14: COOK INLET AREA:

- All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.

PASSED AND ADOPTED by the Homer City Council this 12th day of January, 2026.

41
42 CITY OF HOMER
43

44
45 RACHEL LORD, MAYOR
46

47 ATTEST:
48

49 _____
50 AMY WOODRUFF, CITY CLERK
51



MEMORANDUM

CC-26-012

2025 Alaska Municipal League Conference Report

Item Type: Informational Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: December 19, 2025

From: Councilmember Erickson

BACKGROUND:

It is always good for me to attend the December AML meeting in Anchorage, as we walk away with new ideas, see where we as a council have been proactive in issues and getting a good perspective of the state and federal issues that we will be needing to contend with as we work to make Homer a better place. I really appreciated the time there.

My take aways this year is - we will need to really take care of ourselves and manage our money responsibly and conservatively. There are so many unknowns with changes almost daily/weekly, we will need to have our projects and financial plans ready to work through the issues as they come up.

I met the new state Lobbyist that has come on board. Really appreciated his background in government and his expertise that he brings to the table.

The speakers were interesting. The first one that caught my attention, "have a bias toward action". My take away was when we don't have that bias, we get caught up in costly studies and forward movement is hindered by lack of action.

The celebration of AML of 75 years was a theme throughout the conference as we looked back at the history of municipalities and boroughs working together for the betterment of Alaska and the people who live here. The history and paths forward have given me a lot to think about in how do we solve our issues throughout Homer proper and beyond. As we look at more needs and wants of our community as a whole, how do we bring our community together with positive long reaching effects on many levels.

I went to classes on Revitalization Strategies and Community Building, Building age-friendly communities, Pools & Community Rec, resilience with limited resources with natural hazards etc. They are all tied together. Money and community working together for the betterment of the community.

Revitalization with storefronts, vacant properties, parking. - update zoning to help keep the downtowns vibrant and moving. Housing, added designs requirements and things that cost additional money - pause those programs but not safety to build affordable, and zoning by relaxing the regulations if it really isn't necessary or blocks for a simple path to move forward.

Swimming pools and Rec centers was interesting as the cost can be very high, especially with older pools and rec centers. Staffing can be an issue and operation and repair cost are high. The big take away is that both of these are valuable to the community for health and socialization. The more programs the more use and becomes an economic driver within the community (tournaments etc). Multi use buildings are a must in our small towns to be viable, along with access.

The community on aging uses these places year round. In Homer, within our systems already, are working to make assess better, with trails, sidewalks, housing for the elderly, medical etc.. While there is always room to grow, I am proud of the work of our community in addressing the needs of our seniors on many levels.

The last one on Resilience was not that encouraging. They forecast another 20 years of these "huge natural events". What that says to me, with the lack of resources that are out there, jurisdictions that we have no control over etc., that it is important that as a community we are in a preparedness action.. There are questions that we need to make sure that we have a current plan for: shelter, food, water etc..

RECOMMENDATION:

Informational Only.



MEMORANDUM

CC-26-013

Attendance Report for 2025 Alaska Municipal League Winter Conference

Item Type: Informational Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: December 17, 2025January 8, 2026

From: Councilmember Davis

BACKGROUND:

December 10-11, 2025 I traveled to Anchorage to attend the Alaska Municipal League (AML) 75th Annual government Conference.

Opening session highlights:

- In welcome remarks, Congressman Begich told us proudly that he had worked with the Trump Administration to overturn multiple Biden-era initiatives aimed at protecting Alaska's environment. Thanks to his work, Alaska has “gone from being an over-regulated problem, to being a solution.”
- AML Executive Director Nils Andreassen reminded gathered municipal officials to focus on the financial aspects of their decisions. A new building can generate enough tax and other revenue to pay for itself within a few years, at most decades, whereas the parking lot surrounding the building might not pay for itself in 3000 years.

Concurrent Session relevant to Homer for possible follow-up:

Housing:

The National League of Cities (NLC) has launched the Housing Supply Accelerator to help local governments address housing shortages. There is broad bipartisan pressure nationwide to act on affordability. The national shortage is 3–5 million homes, and the issue now affects small and rural communities.

NLC has several tools for municipalities, including:

- Housing Supply Accelerator Playbook with strategies and case studies.
- Field guide for mapping current conditions to future goals.
- Fact sheets on topics like pre-approved plans, off-site construction, small-scale development, public-private partnerships, and employer/university housing partnerships.

AHFC presented data on Alaska's rental and ownership markets and described initiatives relevant to municipalities like Homer:

- Vacancy has returned toward historic norms around 7%.
- Rents statewide are up about one-third; ownership costs have risen much more sharply.
- Short-term rentals have grown but are leveling; many operators have only one or two listings.

New AHFC initiatives:

- 97% loan-to-value mortgages for first-time buyers.
- \$10,000 foundation grants for new homes with foundations poured after Jan 1, 2025.
- Ongoing stabilization programs moving people from shelters into housing.
- Last Frontier Housing Initiative producing affordable and workforce units around the state.
- Public land acquisition and preparation for future housing in multiple communities.

General:

- City of Soldotna dealt with the State requirement regarding notice in a public newspaper by "passing an ordinance defining their city website as a newspaper."
- Federal law & the US Constitution strictly limit fees that can be collected from cruise ships – but Haines recently passed an ordinance requiring ships docked there to pay sales tax on all on-board sales, including meals, snacks & souvenirs. Quite a lot of income was generated, and other SE communities are jumping to follow suit.
- a moderator from AML referenced communities that offer a "permit to encroach on a municipal Right of Way." If we don't have this, is it something that should be considered as part of our Title 21 rewrite? Many of our right of ways are quite wide, and even allowing people to build patios, etc, right up to them could still result in very large setbacks that can be inconducive to pedestrian friendly streetscapes.
- an AirBnB rep reiterated that AirBnB would love to collect sales tax on behalf of the City and Borough
- doing it that way is easier for both hosts and guests.

RECOMMENDATION:

Informational Only.



MEMORANDUM

CC-26-014

2025 Alaska Municipal League Conference Report

Item Type: Informational Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: December 30, 2025

From: Councilmember Aderhold

BACKGROUND:

As always, I appreciate the opportunity to attend the annual Alaska Municipal League (AML) conference, held December 10-12, 2025. Each of the conferences AML holds annually provide different opportunities to engage with other municipalities. This December, AML celebrated its 75th year as an organization by holding plenary session discussions and evening events that reflected on the past accomplishments while continuing to look ahead. Wednesday afternoon and most of Thursday focused on valuable breakout sessions. The annual AML business meeting is held on the last day of the conference, and I attended and voted on behalf of the Homer city council.

This year, Homer representatives in attendance divided ourselves among the breakout sessions. I attended sessions on managing assets effectively, implementing effective employee benefits, and reliable and affordable energy.

Asset Management

This session carried forward a theme from the 2024 conference and online AML training I took in spring 2025. Asset management supports the quality of life for Homer residents and visitors because it means the city is a responsible steward for all the things people depend on from the city: well-maintained city infrastructure and services. Homer, as with many other municipalities across the US, is facing the perfect storm of aging infrastructure, lack of funding, retirement and other turnover of employees who know so much about our systems that is not written down, community expectations, population change, and climate change. Asset management balances services, cost, and risk. It looks at lifecycle costs: planning, acquisition, operation and maintenance, renewal, and disposal.

A geographic information system (GIS) is an essential tool for asset management. GIS systems have become quite complex over the years and, in addition to accurate coordinates that locate where a fixed asset resides (roads, pipelines, pump stations, buildings, etc.), it can integrate with various databases, allow for data visualization, etc. Artificial intelligence (AI) tools can now convert paper

records to GIS (for instance old as-built drawings of city assets and handwritten technician notes). GIS can also be used for field data collection, such as when technicians conduct regular maintenance checks on fire hydrants or pressure reducing stations. Data from other sources, such as the Alaska Department of Transportation and Public Facilities, can be integrated into GIS, an important tool where city assets such as roads and pipelines intersect with state assets. GIS can also be used as a dashboard for capital projects. This all leads to better financial management of city assets.

GIS is one part of a larger computerized maintenance management system (CMMS). 60 Hertz, a new company that has a partnership with AML, provides CMMS support to AML members. A CMMS brings together expenses, schedules, inspection data, work order history, technician notes, etc. A CMMS leads to a better understanding of maintenance costs, early visibility of issues, maintenance planning instead of emergency response, clear documentation for budget discussions.

A company called Muniworth helps with rate setting for utilities based on knowledge of assets. They provide long-term financial modeling, asset replacement scheduling, rate design and billing impact, and cost of service analysis.

Implementing Effective Employee Benefits

This session was an unexpected gem! I thought the session would be about health insurance benefits, but it was about many other ways to provide benefits to employees beyond that, many of them at low or no cost (or a net positive when considering the cost of replacing employees).

Janet Bower, Soldotna City Manager, discussed Soldotna's recent evaluation and implementation of employee benefits. Some of these Homer has instituted, but city management may want to evaluate other tools. Soldotna has implemented recruitment and hiring bonuses for difficult to fill positions, a truce with Kenai to stop poaching each other's employees, reimbursement for moving expenses as part of relocation assistance, an employee referral bonus program, paid parental leave, administrative leave for exempt employees, sabbatical leave, expanded bereavement leave, health insurance premium support, flexible work schedules, and an updated personnel code.

Cara Fox of the small business ZenFox Solutions noted that employees often stay or leave an employer based on how they feel at work. She talked about psychological safety—believing you will not be punished or humiliated for speaking up with ideas, questions, concerns, or mistakes. Her retention equation is:

Retention = compensation & benefits + policies & flexibility + culture & connection + leadership quality

Jeff Yates of S3 Management Group talked about plans above and beyond health insurance plans that support employees: employee assistance programs, employee mental wellness and misconduct, and employee harassment (and discrimination) protection/prevention plans.

Energy

This session was largely for western Alaska communities: a new bulk fuel program that may revolutionize how bulk fuel is dealt with in off-road villages and other programs that largely affect remote communities.

However, the director of the Alaska Sustainable Energy Corporation, a one-year-old subsidiary of the Alaska Housing Finance Corporation that was formed by state statute, is establishing a green bank for sustainable energy financing to connect capital with local sustainable energy projects. This is an organization we should look into as we delve into ways to reduce the city's energy expenses.

Business Meeting

The business meeting was held on Friday morning. We voted on resolutions, all of which passed with clear majority support.

A small contingent from the Conference of Young Alaskans attendees presented a letter the president of AML; a copy is attached to my report. Based on the individuals who presented and the thoughtfulness of their letter, I'd say the future of Alaska is in good hands. And we need to do our part by heading the requests in their letter.

We also elected officers. Glenda Ledford of Wasilla is the new AML president, Mindy O'Neall of Fairbanks is the vice president, and I am continuing on as treasurer.

RECOMMENDATION:

Informational Only.

ATTACHMENTS:

2025 Conference of Young Alaskans Letter

CONFERENCE OF YOUNG ALASKANS



RE: Your Legacy, Our Future

Dear President Parker,

First, we would like to thank you for your support in convening the Conference of Young Alaskans during the Annual Conference of the Alaska Municipal League. This week, we learned about the past 75 years of cooperation among local governments in Alaska – how Alaska's municipal leaders have continually done the work to unite around differences rather than be divided by them. Perhaps this long practice of coming together makes it natural that you all would welcome us as young people in, to both learn about and engage in our local government, because of, and not in spite, of our generational differences.

The opportunity to gather as a group of 17 to 25-year-olds with a diversity of experiences and interest in local government has been empowering. We discovered our shared love of Alaska, many of us are here because of the accessible, natural, beauty of the land and care for community – from elders to youth. Yet, hearing the research presented by Dr. Kevin Berry affirmed what we have experienced: that the state must change to keep its youth population. An impactful presentation by KYUK reporter Emily Schwing detailed the lack of state investment in Alaska's rural schools. As such, we implore you to listen to our voices. In this letter, we have outlined our priorities for attracting our generation to stay in Alaska.

First, we want our local governments to address issues of affordability and quality of life. Improving housing, childcare, education, and health care should be major priorities for all communities in Alaska. We want to stay but cannot afford to raise their families here. Finding family friendly housing is difficult and expensive. On top of that the rising health care costs make it difficult for all generations to stay and thrive in our communities.

Second, we are counting on our local governments to invest in the sustainability and decarbonization of our infrastructure. We know climate change is already affecting our state, especially in rural communities. We need local leaders to take meaningful action. Alaska is also uniquely suited to pursue a reasonable and swift transition to sustainable energy across the state, taking advantage of diverse avenues for power including tidal, hydro, solar, and wind.

Third, and key to our future vision is youth empowerment and engagement. While we appreciate being included in your agenda, our vision can only be realized through meeting youth on their own level. It's pivotal we shift our systems; this can include bringing civics into classrooms (as early as 5th grade), using flyers to advertise local government events, and reducing barriers to participation in public meetings. We recommend expanding the official capacity for youth through internships and student representatives. Young Alaskans are ready to engage, and we are excited to do so.

Thank you again for your support and attention. We have a shared vision that Alaska's local governments will build up our communities as affordable and resilient for the next 75 years. We ask you to take our concerns and recommendations into your work today and in your continuing public service.

Signed, the 2025 Conference of Young Alaskans,

Sabine Martin, Anchorage

Ronnie Huss, Kotzebue

Everett Cason, Anchorage

Rita Christianson, Sitka

Kaylee LaTocha, Anchorage

Leland Andrews, Aleknagik

Zaiden Joseph-Mosley, Anchorage

Hannah Amick, Anchorage

Layla Pavlik, Yakutat

Samuel Lebo, Anchorage

Lornalei Suaava, Palmer

Ayden Nichol, Anchorage

Isabel Brown, Denali

Madison Earle, Fairbanks

We came to this opportunity with a diversity of experiences and accomplishments; our group includes a mayoral executive assistant with five years of municipal experience; a community action fair planner; a former Miss Arctic Circle; a co-chair of the FEMA youth preparedness council; a college athlete and competitive debater; a 250th Bureau member for Made By Us; an Alaska Student Champion of Arts in Education 2025; a delegate to the COP28 UN climate negotiations; an award-winning chef; and an Department of Energy Fellow.



MEMORANDUM

CC-26-015

2025 Alaska Municipal League Conference Report

Item Type: Informational Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: January 7, 2026

From: Councilmember Parsons

BACKGROUND:

Thank you for the opportunity to attend the Alaska Municipal League Conference on December 10th and 11th, 2025. It was inspiring, educational, and an amazing opportunity to network for future efforts. The experience reminded me of the mindfulness public officials have in all they do, and how unique Homer truly is.

One of the main takeaways I have internalized from the Conference is that many municipalities in Alaska are facing very similar challenges that Homer experiences. Housing, Transportation, Revitalizing Downtowns, and navigating uncertainty were common themes for most participants. There were many lessons to be learned from other Alaska communities that point toward successful pathways forward.

Two key phrases I continue to carry with me are from a panel discussion entitled *Embracing a Culture of Leadership*. The first phrase is to embrace “A Bias Toward Action.” The second is to recognize “Paralysis through Analysis.” Both speak to a felt desire I have heard from many Homer constituents that implementing plans is as important, if not more important, than the planning process itself.

I spent considerable time in sessions devoted to Housing, Community Building, and Transportation. Panels attended included:

- *Addressing Housing Challenges*
- *Revitalization Strategies and Community Building*
- *Building Age-Friendly Communities in Alaska*
- *Back to Buckets: Transportation*
- *AI in the Public Sector*

Some key takeaways from these discussions that may provide the City of Homer with opportunities moving forward:

- For Revitalization, keep regulations simple. “Regulate what you need to; but only what you need to.” Example questions the City of Fairbanks asked when reviewing their code:
 - Is this regulation necessary?
 - Does it create value?
 - Does it help or hurt overall goals?
 - Can we make it easier to understand?
- For Housing, the “5 L’s of Housing Levers” identify which levers city municipalities can provide positive leverage on for the community at large. The five levers include: Lending, Labor, Lumber, Lots, and Laws. For municipalities, “Lots and Laws” are the two levers most viable. As we focus on our Title 21 rewrite of Zoning and Planning Regulations a key refrain from many speakers on the topic was to “Make it Easier to Build.”
- For Community Building, the “Make it Easier” refrain continued and focused on Public/Private Partnerships that may be examples for Homer to pursue.
 - AARP’s “Age Friendly Communities” has a grant opportunity for All Ages and Abilities. Efforts include public/private partnerships for “All Ages Walks” that include collaboration between Senior Centers, Public Libraries, and Parks & Rec.
 - Music and Art events, including festivals, were highlighted as a viable way to build community and attract visitors to small communities. Presenters stressed the importance of Chambers of Commerce in this regard and the City of Homer is fortunate to have such a robust and energized partner.
- For Transportation, there are many viable opportunities the City of Homer might consider pursuing. Federal and State funds aimed at Safe Streets may become available, the Denali Commission likely has access to matching grant funds for transportation projects, and the Alaska Long Range Transportation Plan effort is just starting and will include ample opportunities for public feedback.

I look forward to attending future Alaska Municipal League events as I find them to be informative, inspiring, and opening doors for future efforts. I appreciate the opportunity.

RECOMMENDATION:

Informational Only.



Homer Title 21 Update

Progress Report to City Council

Prepared January 7, 2026

View related materials at HomerT21CodeUpdate.com

Upcoming Activities

- **Through January 16, 2026:** Promote the virtual open house. See details under “December Open House Follow Up”.
- **January 21, 2026:** Facilitate work Session with the Planning Commission to go over the process for the public review draft, comment collection, and next steps toward adoption.
- **January 26, 2026:** Facilitate Work Session with the City Council to go over the process for the public review draft, comment collection, and next steps toward adoption.
- **Late January 2026:** Release the Public Review Draft version of the Title 21 code. The public release is tentatively set for late January for a 45-day review and comment period.

Recently Completed Activities

- **December: Open House Follow Up.** Shared results from the community open house on November 6th and created additional opportunities for residents who missed the event to share their feedback.
 - Visit the [project website](#) to view the open house summary, posters, presentation slides, and a link to a Homer News story about the event.
 - To accommodate residents who were unable to attend the open house, a [virtual open house](#) has also been configured for residents to share comments, questions, and levels of support for the emerging changes to Title 21. The virtual open house is structured like the in-person event with the same materials and ways to weigh in with comments, questions, and levels of support. This virtual open house is open through January 16, 2026.
- **November – December: One-on-one conversations with Planning Commissioners.** Offered to meet one-on-one with each Planning Commissioner to talk through ideas, concerns, and questions about the draft code. As of this report, four interviews have been completed.
- **December 2025 – January 2026: Planning Commission Work Sessions.** Facilitated a series of work sessions with the Planning Commission to review sections of the draft zoning code in greater detail. These work sessions provided an opportunity for the Planning Commission to inform the draft code ahead of the release of the Public Review Draft. The agenda packet and videos of the work sessions are on the City’s [website](#), and will be linked on the [project website](#) as they become available.
 - December 3 from 4pm-6:20pm (before the regular meeting at 6:30 pm): This session focused on Housing and Zoning Districts.
 - December 17 as a Special Meeting Work Session from 5-8pm (no regular meeting): This session focused on Development Processes.
 - January 7 from 4-6:20pm: This work session focused on the topic of Steep Slopes/Environmental Constraints.

Cumulative Accomplishments to Date

Featured in November 2025 Progress Report

- **October:** Planning Commission review of proposed draft code at the October 15th regular meeting (part one).
- **November:** Planning Commission review of proposed draft code at the November 5th regular meeting (part two).
- **November:** Community Open House on Thursday, November 6th. Approximately 50 people attended the open house.

Featured in September 2025 Progress Report

- **August:** Presented and gathered input from the Port and Harbor Advisory Commission at an August 27th Work session.
- **September:** Staff conducted an initial review of the draft code; project team is planning for an Open House.

Featured in August 2025 Progress Report

- **July and August:** Facilitated conversations with staff around zoning administration, enforcement, district consolidations, and allowed uses to inform code drafting.
- **August 15th:** Shared the draft Title 21 code with City staff for review, including an initial legal review.

Featured in July 2025 Progress Report

- **June 5th:** Held an additional stakeholder dialogue with representatives from Guiding Growth and Mobilizing for Action through Planning and Partnerships (MAPP).
- **June 18th:** Attended and facilitated a conversation with the Planning Commission on Conditional Use Permits (CUPs), Land Uses, Housing Types, Zoning Districts.
- **June:** Prepared preliminary recommendations on how to structure the updated code. This included a current/proposed table of contents, with a companion report describing the changes.
- **July 15th – 16th:** Conducted additional interviews to fill in gaps/missing perspectives from groups that work most closely with the zoning code.
- **July 16th:** Attended and facilitated a conversation with the Planning Commission focused on use standards, sign code, and administrative flexibility.

Featured in June 2025 Progress Report

- **April 16th:** Planning Commission Work Session. Presented key findings from the Summary Background and Code Audit, and related topics.
- **April:** Stakeholder Dialogues. Convened three dialogues to talk with Homer-area professionals that use/engage with the code (Title 21). This included builders/developers, business owners, and realtors.
- **April:** Community Site Tour. Led by City staff, toured Homer by vehicle to visit example areas where zoning policies resulted in positive outcomes, and areas of concern/tension.
- **April:** City Council Interviews. Conducted five in-person interviews with Council members.
- **May 21st:** Planning Commission Work Session. Shared an overview of April stakeholder engagement activities and guided a discussion around specific sections of the code.

Featured in April 2025 Progress Report

- **November 2024:** Initial Introduction to City Council
- **February 2025:** Staff Listening Session
- **March 2025:** Planning Commission Kickoff Meeting
- **April 2025:** Summary Background
- **April 2025:** Code Audit
- **April 2025:** Website Launch

Project Schedule



January – March 2025	June – November 2025	November 2025 – Summer 2026
<ul style="list-style-type: none">• Compile background and gather initial feedback from City staff, Planning Commission, and key stakeholders.• Review existing code and identify updates.• Develop proposed code type and structure.	<ul style="list-style-type: none">• Draft early version of revised code.• Staff and legal team conduct review of draft code.• Share preliminary revisions to Title 21 ("lined version").• Gather input from public on potential changes, including November Open House.	<ul style="list-style-type: none">• Conduct Planning Commission work sessions on key topics.• Share Public Review Draft of Revised Code (<i>tentatively late January</i>)• Consider and incorporate revisions based on feedback.• <i>Code adoption process starts spring 2026.</i>

Ongoing: Monthly updates and/or work sessions with the Planning Commission and City Council

Roles of the Planning Commission and City Council

Planning Commission

The Planning Commission is the advisory body for the Title 21 Update process.

- Share guidance, feedback, and local knowledge during the code drafting process.
- Provide feedback on draft materials, including the draft code.
- Make a recommendation to the City Council regarding adoption the Title 21 Update.

City Council Engagement

- The project team will share periodic updates with the City Council, often via the City Manager's reports.
- City Council members can stay informed about the process by attending Planning Commission meetings, reading project documents, participating in community activities, and reviewing the public review draft of the revised code.
- The City Council will be responsible for the adoption of the Title 21 Update.



Update from the Board of Directors

Cook Inlet Regional Citizens Advisory Council

Carla Stanley, representing the
City of Homer

The Cook Inlet Regional Citizens Advisory Council held its regular meeting December 4th and 5th in Anchorage.

Our speakers included Rear Admiral Bob Little, Commander, Arctic District, United States Coast Guard. He laid out his priorities and expected mission outcomes for the Council. These include controlling and securing maritime borders; facilitating commerce in a way that promotes economic security with a focus on Alaska-specific areas such as fishing, tourism and oil and gas; and emergency response. Admiral Little shared his vision for his command in the context of the \$24 billion federal appropriation that will bolster funding for USCG priorities with investments in new ships, aircraft, and updates to Coast Guard infrastructure like housing, ports, and piers. He also reported that he has been updated by his staff on Alaska's exemptions to Western Alaska oil spill planning criteria. Admiral Little assumed command of the USCG District that oversees CIRCAC's area of operations in July of 2025.

Department of Environmental Conservation Commissioner-designee Randy Bates also addressed the Council. He highlighted the philosophy he brings to his latest role in state government as being an advocate for responsible resource development. Commissioner Bates also noted the importance of affirming states' rights in terms of resource development and his goal to "get fish back to the rivers". Bates is currently awaiting legislative confirmation to his position, which is expected in the coming legislative session. He brings nearly a quarter century of experience working in regulatory agencies at the state level and CIRCAC supports his appointment as ADEC Commissioner.

Current CIRCAC Board member Sean MacKenzie, who represents the Municipality of Anchorage, was our other presenter. A USCG veteran and former Captain of the Port for the Arctic District, Capt. MacKenzie is the Emergency Programs Manager for Anchorage's Office of Emergency Management. He detailed the Municipality's ongoing role in providing resources and relief for the 646 evacuees from Western Alaska communities affected by flooding from the remnants of Typhoon Halong in October of 2025. Captain MacKenzie's presentation served as a good reminder of the importance of strong regional and statewide partnerships to successfully address such incidents.

We would like to thank Prince William Sound RCAC for inviting our board and staff to its annual Science Night and holiday party while we were in Anchorage. Those events are a great opportunity to engage with our colleagues and help maintain a productive relationship with their board and staff members.

Our next meeting regular Council meeting is the annual meeting scheduled for April 10th, 2026 in Kenai.

This was our final meeting of 2025.

It is a real pleasure for me to be Homer's Representative for the last 20 years. I have learned a tremendous amount of information and appreciate what our Council does. I support the work of the Staff, especially our own Homer resident, Sue Saupe, the Science Director, and Vinnie Catalano, our Operations Director.

The national attitude about oil exploration in the lower Cook Inlet is especially important to Homer. CIRCAC has been able to work with the Coast Guard in instituting safe-guards that are respected and demand safety investigations by the oil industry before traveling into an ice- filled Inlet.

In the 20 years I have served, we have not had any major spills. I am pleased to be part of this organization and thank you for supporting me as well as CIRCAC.

Have a wonderful Holiday Season and let's look forward to a safe environment in the years ahead.

If you have concerns, please feel free to contact me. At 4rdog24@gmail.com

CARLA STANLEY



MEMORANDUM

Ordinance 25-69 An Ordinance of The City Council of Homer, Alaska, Amending the FY26 Capital Budget by Accepting and Appropriating a State of Alaska Online With Libraries (OWL) Grant for FY26 in The Amount of \$6,462 for Internet Service, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.

Item Type: Backup Memorandum
Prepared For: Homer Mayor and City Council
Date: Oct. 21, 2025
From: Library Director Dave Berry
Through: City Manager Melissa Jacobsen

I'm pleased to announce that Homer Public Library has received an Online With Libraries (OWL) grant from the Alaska State Library. The grant provides \$6,462 to partially offset the cost of providing internet access to library patrons.

The library already receives funding from the federal government through the e-rate program, which pays 70% of our internet costs. The OWL grant will be applied to the remaining 30% through June 30, 2026. There is no match requirement.

RECOMMENDATION:

Accept the funds from the Online With Libraries (OWL) grant.

ATTACHMENTS:

Award Letter from the Alaska State Library



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Education
& Early Development**

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571
Juneau, Alaska 99811-0571
Main: 907.465.4837
Fax: 907.465.215

2025-10-09

The **Online with Libraries (OWL) Internet Cost Assistance Program** award for FY2026 for **Homer Public Library** will be **\$6462**. The Alaska State Library is pleased that your library is eligible to receive this grant for high-speed internet costs to help your library provide the best possible service to your library patrons.

To receive this award, please return a signed copy of the attached grant agreement within forty-five (45) days of this award letter. Two different people (the librarian and the appropriate legal authority) must sign the grant agreement as it is a legal document committing your library to certain obligations in return for receiving the OWL Internet Cost Assistance Program award. Upon return of the signed grant agreement, the division will be able to electronically deposit your grant award (or mail a paper check in specific instances).

Librarians and officials should carefully review the conditions governing the administration of this OWL award. To remain eligible for future grants from the Alaska State Library, some of the most important grant requirements are highlighted below:

1. Maintain **internet access for public use** at the library.
2. Maintain accurate financial records for auditing purposes.
3. Use funds only for **public library internet access** (not school or staff-only internet).
4. Return any grant funds unexpended or unencumbered by **June 30, 2026**.
5. Submit a final report and copies of all internet bills for the fiscal year by **July 31, 2026**.
6. Notify the OWL Program Manager of changes in director or library contact information within 30 days.
7. Maintain eligibility as a public library by meeting the statutory requirements for the Public Library Assistance Grant (4 AAC 57.064. and 4 AAC 57.067.), including:
 - a. Establish and maintain a collection of books and other materials for loan;
 - b. Provide access to interlibrary loans;
 - c. Provide reference information;
 - d. Provide programming for children;
 - e. Maintain the number and timing of open hours;
 - f. Maintain the existing and ongoing educational requirements for the library director;
 - g. Have trained paid or volunteer staff on duty in the library during scheduled open hours;
 - h. Submit an Alaska Public Library Annual Report; and
 - i. Uphold specific governance requirements for non-profits and school/public libraries.

Any portion of this grant money not spent or encumbered by **June 30, 2026**, must be returned to the Alaska State Library. You may request a short extension to spend unused grant funds. The Alaska State Library audits the records of selected libraries at the end of the grant year. The Alaska State Library will reclaim any unused grant funds and funds not properly accounted for.

Please return the signed agreement to the OWL Program Manager at **eed.owlprogram@alaska.gov** within 45 days or request an extension if you need more time. After receiving your FY26 OWL grant funds, please send an email to confirm that funds were received to: **eed.owlprogram@alaska.gov**.

Questions should be directed to the email above or you may call 907.465.2921.

Sincerely,

Stacy R.J. Tomaszewski
Library Technology Consultant & OWL Program Manager
Alaska State Library

Alaska State Library
Online With Libraries (OWL)
Internet Cost Assistance Grant Agreement FY2026

This agreement, made and entered into on September 30, 2025, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and **Homer Public Library**, hereafter referred to as the Grantee. The FY26 grant period spans July 1, 2025 to June 30, 2026.

Whereas, the State of Alaska has appropriated funds for the Online with Libraries (OWL) Program; and whereas, the application of the Grantee for a grant for Internet Cost Assistance has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree as follows:

The Grantor will agree to:

1. Furnish funds in the amount of **\$6462** (dispersed after the signed agreement is received).
 2. Provide advisory services in furtherance of the grant project.
 3. Acknowledge the Grantee's eligibility for additional OWL grants and services.

The Grantee will agree to:

8. Abide by the conditions set forth in its application, and approved by the Grantor, which includes:
 - a. Maintain **internet access for public use** at the library.
 9. Maintain accurate financial records for auditing purposes.
 - a. Expended funds must be clearly attributable to **public library internet access** (not school or staff-only internet).
 - b. Return any grant funds unexpended or unencumbered by **June 30, 2026**, and all funds for which there is no proper accounting.
 10. Respond to communication, provide reports, and maintain contact information, such as:
 - a. Submit a final report and copies of all internet bills for the fiscal year by **July 31, 2026**.
 - b. Notify the OWL Program Manager of any changes in director or library contact information within 30 days.
 11. Maintain eligibility as a public library by meeting the statutory requirements for the Public Library Assistance Grant (4 AAC 57.064. and 4 AAC 57.067.), including:
 - a. Establish and maintain a collection of books and other materials for loan;
 - b. Provide access to interlibrary loans;
 - c. Provide reference information;
 - d. Provide programming for children;
 - e. Maintain the number and timing of open hours;
 - f. Maintain the existing and ongoing educational requirements for the library director;
 - g. Have trained paid or volunteer staff on duty in the library during scheduled open hours;
 - h. Submit an Alaska Public Library Annual Report; and
 - i. Uphold specific governance requirements for non-profits and school/public libraries.

Funding for this grant is dependent on the following source:

EOWL01004 - OWL

OWL26-HOMER

\$6462

By accepting this award or agreement, the grantee may become subject to the audit requirements of the State of Alaska Administrative Code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and permit independent auditors to access their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

The undersigned understands and agrees to the conditions of this agreement. Both signatures are required.

For the Library

For the Legal Entity

Signature

Signature

Title

Date

Title

Date

MAIL TO: OWL Program Manager Alaska State Library, P.O. Box 110571, Juneau, AK 99801
or SCAN TO: eed.owlprogram@alaska.gov
or FAX TO: 907-465-2151

CITY OF HOMER HOMER, ALASKA

City Manager/ Library Director

ORDINANCE 25-69

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE FY26 CAPITAL BUDGET BY ACCEPTING AND
APPROPRIATING A STATE OF ALASKA ONLINE WITH LIBRARIES
(OWL) GRANT FOR FY26 IN THE AMOUNT OF \$6,462 FOR INTERNET
SERVICE, AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE
AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The City submitted an application for an Online With Libraries (OWL) grant from the State of Alaska, to be used for offsetting the cost of providing internet access to patrons of the Homer Public Library; and

WHEREAS, The State awarded the grant in the amount of \$6,462.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates a State of Alaska Online With Libraries (OWL) grant in the amount of \$6,462 for internet service as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
XXX-XXX	State of Alaska	\$6,462.00
	Online With Libraries Grant	

Section 2. The City Manager is authorized to negotiate and execute the appropriate documents.

Section 3. This ordinance is a budget amendment only, is not of a permanent nature and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this day of January, 2026.

CITY OF HOMER

RACHEL LORD, MAYOR

44 ATTEST:

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46 _____

47 AMY WOODRUFF, CITY CLERK

48

49 YES:

50 NO:

51 ABSTAIN:

52 ABSENT:

53

54 First Reading:

55 Public Hearing:

56 Second Reading:

57 Effective Date:



MEMORANDUM

Ordinance 25-70: An Ordinance of the City Council of Homer, Alaska Amending the FY26 Capital Budget by Appropriating \$7,000 from the Homer Education and Recreation Complex (HERC) Capital Asset Repair and Maintenance Allowance (CARMA) fund for the Replacement of the Floor of the Activity Room in the HERC 1 Building.

Item Type: Backup Memorandum

Prepared For: Mayor Lord and City Council

Date: November 12, 2025

From: Daniel Kort, Public Works Director

Through: Melissa Jacobsen, City Manager

BACKGROUND:

The activity room of the HERC 1 building is a space available for use by numerous athletic and other classes. Current users include: youth and adult karate classes, youth ballet classes, adult and youth fitness classes, drop-in yoga classes, drop-in tai chi classes, Homer Flex and homeschool fitness classes, Pilates classes, theater classes, meditation classes, youth and adult Zumba dance classes, partner dance classes and flexible classroom space for instructional classes if needed.

The HERC 1 building was constructed in 1956, so a variety of materials were used in its construction which were considered safe at the time, but which are now known to pose health risks. One such material is lead-based paint, which was used on the window trim of the activity room. One of the City's Building Maintenance staffers received training to abate lead-based paint and so the paint on the window trim of the activity room was removed where it was flaking off to alleviate the health risk posed by it and other areas where it was not peeling off, the paint was encapsulated with a paint intended and approved for lead based paint encapsulation. The work to remove the paint from the walls left paint chips and potentially lead dust on the floor, so the floor material was removed as part of the abatement process.

Currently the activity room has no usable floor as it is awaiting replacement. The Public Works Department estimates that replacement of the floor will cost \$7,000. Sufficient funds are available in the HERC CARMA to pay for the project. If funding is approved at the January 12, 2026 Council meeting, the Public Works Department estimates that the room will be available for use again in late February or late April, depending on whether flooring is available or must be special ordered.

RECOMMENDATION:

Adopt ordinance appropriating funds for replacement of activity room flooring.

CITY OF HOMER HOMER, ALASKA

City Manager/Public Works Director

ORDINANCE 25-70

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE FY26 CAPITAL BUDGET BY APPROPRIATING
\$7,000 FROM THE HOMER EDUCATION AND RECREATION
COMPLEX (HERC) CAPITAL ASSET REPAIR AND MAINTENANCE
ALLOWANCE (CARMA) FUND FOR THE REPLACEMENT OF THE
FLOOR OF THE ACTIVITY ROOM IN THE HERC 1 BUILDING.

WHEREAS, The activity room in the HERC 1 building is frequently used for numerous athletic and other classes; and

WHEREAS, The floor needed to be removed as part of the lead-based paint abatement due to the potential for contamination from lead based paint chips and lead dust; and

WHEREAS, The Public Works Department estimates that replacement of the floor will cost \$7,000; and

WHEREAS, Sufficient funding is available in the HERC CARMA to pay for the replacement of the activity room floor.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY26 Capital Budget by appropriating \$7,000 from the HERC CARMA to replace the floor in the HERC 1 building activity room as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
156-0396	HERC CARMA	\$7,000

Section 2 This ordinance is a budget amendment only, is not of a permanent nature and is a non code ordinance.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 12th day of January, 2026.

CITY OF HOMER

RACHEL LORD, MAYOR

44
45
46 ATTEST:
47
48 _____
49 AMY WOODRUFF, CITY CLERK
50
51 YES:
52 NO:
53 ABSTAIN:
54 ABSENT:
55
56 First Reading:
57 Public Hearing:
58 Second Reading:
59 Effective Date:



MEMORANDUM

**An Ordinance of the City Council of Homer, Alaska Amending Homer City Code
11.04.050, Master Roads and Street Plans-Adopted, 11.04.058, Design Criteria
Manual-Adopted, and 11.04.060 Geometric Design Requirements.**

Item Type: Backup Memorandum
Prepared For: Mayor Lord and City Council
Date: November 13, 2025
From: Councilmembers Jason Davis & Brad Parsons

Issue: The purpose of this memorandum is to provide background and recommend adoption of Ordinance 25-71, which establishes maximum lane widths of 10 feet on residential streets and collectors to enhance safety and promote consistency.

Ordinance 25-71 amends HCC 11.04.050, 11.04.058, and 11.04.060 to establish maximum lane widths of 10 feet on residential streets and collectors. This measure represents a targeted, prudent step toward enhancing traffic safety and calming in our community, aligning with modern best practices from the National Association of City Transportation Officials (NACTO).

As Public Works emphasized in our October 28 council meeting, the current minimum lane widths in the Design Criteria Manual have so far been treated not as binding mandates but as general guidelines.

This flexibility is evident in our existing street network: many streets, such as Soundview, Mountain View, Fairview, and Bunnell, already feature safe and effective 10-foot lanes. However, others vary widely, with 11-foot lanes on streets like Hohe, Svedlund, and Ben Walters; 12-foot lanes on Greatland, Poopdeck, and much of Main; and even 13.5- to 14-foot lanes on Heath. These inconsistencies highlight the need for clearer guidance to promote uniformity and safety.

Even if lane widths specified in code are not binding, developers must begin their designs somewhere, and relying on our present outdated, overly wide, highway-based minimums as the City's preferred starting point for neighborhood streets and connectors is imprudent. Wide lanes encourage higher speeds, increase crash risks, and undermine pedestrian and cyclist safety—issues that NACTO guidelines address by recommending narrower lanes to calm traffic and reallocate space for multi-modal uses.

This ordinance provides the Council with a timely opportunity to adjust the City's preferred street widths downward, ensuring future developments prioritize safety even before we are able to

complete the gargantuan project of overhauling the entire design manual. We urge its adoption to foster a more consistent, livable, and secure transportation network for all Homer residents.

Attached are excerpts and links to source materials informing Ordinance 25-71, including NACTO's chapter detailing Lane Width guidelines. Also included is a spreadsheet entitled "City of Homer Road Width Notes" that includes measurements conducted in Fall 2025 by Councilmembers Parsons and Davis. The spreadsheet also includes data points from AK DOT to contextualize design speed, traffic volume, and current lane width dimensions. AK DOT data can be found at:
<https://alaskatrafficdata.drakewell.com/publicmultinodemap.asp>

NACTO, "Urban Street Design Guide." National Association of Transportation Officials. Island Press, Washington, 2013. <https://nacto.org/publication/urban-street-design-guide/>

Hamidi, S, and R. Ewing. A National Investigation on the Impacts of Lane Width on Traffic Safety. Johns Hopkins Bloomberg School of Public Health, November 2023: 3.
<https://narrowlanes.americanhealth.jhu.edu/>

"Chapter 5 - Roadway Design: Complete Streets," Iowa Statewide Urban Design and Specifications, Iowa State University Institute for Transportation, Revised: 2024 Edition.
<https://www.iowasudas.org/manuals/design-manual/>

AASHTO, A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials, 2018 7th Edition.
<https://www.fhwa.dot.gov/programadmin/standards.cfm>

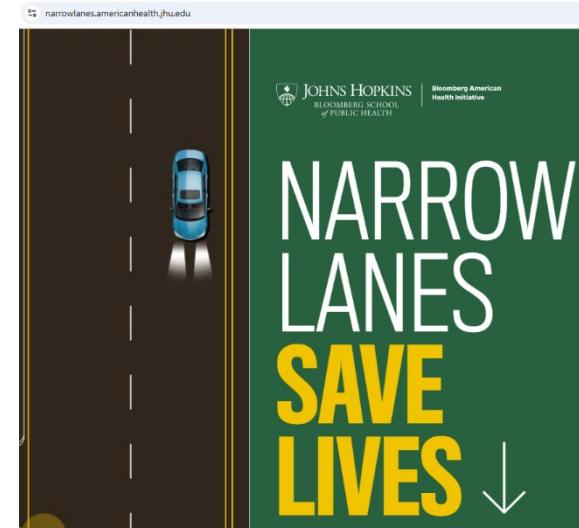
An Interactive Website link summarizing the Johns Hopkins Bloomberg School of Public Health study.
<https://narrowlanes.americanhealth.jhu.edu/>

Public Works and Community Development comments:

In order to implement this new design direction, it will be necessary to paint a double yellow centerline and white outside edge lane line on all city streets to delineate the 10' wide lane (also referred to as the traveled way). There will still be a need for 4-foot-wide paved shoulders on both sides of the traveled way. This means any new collector and local roadways constructed in the city should ideally be built with a 28-foot-wide paved surface if the site conditions allow for that full width. If this direction changes in the future, we would still be able to re stripe the roadway to the more customary 11 or 12 foot lanes (traveled way) and still have a modest paved shoulder present to prevent wheel drop off the pavement.

Recommendation:

Adopt ordinance amending HCC 11.04



Lane Width Informational Materials

From NACTO, “Urban Street Design Guide.” National Association of Transportation Officials. Island Press, Washington, 2013.

<https://nacto.org/publication/urban-street-design-guide/>

“Lane widths of 10 feet are appropriate in urban areas and have a positive impact on a street’s safety without impacting traffic operations. For dedicated truck and transit routes, one travel of 11 feet may be used in each direction.” (p34)

“Research has shown that narrower lane widths can effectively manage speeds without decreasing safety and that wider lanes do not correlate to safer streets. Moreover, wider travel lanes also increase exposure and crossing distance for pedestrians at intersections and midblock crossings.” (p34)

“Lane width should be considered in the overall assemblage of the street. Travel lane widths of 10 feet generally provide adequate safety in urban settings while discouraging speeding.” (p35)

From Hamidi, S, and R. Ewing. A National Investigation on the Impacts of Lane Width on Traffic Safety. Johns Hopkins Bloomberg School of Public Health, November 2023: 3.

<https://narrowlanes.americanhealth.jhu.edu/report/JHU-2023-Narrowing-Travel-LanesReport.pdf>

“The most immediate candidates for lane width reduction projects are street sections with lane widths of 11 feet, 12 feet, or 13 feet in urban street in the class of 20—25 mph and 30—35 mph that do not serve a transit or freight corridor.” (p5)

“More specifically, of these candidates, those that have lower traffic volume (AADT), no or small proportion of on-street parking, low degrees of street curvature, fewer numbers of lanes, and with no travelable (raised) median are the best candidates for the lane width reduction projects, according to our study.” (p5)

From “Chapter 5 - Roadway Design: Complete Streets,” Iowa Statewide Urban Design and Specifications, Iowa State University Institute for Transportation, Revised: 2024 Edition. <https://www.iowasudas.org/manuals/design-manual/>

“Lane Width: The AASHTO Green Book provides for lane widths from 9 to 12 feet wide. Narrower lanes force drivers to operate their vehicles closer to each other than they would

normally desire and reduce overall speeds. The lane widths selected are subject to professional engineering judgment as well as applicable design standards and design criteria. The width of traffic lanes sends a specific message about the type of vehicles expected on the street, as well as indicating how fast drivers should travel.” (p10)

“Collector and arterial streets in the urban and rural town context may have lane widths between 10 to 12 feet wide. Lane widths of 10 feet may be used where truck and bus volumes are relatively low and speeds are less than 35 mph. Collector street speeds should not exceed 35 mph. At least one 11 foot lane in each direction may be appropriate for streets where there is a heavy volume of truck traffic or buses.” (p10)

“Lane widths for local streets in urban and rural town areas should be 10 feet, except in industrial areas, which should be 11 to 12 feet due to the larger volume of trucks expected with that land use. Local streets can have lane widths of 9 feet in residential areas where the available right-of-way imposes limitations. For low volume local residential streets, two free flowing lanes are generally not required. This creates a yield situation when two vehicles meet.” (p11)

“It was previously thought lanes less than 12 feet could reduce traffic flows and capacity. New research has shown lane widths of 10 feet do not reduce capacity and the Highway Capacity Manual has eliminated capacity adjustments for lane widths between 10 and 13 feet. In addition, NCHRP 330 Effective Utilization of Street Width on Urban Arterials found the use of 10 feet lanes has resulted in lower or unchanged crash rates.” (p11)

From AASHTO, A Policy on Geometric Design of Highways and Streets, American Association of State Highway and Transportation Officials, 2018 7th Edition.

“On lower-speed facilities, use of above-minimum design criteria may encourage travel at speeds higher than the design speed” (2.3.6.3 Design Speed)

“The target design speed is the highest speed at which vehicles should operate on a thoroughfare in a specific context, consistent with the level of multimodal activity generated by adjacent land uses, to provide both mobility for motor vehicles and a desirable environment for pedestrians, bicyclists, and public transit users.” (2.3.6.3 Design Speed)

6.2.2.1 Width of Roadway

“For paved roadways, the minimum roadway width is the sum of the traveled way and shoulder widths shown in Table 6-5...”

Table 6-5. Minimum Width of Traveled Way and Shoulders

U.S. Customary				Metric			
Design Speed (mph)	Minimum Width of Traveled Way (ft) for Specified Design Volume (veh/day)			Design Speed (km/h)	Minimum Width of Traveled Way (m) for Specified Design Volume (veh/day)		
	under 400	400 to 2000	over 2000		Under 400	400 to 2000	over 2000
20	20 ^a	20	22	30	6.0 ^a	6.0	6.6
25	20 ^a	20	22	40	6.0 ^a	6.0	6.6
30	20 ^a	20	22	50	6.0 ^a	6.0	6.6
35	20 ^a	22	22	60	6.0 ^a	6.6	6.6
40	20 ^a	22	22	70	6.0	6.6	6.6
45	20	22	22	80	6.0	6.6	6.6
50	20	22	22	90	6.6	6.6	6.6 ^b
55	22	22	22 ^b	100	6.6	6.6	6.6 ^b
60	22	22	22 ^b	Width of Shoulder on Each Side of Road (m)			2.4
65	22	22	22 ^b				
All Speeds	Width of Shoulder on Each Side of Road (ft)			0.6	1.5	2.4	2.4
	2	4	6				

^a An 18-ft [5.4-m] minimum width may be used for roadways with design volumes under 250 veh/day.

^b Consider using lane width of 24 ft [7.2 m] where substantial truck volumes are present or agricultural equipment frequently uses the road.

City of Homer Road Width Notes, Fall 2025 / Parsons

Road Name	Section	Treatment	Lane Width	MPH	AADT (2024)	Notes
Soundview	Bartlett to Mullikin	Fog Faded Center	11'	25		Some Shoulders
Soundview	Mullikin to WHE School	Fog Faded Center	10'	25		Sidewalk / High Ped Use
Soundview	WHE School to Sterling	Centerlines Fog Line	11'	25		Short Distance to School Entry
Eric Lane	West Hill to gravel	Fog Faded Center	11'	25		Fog Lines Moved? Former Bike Lane? Sidewalk on South Side / Newer Development
Fairview	Mullikin to Bartlett	Fog	10'	25		Narrow Shoulders / Karen Hornaday Park / Moderate Ped Use
Fairview	Bartlett to Main	Centerlines Fog	10'	25	630	Narrow Shoulders / Moderate Ped Use
Bartlett	Entire Length	Centerlines Fog	11'	25	2060	Sidewalk on West Side / Hospital Access
Hohe	Entire Length	Centerlines Fog	11'	25	230	Sidewalk on West Side / Hospital Access
Main St	Pioneer to Bayview	Centerlines Fog	10.5'	25		Sidewalk on West Side / Medium Volume
Mountain View	Entire Length	Fog Lines Faded Center	10'	25		Minimal Shoulder / Moderate Ped Use
Danview	Main to Curve	Fog Lines Faded Center	10'	25		Minimal Shoulder / Moderate Ped Use
Svedlund	Pioneer to Danview	Centerlines Fog Lines	11'	25		Irregular Shoulders / Future HAPP Loop

Herndon	Entire Length	Centerlines Fog Lines	12'	15		Senior Center / Irregular Shoulders / Blind Corner Future HAPP Loop / Posted 15MPH
Greatland	Entire Length	Centerlines Fog	12'	25		Old-school “Complete Street” design / Bike Lanes / Sidewalks
Kachemak Way	Klondike to Fairview	Centerlines Fog Lines	11	25		Narrow Shoulders
Kachemak Way	Pioneer to Mountain View, including S Curve	Centerlines Fog	10'	25		Shoulder Width Varies / Known safety concern at Fairview Trail crossing
Heath	At Hazel	Centerlines Fog	14'	25		Sidewalk on west side / Moderate Ped Use Desired crosswalk location
Heath	At Klondike	Centerlines Fog	13' 6"	25		Sidewalk on west side / Foot path on east side Modern Ped Use
Heath	At Library	Centerlines Fog	13' 6"	25		Sidewalk on west side / Foot path on east side Moderate Ped Use
Hazel	Entire length	Centerlines Fog	11'	25		On-Street Parking
Poopdeck	Length	Centerlines Fog	12'	25		Shoulders
Ben Walters	East End to Smoky Bay	Fog Lines	11'	25		Wide Shared Use Sidewalk
Ben Walters	Lake to Smoky Bay	Centerlines Fog	11'	25		Wide Shared Use Sidewalk
Ohlson	Sterling to Bunnell	Centerlines Fog Lines	11'	25	740	Sidewalk / Speed Humps / On-street Parking
Bunnell	Old Town	Centerlines Fog Lines	10'	25	770	Shared Street Concept / Future HAPP Loop
Bunnell	Main to Beluga Pl	Centerlines Fog/Path	10'	25		Shoulder / Speed Hump / 15mph Advisory High Ped Use / Future HAPP Loop
Beluga Pl	Bunnell to Bishops Beach	Centerlines Fog Lines	10'	25		Minimal Shoulders / Speed Hump / 15mph Advisory / High Ped Use / Bishops Parking

FAA Rd	Ocean to Airport	Centerlines Fog lines	12'	25	790	North side narrow bike lane
STATE ROADS	Section	Treatment	Lane Width	MPH	AADT (2024)	Notes
Sterling Hwy	West Hill to Spit Road	Wide Multilane	Varies	35-45	9170	Relatively steady AADT for the last ten years. Summer Peak AADT 13,500+
Pioneer	Sterling to Main	3 Lane	12-13-12	25	3700	Wide Center Turn Lane / Sidewalks
Pioneer	Main to Lake	3 Lane	12-13-12	25	6490	Wide Center Turn Lane / Sidewalks
East End	Lake to Kachemak City	Wide Multilane	Varies	25 - 45	9660	High Speed / High Volume
Lake St	Pioneer to Sterling	Centerlines Bike Lanes	12'	25	5440	Old-School "Complete Street" design / Bike Lanes / Sidewalk east side
Main St	Sterling to Pioneer	Centerlines Fog	12'	25	2320	Minimal Shoulder / Future HAPP Loop
Main St	Oldtown to Sterling	Centerlines Fog	11'	25	1900	Minimal Shoulder / Future HAPP Loop
Ocean	Lake to Spit Rd	Centerlines Fog / Bike	12'	35	6490	South side wide shoulder / Bike Lane?
Kachemak Dr	Spit Rd to East End	Centerlines Fog	12'	35	2500	Minimal Shoulder
West Hill	Sterling to Skyline	Centerlines Fog	11'	30	1970	Minimal Shoulder
East Hill	Sterling to Skyline	Centerlines Fog	12'	35	1980	Minimal Shoulder



DESIGN GUIDE

Lane Width

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The width allocated to lanes for motorists, buses, trucks, bikes, and parked cars is a sensitive and crucial aspect of street design. Lane widths should be considered within the assemblage of a given street delineating space to serve all needs, including travel lanes, safety islands, bike lanes, and sidewalks.

Each lane width discussion should be informed by an understanding of the goals for traffic calming as well as making adequate space for larger vehicles, such as trucks and buses.



EXISTING

Travel lanes are striped to define the intended path of travel for vehicles along a corridor. Historically, wider travel lanes (11–13 feet) have been favored to create a more forgiving buffer to drivers, especially in high-speed environments where narrow lanes may feel uncomfortable or increase potential for side-swipe collisions.

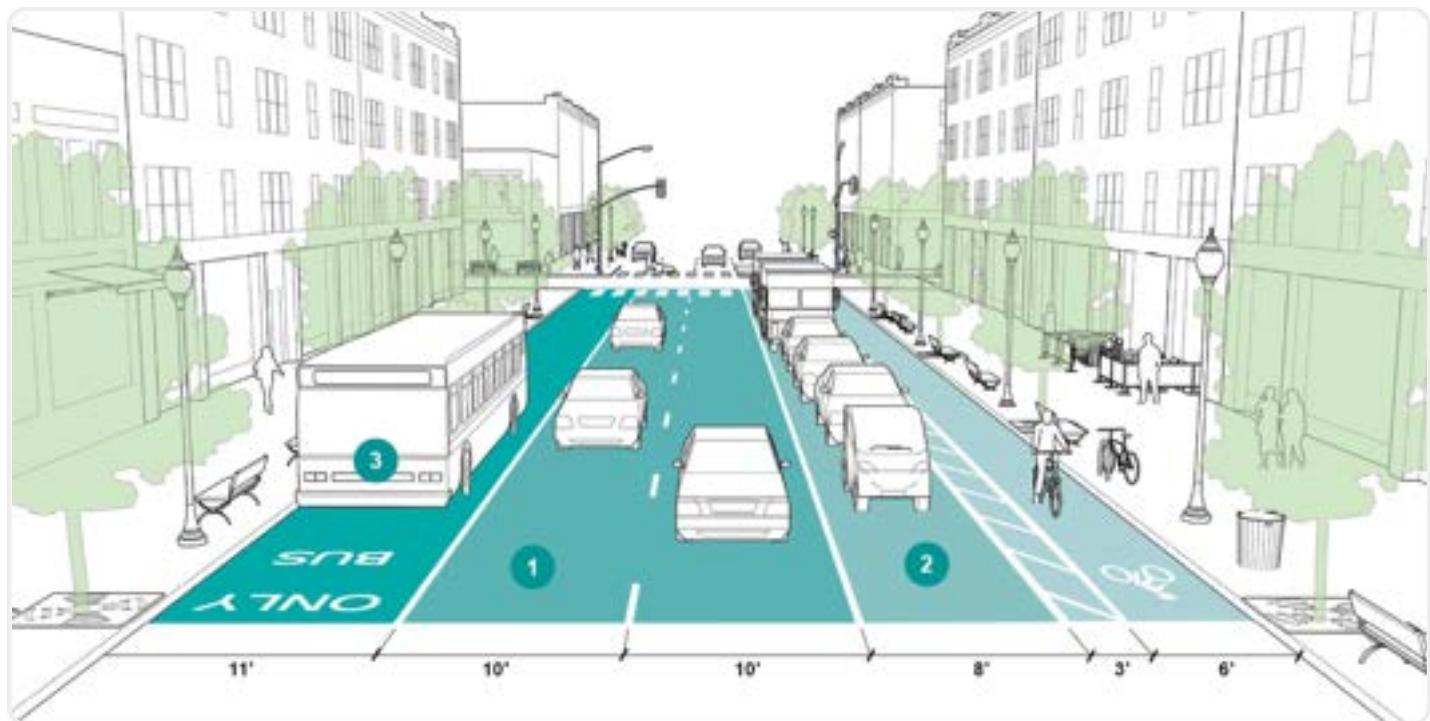
Lane widths less than 12 feet have also historically been assumed to decrease traffic flow and capacity, a claim new research refutes.¹

Discussion

The relationship between lane widths and vehicle speed is complicated by many factors, including time of day, the amount of traffic present, and even the age of the driver. Narrower streets help promote slower driving speeds, which in turn reduce the severity of crashes. Narrower streets have other benefits as well, including reduced crossing distances, shorter signal cycles, less stormwater, and less construction material to build.

Lane widths of 10 feet are appropriate in urban areas and have a positive impact on a street's safety without impacting traffic operations. For designated truck or transit routes, one travel lane of 11 feet may be used in each direction. In select cases, narrower travel lanes (9–9.5 feet) can be effective as through lanes in conjunction with a turn lane.²

Recommended



REDESIGN

Lanes greater than 11 feet should not be used as they may cause unintended speeding and assume valuable right-of-way at the expense of other modes.

Restrictive policies that favor the use of wider travel lanes have no place in constrained urban settings, where every foot counts. Research has shown that narrower lane widths can effectively manage speeds without decreasing safety and that wider lanes do not correlate to safer streets.³ Moreover, wider travel lanes also increase exposure and crossing distance for pedestrians at inter-sections and midblock crossings.⁴

Use striping to channelize traffic, demarcate the road for other uses, and minimize lane width.

**SAN FRANCISCO, CA**

Striping should be used to delineate parking and curbside uses from the travel lane.

-
- 1 Lane width should be considered within the overall assemblage of the street. Travel lane widths of 10 feet generally provide adequate safety in urban settings while discouraging speeding. Cities may choose to use 11-foot lanes on designated truck and bus routes (one 11-foot lane per direction) or adjacent to lanes in the opposing direction.

Additional lane width may also be necessary for receiving lanes at turning locations with tight curves, as vehicles take up more horizontal space at a curve than a straightaway.

Wide lanes and offsets to medians are not required but may be beneficial and necessary from a safety point of view.

Optional

- 2 Parking lane widths of 7–9 feet are generally recommended. Cities are encouraged to demarcate the parking lane to indicate to drivers how close they are to parked cars. In certain cases, especially where loading and double parking are present, wide parking

lanes (up to 15 feet) may be used. Wide parking lanes can serve multiple functions, including as industrial loading zones or as an interim space for bicyclists.

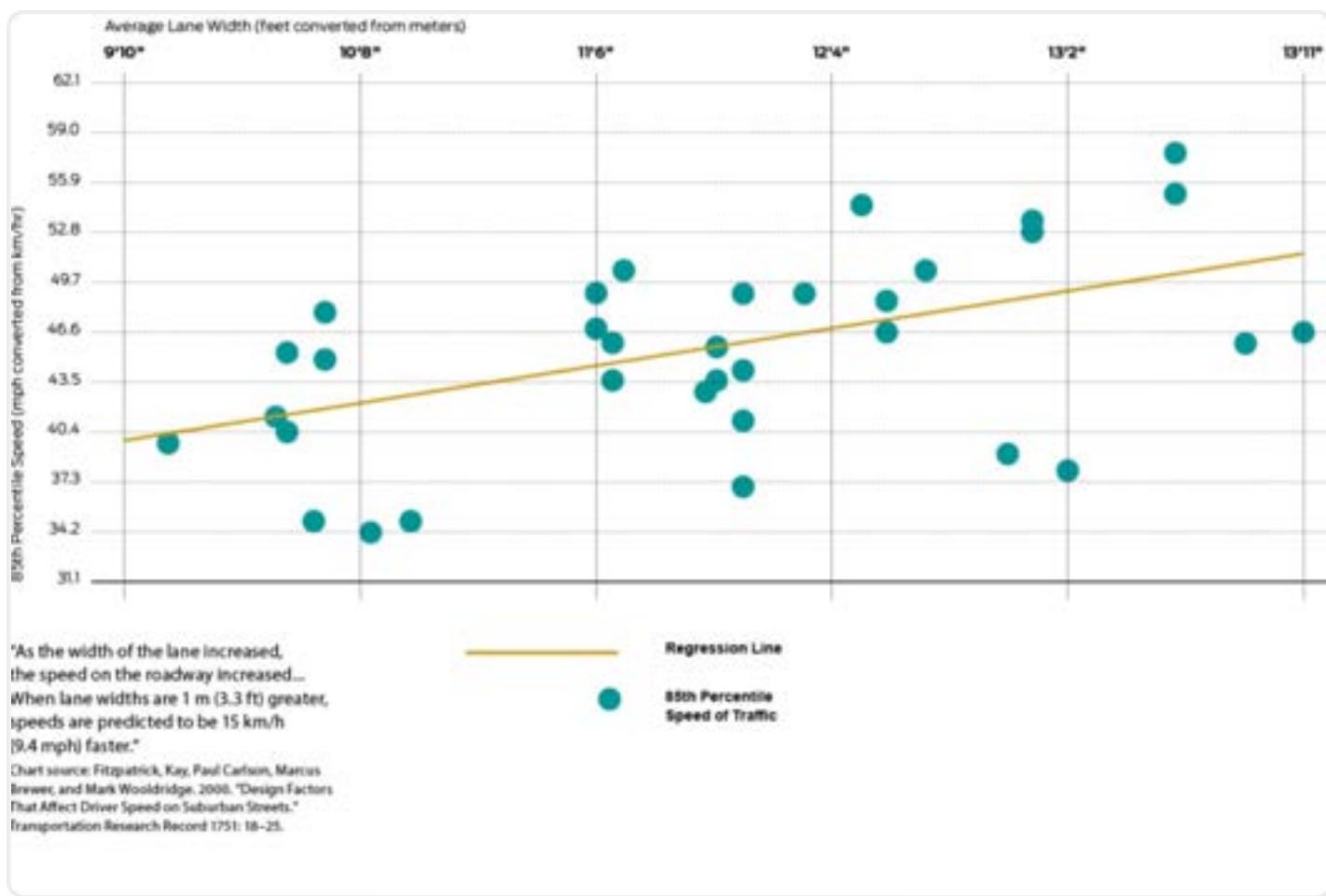
- 3 For multilane roadways where transit or freight vehicles are present and require a wider travel lane, the wider lane should be the outside lane (curbside or next to parking). Inside lanes should continue to be designed at the minimum possible width. Major truck or transit routes through urban areas may require the use of wider lane widths.

2-way streets with low or medium volumes of traffic may benefit from the use of a dashed center line with narrow lane widths or no center line at all. In such instances, a city may be able to allocate additional right-of-way to bicyclists or pedestrians, while permitting motorists to cross the center of the roadway when passing.



ELMORE, OH

Wider travel lanes are correlated with higher vehicle speeds.



1 Theo Petrisch, "The Truth about Lane Widths," *The Pedestrian and Bicycle Information Center*, accessed April 12, 2013, <http://www.bicyclinginfo.org/library/details.cfm?id=4348>. 

2 Research suggests that lane widths less than 12 feet on urban and suburban arterials do not increase crash frequencies.

Ingrid Potts, Douglas W. Harwood, and Karen R. Richard, "Relationship of Lane Width to Safety on Urban and Suburban Arterials," (paper presented at the TRB 86th Annual Meeting, Washington, D.C., January 21-25, 2007).

Relationship Between Lane Width and Speed, (Washington, D.C.: Parsons Transportation Group, 2003), 1-6.



3 Eric Dumbaugh and Wenhao Li, "Designing for the Safety of Pedestrians, Cyclists, and Motorists in Urban Environments." *Journal of the American Planning Association* 77 (2011): 70.

Previous research has shown various estimates of the relationship between lane width and travel speed. One account estimated that each additional foot of lane width related to a 2.9 mph increase in driver speed.

Kay Fitzpatrick, Paul Carlson, Marcus Brewer, and Mark Wooldridge, "Design Factors That Affect Driver Speed on Suburban Arterials": *Transportation Research Record* 1751 (2000): 18-25.

Other references include:

Potts, Ingrid B., John F. Ringert, Douglas W. Harwood and Karin M. Bauer. *Operational and Safety Effects of Right-Turn Deceleration Lanes on Urban and Suburban Arterials*. Transportation Research Record: No 2023, 2007.

Macdonald, Elizabeth, Rebecca Sanders and Paul Supawanich. *The Effects of Transportation Corridors' Roadside Design Features on*

4 Longer crossing distances not only pose as a pedestrian barrier but also require longer traffic signal cycle times, which may have an impact on general traffic circulation. [↗](#)

← Street Design Elements

Sidewalks →

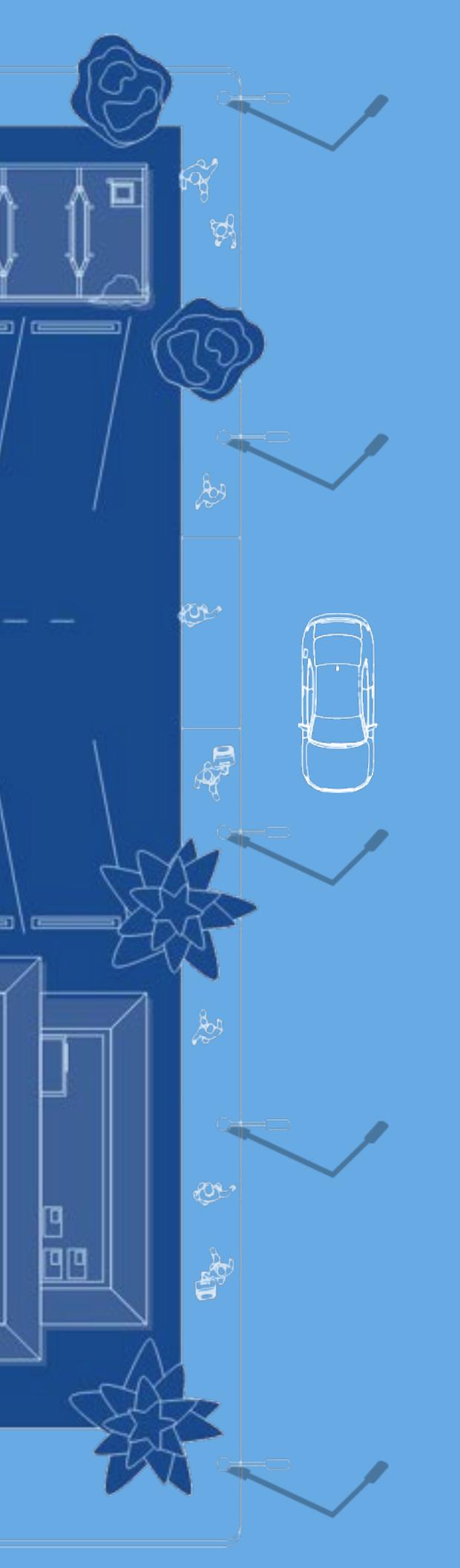


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A NATIONAL INVESTIGATION ON THE IMPACTS OF LANE WIDTH ON TRAFFIC SAFETY:

**Narrowing Travel Lanes as
an Opportunity to Promote
Biking and Pedestrian
Facilities Within the Existing
Roadway Infrastructure**

November 2023



JOHNS HOPKINS
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of PUBLIC HEALTH

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Health Initiative**

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Principal Investigator

Shima Hamidi, PhD, Bloomberg Assistant Professor of American Health and Director of the Center for Climate-Smart Transportation (CCST)

Co-Principal Investigator

Reid Ewing, PhD, Distinguished Professor of City and Metropolitan Planning and Distinguished Chair for Resilient Places at the University of Utah

Research Team:

*Ebrahim Azimi, PhD, Johns Hopkins University
Mohamad Tayarani, PhD, Cornell University
Bahar Azin, PhD, University of Utah
Justyna Kaniewska, MS, University of Utah
Dong-ah Choi, PhD, University of Utah
Hassan Ameli, PhD, University of Utah
Duman Bahrami-Rad, PhD, Bowdoin College*

EXECUTIVE SUMMARY

This project is one of the first and the most comprehensive efforts to date to address a long overdue built environmental challenge to health: the lack of conclusive quantitative evidence on the effects of lane width on safety which has led to unnecessarily wide travel lanes that are designed to accommodate fast and convenient driving.

This national study investigates the feasibility of narrowing vehicle lanes as the easiest and most cost-effective way to accommodate better sidewalk and bike lane facilities within the existing roadway infrastructure. The study asks whether, and to what extent, we can narrow existing vehicle lanes (for different road classifications) without adversely impacting traffic safety.

This study employed a sample of 1,117 street sections (a series of homogeneous road segments) from seven different cities and conducted one of the most comprehensive data collections on geometric and street design characteristics of street sections including bike lane type and width, median type and width, sidewalk type and width, street's sense of visual motion, on-street parking type, width and occupancy rates, number of lanes and number of bus stops, street trees, and the degree of street curvature.

We conducted a series of four negative binomial regression analyses to investigate the relationship between lane width and the number of non-intersection crashes, after controlling for the aforementioned confounding factors. This study, to our knowledge, is the largest and most comprehensive study focusing on the impacts of travel lane width on traffic safety outcomes such as the number of vehicle accidents.

Overall, this study found no evidence that narrower lanes are associated with the higher number of crashes and that narrow lanes (9-foot and 10-foot) increase the risk of vehicle accidents, after controlling for cross-sectional street design characteristics and other confounding variables. Quite contrary, our models confirm that in some cases (in the speed class of 30–35 mph), narrowing travel lanes is associated with significantly lower numbers of non-intersection traffic crashes and could actually contribute to improvement in safety. These findings are novel with groundbreaking and immediate policy/practical implications for identifying streets in each road class as the best candidates for lane width reduction projects.

Our in-depth interviews with state DOT officials in five states also offer valuable insights on the challenges of executing lane width reduction projects and revising existing guidelines to promote narrower lanes. We also offer a range of innovative solutions that have been adopted by these states to overcome this challenge and best practices that could be applicable to other state and local departments of transportation in the country. Practical implications and policy recommendations of these findings are further explained in the report.

KEY FINDINGS

- Our survey of AASHTO member state DOTs indicate that the majority of state DOTs prefer to follow the conventional design standards adopted by their DOT, and the context-sensitive design approach has not been widely used within their jurisdiction.
- In practice we are far from implementation of the context-sensitive design solutions by most state DOTs. The design exception for lane width reduction projects seems to be a rare event in most state DOTs that participated in our survey.
- Overall, the results of our AASHTO survey demonstrate the extent of the gap and highlight how little we know about the traffic safety impacts of lane width due to the lack of data and rigorous and comprehensive quantitative studies.
- This study is one of the first and the most comprehensive quantitative efforts on the relationship between lane width and the number of non-intersection crashes.
- With a sample of 1,117 street sections from seven cities and more than 20 geometric and street design variables, we found no evidence that wider lanes are safer in terms of the number of non-intersection crashes.
- We found that the number of crashes does not significantly change in streets with a lane width of 9 feet compared to streets with lane widths of 10 feet or 11 feet, after controlling for cross-sectional and street design confounding factors such as posted speed limit, traffic volume, on-street parking, median type, number of lanes, bus stops, and similar sense of visual motions, most likely because the difference in lane width is not noticeable to drivers.
- The difference becomes noticeable once changing the lane width from 9 feet to 12 feet which, in fact, increases the number of crashes.
- We also found that the relationship between lane width and the number of non-intersection crashes varies substantially across different speed classes.
- In the speed class of 20—25 mph, the driving speed is slow enough that drivers do not notice changes in lane widths. This hypothesis was confirmed by our findings that there is no significant difference in terms of the number of non-intersection crashes between 9-foot, 10-foot, 11-foot, 12-foot, or even 13-foot lanes.
- On the other hand, street sections with 10-foot, 11-foot, and 12-foot lanes have significantly higher numbers of non-intersection crashes than their counterparts with 9-foot lanes in the speed class of 30—35 mph.
- In other words, in the speed class of 30—35 mph, wider lanes not only are not safer, but exhibit significantly higher numbers of crashes than 9-foot lanes, after controlling for geometric and cross-sectional street design characteristics of street sections.
- Street sections in the speed classes of 20—25 mph and 30—35 mph have the greatest potential to be utilized by pedestrians and bicyclists due to their relatively lower speeds.

- This is not to say that 9-foot or 10-foot lanes are appropriate and recommended in different contexts. In streets in the speed class of >35 mph that serve as a transit or freight corridor, 11-foot lanes would be more appropriate to accommodate oversized trucks.
- The most immediate candidates for lane width reduction projects are street sections with lane widths of 11 feet, 12 feet, or 13 feet in urban street in the class of 20—25 mph and 30—35 mph that do not serve a transit or freight corridor.
- More specifically, of these candidates, those that have lower traffic volume (AADT), no or small proportion of on-street parking, low degrees of street curvature, fewer numbers of lanes, and with no travelable (raised) median are the best candidates for the lane width reduction projects, according to our study.
- In practice, justifying, designing, and implementing narrow travel lanes (9-foot to 10-foot) is very challenging as cited in our interview with several state DOTs.
- Our interview with VTrans (as the first state to adopt 9 feet as a minimum lane width standard in specific contexts) found that implementation of a minimum lane width of 9 feet has not been done in any case in the past couple of decades, which makes such standards stay in the book with very little success in execution.
- One way to address these challenges is to rethink and redesign the procedure for specifying lane width standards and guidelines in an urban setting to start with a 10-foot length and ask traffic engineers to justify for a wider lane. It counters the existing practice of lane width design in most states where lane width in the urban core (speed of 35 mph or less) starts with 12 feet and (if any) justification from design engineers aims to narrow it further. Florida DOT is one of very few states that follow this practice.
- Another innovative intervention would be to develop a context classification system for road design. The context classification system allows Florida DOT to look at the area's needs in picking the best road design measurements. Using context-based design guidelines substantially facilitates the design justification that engineers need to apply to roadways. Florida DOT is one of the pioneering states on developing its own context-sensitive system.
- In sum, the lane width reduction or any isolated roadway design improvement alone may not be sufficient to provide a design practice that is appropriate for the context or to adjust driver/user behavior. A holistic approach to street design is necessary, using all available context cues and design elements, to provide a design alternative that matches the context of the roadway segment and make it safer for all street users.

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Complete Streets

A. Background

Design professionals face an increasingly complex set of competing demands in development and delivery of street projects involving public rights-of-way. Designing a safe facility, completing construction, and installing various traffic control measures are only a part of a much larger picture. Street projects today also need to meet the objectives of regulatory, policy, and community requirements aimed at integrating the roadway into the existing natural and built environments. Among the many factors influencing the planning, design, and operation of today's streets are concerns about minimizing transportation costs; improving public health, creating and maintaining vibrant neighborhoods; accommodating the needs of the young, the physically challenged, as well as an aging population; and adopting greener and more sustainable lifestyles.

In the past, street design was focused on the need to move motor vehicles. The number and width of lanes was determined based on future projected traffic volumes or a set of standards based on the functional classification of the street. The functional classification and the adjacent land use also determined the general operating speed that was to be used for the design. Integration of facilities for pedestrians and bicyclists was not always a high priority. Some observers claim if you do not design for all modes of travel, then you preclude them.

Citizens within some cities are asking agencies to change the way they look at streets and the street function within each community. These agencies are looking to make their streets more "complete." Complete streets are designed and operated to enable safe access to all motorists, pedestrians, bicyclists, and transit users, regardless of age and ability. According to the National Complete Streets Coalition, there are in excess of 600 agencies that have adopted some form of a complete streets policy. Several Iowa agencies, both small communities and larger cities, have adopted complete streets policies. Many other Iowa communities are looking into the concepts of complete streets. Complete streets also complement the principles of context sensitive design by ensuring that streets are sensitive to the needs of all users for the land use within the area. Proponents of complete streets note that by rethinking the design to include all users, the "balance of power" is altered by indicating that streets have many purposes and are not exclusively for motor vehicle traffic. The objectives of the complete streets philosophy are met by slowing vehicles down and providing better facilities for transit, pedestrians, and bicyclists. It is important to understand that safe and convenient walking and bicycling facilities may look different depending on the context. Appropriate facilities in a rural area will be different from facilities in a dense urban area.

There is no one size fits all design for complete streets. Safety and accommodation of all users should guide decisions when evaluating different designs and tradeoffs between factors that may be in conflict with each other, such as:

- Number and types of users - cars, trucks, transit buses, pedestrians, bicyclists, and other modes
- Available right-of-way
- Existing improvements
- Land use
- Available budget
- Parking needs
- Community desires

In larger communities where the traffic volumes are heavy and land use density is greater, all of the above elements may be factors to consider. However, in smaller communities with lower traffic volumes and less dense developments, only a few may be important. The application of complete streets principles is most effective when neighborhoods are compact, complete, and connected to encourage walking and biking comfortable distances to everyday destinations such as work, schools, and retail shops. Past land use practices of large tracts for single use development are less effective in encouraging short walking or biking trips.

Complete streets are designed to respect the context of their location. For example, downtown locations may involve greater emphasis on pedestrians, bicyclists, and transit users than single family neighborhoods. Additionally, context includes social and demographic factors that influences who is likely to use the street. For example, low income families and those without their own vehicle have the need for an interconnected pedestrian, bicycle, and transit network serving important destinations in the community.

The U.S. DOT adopted a policy statement regarding bicycle and pedestrian accommodations in March of 2010. It states:

"The U.S. DOT policy is to incorporate safe and convenient walking and bicycling facilities into transportation projects. Every transportation agency has the responsibility to improve conditions and opportunities for walking and bicycling and to integrate walking and biking into their transportation systems. Because of the numerous individual and community benefits that walking and bicycling provide – including health, safety, environmental, transportation, and quality of life – transportation agencies are encouraged to go beyond minimum standards to provide safe and convenient facilities for these modes."

In addition to the U.S. DOT policy, members from the U.S. House of Representatives and the U.S. Senate have introduced a bill entitled "Safe Streets Act of 2014" that calls for all state DOTs and TMAs/MPOs to adopt a complete streets policy for all federally funded projects.

B. Design Guidance

There are numerous ways to address the development of complete streets in terms of a planning function, but there are not specific complete streets design elements identified for engineers to use to develop construction or reconstruction projects. In addition to safety, complete streets planning and design works to address issues of health, livability, economic development, sustainability, and aesthetics. In the past, functional classification, traffic volumes, and level of service have been used as the critical factors for street design. However, a complete streets approach emphasizes safety for vulnerable users and identifies core goals for street design through stakeholder input. Public input may determine that sidewalk amenities, bicycle facilities, or transit accommodation are more important than the vehicular level of service. It is important to develop a spectrum of alternatives that consider the needs of various users and reach a design decision that addresses those needs.

Applying flexibility in street design to address the complete streets philosophy requires an understanding of each street's functional basis. It also requires understanding how adding, altering, or eliminating any design element will impact different users. For instance, large radii may make it easier for trucks to navigate the street, but they create wider streets for pedestrians to cross. Designers of complete streets should understand the relationship between each criterion and its impact on the safety and mobility of all users.

Various manuals are available to provide design guidance including. For general guidance:

- AASHTO's A Policy on Geometric Design of Highways and Streets (the "Green Book")
- MUTCD
- The Highway Capacity Manual (HCM)
- ITE Traffic Engineering Manual
- FHWA *Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts*

For designing streets in urban areas:

- ITE *Designing Walkable Urban Thoroughfares: A Context-Sensitive Approach*
- NACTO *Urban Streets Design Guide*
- NCHRP 880 *Design Guide for Low-Speed Multimodal Roadways*
- FHWA *Road Diet Information Guide*

For bikeway design guidance:

- AASHTO *Guide for the Development of Bicycle Facilities* (the "Bicycle Guide")
- NACTO *Urban Bikeway Design Guide*
- FHWA *Incorporating On-Road Bicycle Networks into Resurfacing Projects*

For pedestrian-specific design guidance:

- FHWA STEP *Guide for Improving Safety at Uncontrolled Crossing Locations* ("STEP Crossings Guide")
- US Access Board PROWAG

Other design guidance:

- NFPA Fire Code
- Local design ordinances

Some elements within these manuals are specific standards and some are guidelines with ranges of acceptable values. The MUTCD has been adopted as law; therefore, the standards within it need to be met. In addition, there may be different standards for facilities that are under the Iowa DOT's jurisdiction than those for local control. If federal or state funding is being used to assist in a project's financing, the standards may also be different. Local jurisdictions utilize the above manuals for design as a means of protection from lawsuits. Thus, from a liability standpoint, it is very important that the design guidance meet established standards or fall within the range of acceptable guidelines provided by the above manuals.

C. Design Elements

Many elements must be considered during the complete streets design process. Traditionally designers have focused on those related to motor vehicles. With a complete streets design, other elements are also addressed. Each of those elements will be discussed and design guidance presented.

1. **Land Use:** The type of adjacent land use provides insight into several factors. For instance, in industrial areas, the expectation is that truck volumes will be higher. In commercial/retail areas, there is an expectation that pedestrians, transit, and bicyclists will be present in larger numbers. In residential land use areas, the street and right-of-way should accommodate pedestrians of all ages and abilities, and shared use of the street by motorists and bicyclists should be expected.

Five basic land use context classifications and three basic land use types are discussed in [Section 5C-1](#), but many communities will have a broader range of both categories. Land use will influence speed, curb radii, lane width, on-street parking, transit stops, sidewalks, and bicycle facilities.

2. **Functional Classification:** Most jurisdictions classify their streets as a means of identifying how they serve traffic. Streets are generally classified as arterial, collector, or local facilities. Complete streets projects must take into consideration each street classification because it helps determine how the street and network needs to be treated to handle traffic volumes and other conflicts that may arise if design changes are made.

Street classifications and the functions of each type are explained in detail in [Section 5B-1](#). It is important to note that all jurisdictions, regardless of size have at least one street in each category. That means that in a larger community an arterial street may carry 20,000 vehicles per day, but in a smaller city the volume on their arterial street might be 2,000 vehicles per day. Similar differences exist in the collector classifications. Generally arterial streets are designated because their primary purpose is to move traffic. Collectors serve the traffic mobility function, but also provide access to adjacent property. Local streets are primarily there to serve adjacent property and should not have through traffic. Designs appropriate for low density residential areas are not likely to fit in the downtown commercial areas due to the likelihood of more pedestrians, bicyclists, trucks, and buses.

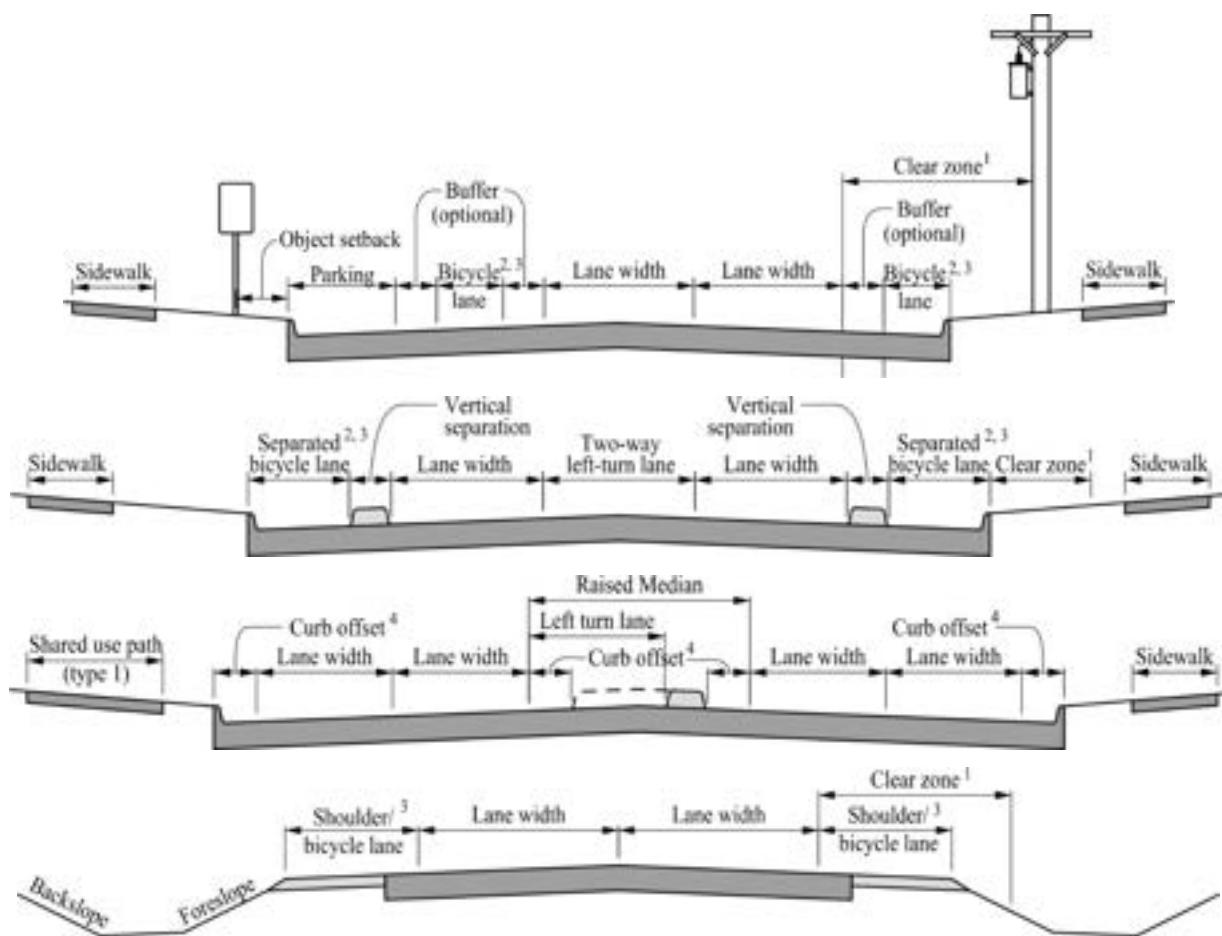
Designers should also be cognizant of roadways that are transit routes, bikeways such as bicycle boulevards, truck routes, etc. as identified through state or local transportation plans as this influences the purpose and use of a roadway as well.

3. **Roadway Sizing:** Many communities have streets with excess lane capacity and oversized lane widths for motor vehicles. Multilane roads can take longer for pedestrians to cross, increase pedestrian exposure, and can facilitate faster speeds by motor vehicle traffic. During resurfacing and re-construction, designers should consider lane reductions and road reconfigurations (often called “road diets”) to decrease the number and widths of lanes. This can reduce vehicle speeds, reduce pedestrian crossing distances, and provide space for bicycle facilities. A typical “four-to-three lane” roadway reconfiguration converts an existing four-lane, undivided roadway into a roadway with one through lane in each direction and a center, two-way left-turn lane (TWLTL). This conversion can often provide space for bicycle lanes, as shown in [Section 12B-3, G](#), or other users, including pedestrian refuge islands, on-street parking, or widened sidewalks and wider landscaped buffers (often called “the parking” in Iowa).

Suitable candidates for a “four-to-three lane” roadway reconfiguration have an average daily traffic (ADT) equal to or less than about 20,000 vehicles per day. In some instances, roadway reconfigurations have been successfully applied on roads with ADTs as high as 25,000. FHWA’s Road Diet Information Guide further discusses the safety and operational benefits of road diets.

For new roadway construction in urban, suburban, and rural town contexts, adequate sidewalk, sidewalk buffers, and bicycle facilities should be provided. Right of way may be reserved to accommodate longer term (10 years or greater) projected volumes, but roadways should not be overbuilt as wider than necessary roadways can encourage higher motor vehicle speeds and decrease overall safety. Overbuilt roadways also increase maintenance and life-cycle costs.

Figure 5M-1.01: Roadway Design Elements



¹ Clear zone is measured from the edge of the traveled way.

² See [Chapter 12](#) for bicycle lane requirements.

³ Bicycles may be placed between the curb and parking on corridors with higher traffic volume and speed, see [Sections 12B-1](#) and [12B-3](#) for separated bicycle lane design with on-street parking buffers

⁴ For low-speed street conditions in urban and rural town areas, curbs may be placed at the edge of the traveled way.

- 4. Speed:** Operating speeds influence the design of the roadway including stopping sight distance, passing sight distance, intersection sight distance, and horizontal and vertical curve elements. The design speed should therefore be equal to the posted speed to encourage operating speeds at or below the posted speed. Design values from the AASHTO Green Book are outlined in [Tables 5C-1.01](#) and [5C-1.02](#) and for liability reasons should be met at all times, especially for new streets. If it is not possible for any design element to meet the geometric standards on existing streets, warning signs and other safety treatments must be used.

In the past, it was considered best practice to set the design speed at the highest level that will meet the safety and mobility needs of motor vehicles using the street. One of the principles of complete streets provides for slowing vehicles down to improve safety for all users, especially pedestrians and bicyclists. People walking and bicycling are particularly vulnerable in the event of a crash, and vehicle speeds where conflicts occur are a primary factor in the likelihood of serious injuries and fatalities, see Figure 5M-1.01. In general, the speed chosen for design should reflect the network needs and the adjacent land use. On existing roadways with operating speeds that exceed the posted speed, roadway redesign and traffic calming measures should be considered to reduce speeds and improve safety and comfort for all users. Traffic calming or

roadway redesign should also be considered on roadways where lowering the posted speed is desirable to reinforce to drivers that slow speeds are expected.

Figure 5M-1.02: Vehicle Speeds and Risks to Pedestrians



Source: Tefft, B.C.

In general, streets in urban areas should be designed and control devices regulated to allow speeds of 20 to 45 mph. Speeds in the lower portion of this range are applicable to local and collector streets through residential areas, and to arterial streets through more crowded business districts, while the speeds in the higher portion of the range apply to arterial streets in outlying suburban areas.

Iowa Statute 321.285 establishes the following statutory speed limits, although city councils may adopt by ordinance higher or lower speed limits upon the basis of engineering or traffic studies (§321.290):

- 20 mph in a business district
- 25 mph in any residence or school district
- 45 mph in any suburban district

The AASHTO Green Book provides further guidance on appropriate design speeds for specific roadway types.

5. **Intersection Design and Control Vehicle:** The selection of the design and control vehicle is an important element in complete streets design. Lane width and curb radii are directly influenced by the design vehicle. [Section 5C-2, R](#) provides guidance on selecting design vehicles, control vehicles, and typical curb radii for different roadways.

All street designs must meet the minimum standards for fire departments and other emergency vehicle access and must consider the needs of garbage trucks and street cleaning equipment.

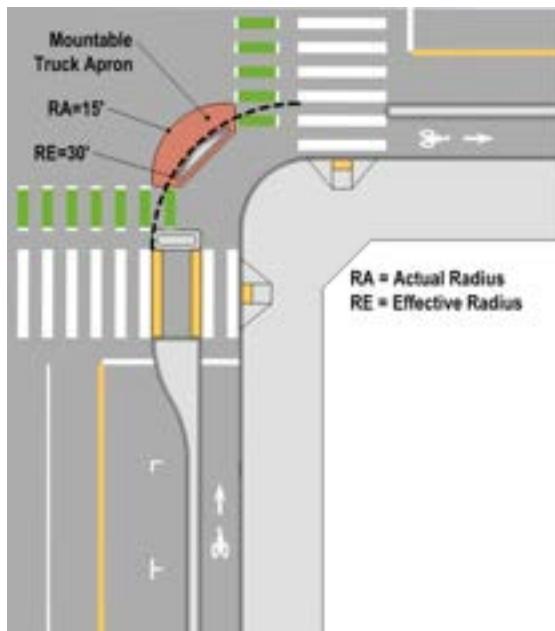
To achieve the smallest appropriate corner radius, designers should follow these strategies:

- Using vehicle turning software or turning templates, designers should minimize the actual corner radius while accommodating the effective turning radius of vehicles.
- Where pedestrians or bicyclists are expected and the effective turning radius exceeds 15 feet., consider the following:
 - Push back the stop line of the receiving street beyond the minimum 4 feet from crosswalks where appropriate. Ensure any encroachment does not conflict with overlapping phases at signalized intersections. In general, stop lines should not be pushed back more than 30 feet from crosswalks as motorist compliance may be diminished; however, the maximum distance from the stop line to traffic signals cannot exceed the sight distance and clear zone requirements established in MUTCD Chapter 4D.
 - Provide a truck apron to increase the effective radius for larger vehicles, including SU-30, while providing a smaller effective radius for the majority of vehicles (e.g., passenger car), see [Section 5C-2, S](#) for additional information and design guidance.
 - Provide a raised crossing, see [Section 12A-5, D, 2](#).
 - At skewed intersections and where truck aprons would exceed 15 feet, consider a right-angle channelized island as described in the [Iowa DOT Design Manual Section 6A-11](#). A raised crosswalk should be considered at channelized right turn lanes where motorists do not face stop or traffic signal control to encourage motorist yielding. They may also be beneficial at yield, stop, and signal control intersections where it is desirable to reduce encroachments into the crosswalk. When used at a channelized island, the crosswalk should be located to allow one vehicle to wait between the crosswalk and the cross street. Refer to [Section 12A-5](#) for the design of pedestrian crossing islands with a refuge area.

As described in [Section 12A-5](#), curb extensions are an FHWA approved countermeasure for improving pedestrian safety. It is acceptable to have a curb bulb with a larger curb radius that shortens crossing distances while accommodating large vehicles. For uncurbed roadways, care should be taken at corners to ensure proper design treatments are included to identify safer turning distances for large vehicles. Such treatments may include pavement coloring, different materials, and other features that provide a visual indication of the apex of the turn.

Flexible delineator posts or engineered rubber curbs may be used as an interim treatment to reduce larger corner radii. When used, they are often placed at least 1 foot offset from the turning radius of design vehicles at all intersections and driveways to decrease maintenance.

6. **Truck Aprons:** Truck aprons are most common within the center island of a roundabout, but can also be considered at intersection corners to accommodate the turning characteristics of larger vehicles while slowing the turning speeds of the design and smaller vehicles. The truck apron must be designed to be mountable by ICV to accommodate their larger effective turning radius while the IDV and smaller vehicles follow the smaller actual radius along the outside edge of the truck apron.

Figure 5M-1.03: Typical Truck Apron Layout at a Protected Intersection

The outside edge of a truck apron (i.e., closest to the travel lane) is constructed using a mountable curb and should be designed so passenger vehicles follow this mountable curbline at the desired speed. Larger vehicles, including SU-30, can traverse the truck apron if desired, but the intersection control vehicle should be used to determine the effective radius.

The truck apron is part of the motorist travel way. Do not extend truck aprons through bicycle lanes or crosswalks unless they are designed to accommodate these users. Bicycle stop bars and pedestrian accommodations (e.g., curb ramps, crosswalks) must be placed to prevent these users from waiting in the travel way. Colored concrete and/or pavement markings should be used within the truck apron area to provide a visual contrast from the adjacent roadway and sidewalk, communicating this is not an area to drive over. Where truck apron widths exceed 15 feet., the intended use of the apron may not be clear and designers may consider a channelizing island to limit the street crossing distance for pedestrians and bicyclists ([see Section 5C-2, R, 5](#) and [Iowa DOT Design Manual Section 6A-11](#)).

In retrofit conditions, a truck apron extending all the way to the existing curb line may not be possible without significant stormwater system modifications. In these situations, truck pillows, which are the mountable portion of a curb extension which is designed to discourage smaller vehicles from tracking over it while allowing larger vehicles to do so while maintaining drainage along the existing curb line may be more practical and feasible.

An edge line should be provided along the outside edge of wider truck aprons and designers should consider reflective raised pavement markers, where appropriate, to ensure the path of travel is visible. Gore markings may be installed on the truck apron itself, but this is often unnecessary if colored pavement is used.

Where buses frequently make turns (such as transit or school bus routes), truck aprons should be designed to allow the bus to complete the turn without traversing the truck apron. A tiered truck apron with a curb reveal from 0 to 1 inch can be constructed for use by buses while the second tier can be designed with a 3 inch curb reveal for use by larger trucks.

Figure 5M-1.04: Truck Apron with Concrete and Pavement Markings (left) and Truck Pillow (right)



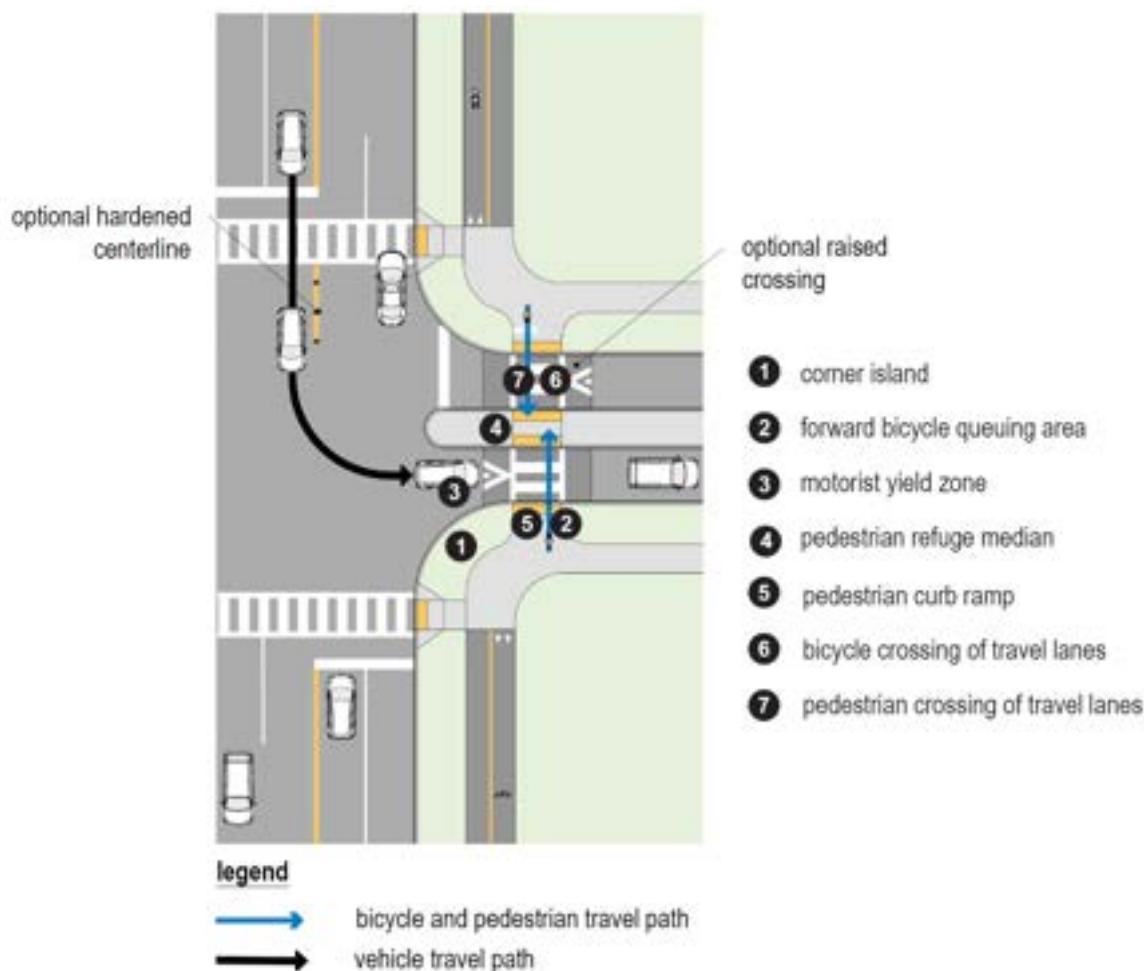
Source: City of Los Angeles, 2020

7. **Intersection Treatments for Minimizing Left Turning Vehicle Speeds:** Median islands, hardened centerlines, and raised crossings can be appropriate on both the departure roadway and the receiving roadway to control the left turning motorist's path of travel and reduce turning speeds, which can improve the safety for all roadway users. [Section 12A-5](#) discusses how a raised median island can be used to provide pedestrian refuge space to cross a major street. In that situation, a minimum of 6 feet is required to accommodate a pedestrian or bicyclist waiting to cross the second portion of the crossing. When less than 6 feet in width is available, designers can still provide a center median of less than 6 feet or a hardened centerline, to channelize and slow the speeds of left turning motorists as they prepare to cross the path of pedestrians and bicyclists.

A hardened centerline is comprised of a painted centerline supplemented by a dashed center or lane line extended along the turning path, flexible delineators, mountable curb, rubber curb, concrete curb, in-street pedestrian crossing signs (R1-6), or a combination of these treatments. The dimensions of a hardened centerline will depend on the intersection geometry and vehicle turning radius. Hardened centerlines should be considered where higher speed left turns occur concurrent with pedestrian and/or bicyclist movements, as they have been found to reduce the speed of left turning motorists by reducing the effective turning radius.

For raised crossing design considerations, see [Section 12A-5, D, 2](#).

Figure 5M-1.05: Example of Hardened Centerline Applications with Flexible Delineators on the Departure Roadway and a Pedestrian Crossing Island on the Receiving Roadway



8. **Lane Width:** The AASHTO Green Book provides for lane widths from 9 to 12 feet wide. Narrower lanes force drivers to operate their vehicles closer to each other than they would normally desire and reduce overall speeds. The lane widths selected are subject to professional engineering judgment as well as applicable design standards and design criteria. The width of traffic lanes sends a specific message about the type of vehicles expected on the street, as well as indicating how fast drivers should travel. With painted lane lines being 4 to 6 inches wide, the actual “feel” to the driver will be about 1 foot narrower than the design lane width. Wider lanes are generally expected on arterial and collector streets due to truck traffic, transit vehicles, and higher operating speeds. Snow plowing and removal practices must also be considered as lane width decisions are being made, especially for the curb lane. Narrower curb lane widths may necessitate different handling of snow because no space is available to store the snow and it may require loading and removing on a more frequent basis.

Collector and arterial streets in the urban and rural town context may have lane widths between 10 to 12 feet wide. Lane widths of 10 feet may be used where truck and bus volumes are relatively low and speeds are less than 35 mph. Collector street speeds should not exceed 35 mph. At least one 11 foot lane in each direction may be appropriate for streets where there is a heavy volume of truck traffic or buses. It is preferable that bus- or transit-only lanes be 11 feet wide.

Lane widths for local streets in urban and rural town areas should be 10 feet, except in industrial areas, which should be 11 to 12 feet due to the larger volume of trucks expected with that land use. Local streets can have lane widths of 9 feet in residential areas where the available right-of-way imposes limitations. For low volume local residential streets, two free flowing lanes are generally not required. This creates a yield situation when two vehicles meet; see [Section 5C-1](#), [Tables 5C-1.01](#) and [5C-1.02](#).

It was previously thought lanes less than 12 feet could reduce traffic flows and capacity. New research has shown lane widths of 10 feet do not reduce capacity and the Highway Capacity Manual has eliminated capacity adjustments for lane widths between 10 and 13 feet. In addition, NCHRP 330 *Effective Utilization of Street Width on Urban Arterials* found the use of 10 feet lanes has resulted in lower or unchanged crash rates.

9. **Curb Radii:** The curb radius of intersection corners impacts turning vehicles and pedestrian crossing distances. Larger radii allow larger vehicles, such as trucks and buses, to make turns without encroaching on opposing travel lanes or the sidewalk, but increase the crossing distance for pedestrians and allows smaller vehicles to turn at faster speeds. Smaller curb radii slow turning traffic and create shorter crossing distances, but make it difficult for larger vehicles to safely navigate the intersection. [Sections 5C-2, R](#) and 5M-1, C, 5 provide guidance on selecting design vehicles, control vehicles, and typical curb radii for different roadways.
10. **Curb Extensions or Bump-outs:** Curb extensions or bump-outs are an expansion of the curb line into the adjacent street. They are traditionally found at intersections where on-street parking exists, but could also be located mid-block. Bump-outs narrow the street both physically and visually, slow turning vehicles, shorten pedestrian crossing distances, make pedestrians more visible to drivers, and provide space for street furniture. Use of curb extensions does not preclude the necessity to meet the turning radii needs of the selected design vehicle. Refer to [Section 12A-5](#) for more design guidance on curb extensions.
11. **Bicycle Facilities:** Bicycle facilities provide opportunities for a range of users and are a fundamental element of complete streets design. In Iowa, bicycles are legally considered a vehicle and thus have legal rights to use any street facility unless specifically prohibited. They also have legal responsibilities to obey all traffic regulations as a vehicle. Bicycle facilities generally are one of the following three types:
 - a. **Shared Use Paths:** Separate travel ways for non-motorized uses. Bicycles, pedestrians, skaters, and others use these paths for commuting and recreation. Generally used by less experienced bicyclists.
 - b. **Shared Lanes:** These are lanes shared by vehicles and bicycles without sufficient width or demand for separate bicycle lanes. They may be marked or unmarked. Low speed, low volume residential streets generally will not have pavement markings. Shared lanes are not recommended for roadways with speeds over 35 mph or traffic volumes over 5,000 ADT. In addition, shared lanes on roadways with speeds greater than 25 mph or volumes over 3,000 ADT are unlikely to accommodate the “interested but concerned bicyclist” (see [Section 12B-1](#)).
 - c. **Bicycle Lanes:** Dedicated bicycle lanes are used to separate higher speed vehicles from bicyclists to improve safety. These should be considered where there are frequent interactions between vehicles and bicyclists when conflicts in shared lanes become problematic, typically when vehicular volumes exceed 3,000 vehicles per day and operating speeds are 25 mph or greater. There are generally three types of bicycle lanes:

- 1) **Conventional:** Located between the travel lanes and the curb, road edge, or parking lane and generally flow in the same direction as motor vehicles. They are the most common bicycle facility in the United States.
- 2) **Buffered:** Conventional bicycle lanes coupled with a designated buffer space separating the bicycle lane from adjacent motor vehicle lanes and/or a parking lane.
- 3) **Separated:** An exclusive facility for bicyclists that is physically separated from motor vehicle or parking lanes by a vertical element. Separated bicycle lanes are also called cycle tracks or protected bicycle lanes.

Design information and selection guidance for each bicycle facility type is detailed in [Sections 12B-1 through 12B-3](#). Bicycle parking facilities at destination points will assist in encouraging bicycle usage.

Snow and ice control activities impact vehicular lanes and bicycle lanes differently. Generally, plows will leave some snow on the pavement. Vehicles are able to travel through this material but bicyclists may have more difficulty. In addition, the material may refreeze and make bicycle use more treacherous.

12. On-Street Parking: On-street parking can be an important element for complete street design by calming traffic, providing a buffer for pedestrians if the sidewalk is at the back of curb, in addition to benefiting adjacent retail or residential properties. The width of parallel parking stalls can vary from 7 to 10 feet. Streets with higher traffic volumes and higher speeds should have wider parking spaces or a combination of parking space and buffer zone. Narrower parking spaces can be used if a 3 feet buffer zone is painted between the parking stall and a bicycle or traffic lane. The buffer zone will minimize exposure of doors opening into bicyclists, as well as facilitate faster access into and out of the parking space. Placement of parking stalls near intersections or mid-block crossings should be prohibited so as to not impede sight lines of pedestrians entering crosswalks; see [Section 12A-5, D, 1](#) for parking restrictions near crosswalks. Snow plowing could impact the availability of on-street parking intermittently. Requirements for ADA accessible on-street parking numbers and stall design must be adhered to. Information on those requirements can be found in [Section 12A-2](#).

13. Sidewalks: Sidewalks are the one element of a complete street that is likely to provide a facility for all ages and abilities. Often sidewalks are the only way for young and older people alike to move throughout the community. Sidewalk connectivity is critical to encourage users. Sidewalks should be provided on both sides of all streets unless specific alternatives exist or safety is of concern. All sidewalks are required to meet ADA guidelines or be a part of a transition plan to be upgraded. [Sections 12A-1](#) and [12A-2](#) identify the specific ADA requirements for sidewalks.

Sidewalks that are set back from the curb are more comfortable to the user than if the sidewalk is located at the back of curb. Sidewalks set back from the curb also provide space for the storage of snow plowed from the street and space for signs and other street furniture. It may be helpful to divide sidewalks in mixed-use (i.e., commercial and residential) urban areas into several “zones”: the building frontage zone, next to the building, to allow for doors that open directly onto the sidewalk and other building appurtenances; the pedestrian walkway zone, which should be 5 feet or greater (preferred), 4 feet minimum per ADA; and the furnishing zone, where street furniture, landscaping seating areas, bus stops, bicycle racks, and café dining areas can further enhance the urban environment, support local business activities, and encourage pedestrian activity.

14. Turn Lanes: Turn lanes located at intersections provide opportunities for vehicles to exit the through lanes and improve capacity of the street. Two Way Left Turn Lanes (TWLTL) provide the opportunity to access midblock driveways, and thereby reduce common crash types such as rear-end crashes and sideswipes. Turn lanes also allow continuous movement and potentially

faster speeds in the through lanes, increased crossings distances for pedestrians, and increased conflict areas for bicyclists where merging and weaving areas intersect with bicycle lanes therefore designers should evaluate both the operations and safety of all modes when considering turn lanes. Where turn lanes are present, designers should work to minimize or eliminate conflicts through geometric design and traffic control.

Dedicated left and right turn lane widths and TWLTL lanes should match the width of the lanes on the street when complete street designs are chosen. Local streets should not provide separate turn lanes.

15. Medians: Medians provide for access management, pedestrian refuge, and additional space for landscaping, lighting, and utilities. Use of medians and the functions provided are dependent upon the width of available right-of-way and the other types of facilities that are included. The minimum width needed for pedestrian refuge is 6 feet; see [Section 12A-5](#) for additional design guidance for pedestrian refuge islands. At shared use path crossings, the preferred minimum crossing island width is 10 feet, which accommodates bicyclists with trailers and wheelchair users more comfortably. The minimum width of a median for access control and adjacent to left turn lanes is 4 feet. However, greater widths provide more opportunities for more extensive landscaping. Low height plantings may be considered for all median widths provided that the plantings can be maintained. For landscaped medians that include trees, shrubs, or gateway features, designers should adhere to urban lateral offset clear zone requirements, 4 feet (acceptable) 6 feet (preferred).

16. Transit: Bus service within the state is limited to the larger metropolitan areas. Currently there are a number of fixed route systems in the state. Smaller communities do not have fixed route service due to lack of demand. Children, elderly, and low-income people are the primary users of a fixed route transit system. In addition to system reliability, use of transit systems as a viable commuting option is directly dependent on the frequency of service and the destinations within the fixed route. To have a successful transit system, stops must be within walking or biking distance of residential areas to attract riders and it must have major retail, employment, and civic centers along its route system.

Transit stops should be located on the far side of intersections to help reduce delays, minimize conflicts between buses and right turning vehicles, and encourage pedestrians to cross behind the bus where they are more visible to traffic. Far side stops also allow buses to take advantage of gaps in vehicular traffic. Safe street crossings should be provided near bus stops, typically within 100 feet. For guidance on providing safe street crossings on a variety of road types, refer to [Section 12A-5](#).

Bus turn out lanes are also best located on the far side of intersections. These turn outs free up the through lanes adjacent to the bus stop. Transit bulb outs are more pedestrian friendly than turnouts because they provide better visibility of the transit riders, as well as potentially providing space for bus shelters without creating congestion along the sidewalk. With buses stopping in the through lane, bulb-outs also provide traffic calming for the curb lane.

17. Traffic Signals: Traffic signals are not usually considered an element of complete streets, but they have many components with direct implications for complete streets. The timing, phasing, and coordination of traffic signals impacts all modes. Well-planned signal cycles reduce delay and unnecessary stops at intersections, thus improving traffic flow without street widening, see [Section 13A-4, E](#). Traffic signal timing can be designed to control vehicle operating speed along the street and to provide differing levels of protection for crossing pedestrians and bicyclists, see [Sections 13A-4, F](#) and [12B-3, L](#) for signal timing strategies to minimize conflicts among pedestrians, bicyclists, and motorists.

The flashing don't walk pedestrian phase should be set using a 3.5 feet per second walking speed and the full pedestrian crossing time (walk/flashing don't walk) set using 3.0 feet per second. Some agencies representing the elderly are indicating that the overall walking speed should be 2.7 feet per second to cover a larger portion of the elderly population. ADA accessible pedestrian signal elements, such as audible signal indications, should be included in all new pedestrian signal installations and any installations being upgraded. See [Section 13A-4, F](#) for more information on accessible pedestrian signals.

18. Summary: The table below summarizes some of the critical design elements that should be examined if a complete streets project is implemented. Other geometric elements can be found in [Table 5C-1.02](#). Some of the lane width values shown in the table below differ from the acceptable values from [Section 5C-1](#) because the expectation is that the complete street environment includes the potential for on-street parking and/or bicycle lanes. Adjustments in the values may be necessary to accommodate large volumes of trucks or buses. Contact the Jurisdictional Engineer if design exceptions are being considered.

Table 5M-1.01: Preferred Design Elements for Complete Streets

Classification	Local		Collector				Arterial			
	< 25		< 35		35		< 35		35 to 45	
Posted Speed (mph)	R/C	I	R/C	I	R/C	I	R/C	I	R/C	I
Land use ¹										
Travel lane width (ft)	10 ²	11	10	11	10 ³	11	10 ³	11	11	12 ⁴
Turn lane width (ft)	--	--	10	11	10	11	10	11	11	12 ⁴
Two-way left-turn lanes width (ft)	--	--	10	11	10	11	10	11	11	12 ⁴
Curb Offset (ft) ⁵	0	0	0	0	0 to 2	0 to 2	0	0	0 to 2	0 to 2
Parallel parking width (no buffer) (ft) ⁶	8	8	8	9	8	9	8	9	9	9
Sidewalk Width (ft)	See Section 12A-1									
Bicycle lane width (ft)	See Section 12B-3									

¹ R = Residential, C = Commercial, I = Industrial

² For low volume residential streets, two free flowing lanes are not required. They can operate as yield streets if parking is allowed on both sides and vehicles are parked across from each other.

³ When transit is present on a curbed four lane roadway, an 11 foot outside lane may be considered to better accommodate trucks and buses if present.

⁴ Where additional width is necessary to accommodate the preferred bikeway, designers may consider using a lane width of 11 feet.

⁵ Travel lane widths shown provide sufficient width for both the physical and operating space of a typical vehicle for each classification. A curb offset is not required for roadways with a posted speed of 35 mph or less or where on street parking is present. Where the gutter is a different material than the travel lane, it should not be included in the travel lane width. For posted speeds higher than 35 mph, curbs may be offset up to 2 feet from the edge of the travel lane. The gutter width should be considered a part of the curb offset width.

⁶ For arterial or high speed collectors, the parallel parking stall width may be reduced if a minimum 3 foot buffer strip is included.

D. Traffic Calming

Traffic calming is related, but different from complete streets. Through retrofitted design measures, traffic calming aims to slow traffic down to a desired speed. By slowing vehicular traffic, biking and pedestrian activities are made safer.

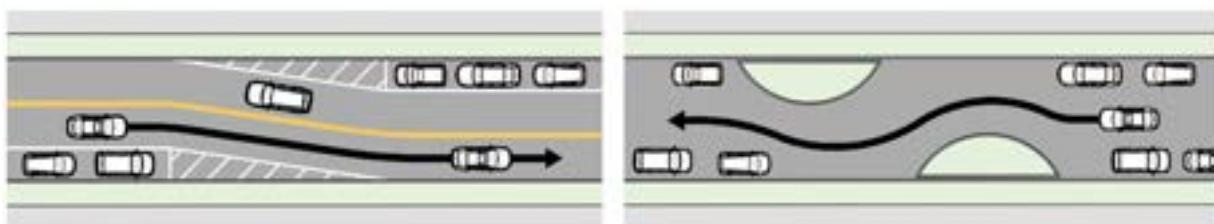
It is absolutely critical that traffic calming measures recognize the need to maintain access for emergency vehicles. Traffic calming devices are intended to reduce motor vehicle volumes, speeds, or both and by doing so can create conditions appropriate for bicycle boulevards ([Section 12B-3, H](#)). However, traffic calming mitigation needs to be carefully considered to not divert vehicles to adjacent streets and just move the problem. A larger study area than just the street being considered may be needed when evaluating traffic calming measures.

Some traffic calming measures are proven safety measures that reduce crash risk for pedestrians and other road users. They are discussed in more detail in other sections. These include the following.

- Road diet (see Sections 5M-1, C, 3 and [12B-3, G](#))
- Curb extension ([Section 12A-5](#))
- Raised crosswalk and raised intersection ([Section 12A-5](#))
- Pedestrian refuge island ([Section 12A-5](#))

In addition to those safety measures, designers can consider the following traffic calming elements to slow speeds or reduce traffic volumes:

1. **Horizontal Deflection:** These devices force a motorist to slow the vehicle in order to comfortably navigate the traffic calming measure. Horizontal deflection is most appropriate on local and collector streets. It is most effective when parking is robust throughout the day.
 - a. **Lateral Shifts and Chicanes:** Lateral shifts cause travel lanes to shift in one direction, often by shifting on-street parking from one side of a street to the other side of the street. Chicanes are a series of curb extensions, pinch points, parking bays, or landscaping features that alternate from one side of the road to the other to establish a serpentine path of travel for motorists along a street. Chicanes can be implemented on local, collector, and minor arterial streets. The following design guidance should be considered for both treatments.
 - Lateral shifts and chicanes can be used on two-way streets with one lane in each direction, and one-way streets with no more than two lanes.
 - Traffic calming effects are greatest when deflection shifts vehicles back and forth by at least one full lane width.
 - The shifting taper of horizontal deflections should be based on the posted speed. Provide advisory speed plaques (W13-1P) where appropriate to supplement horizontal alignment signs (see [MUTCD Section 2C.07](#)). Otherwise, the design of chicanes generally follows curb extensions design (see [Section 12A-5, D, 5](#)).
 - Avoid using these horizontal deflection treatments along streets with bus, freight, or emergency response activity unless traffic volumes are very low and large vehicles can use the full roadway width.

Figure 5M-1.03: Examples of Lateral Shift (left) and Chicane (right)

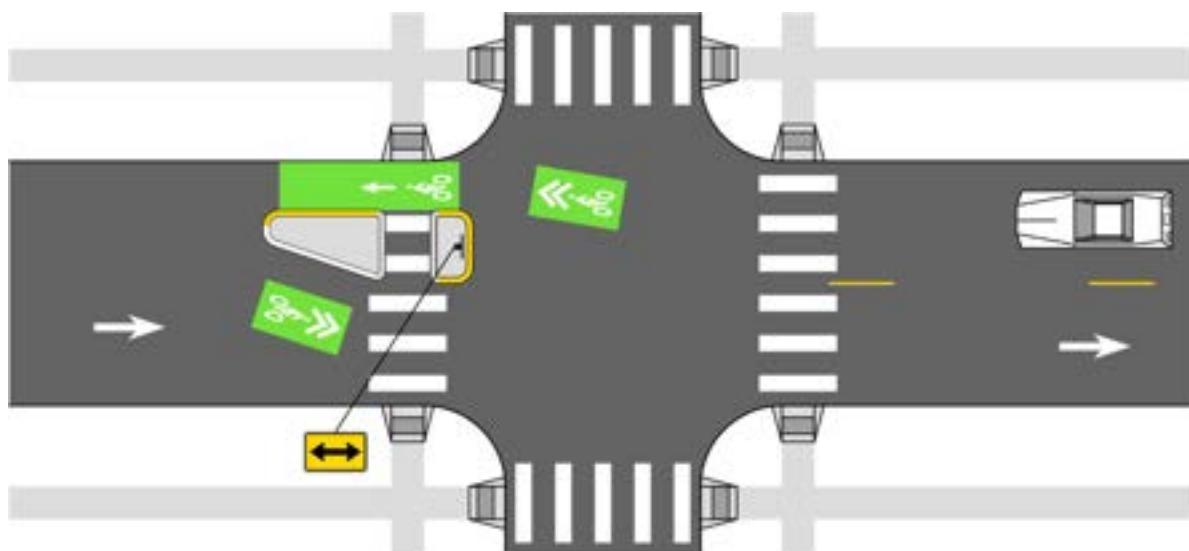
- b. **Traffic Circles:** Neighborhood traffic circles are primarily used at four-leg, two-lane local streets and are installed to reduce crash severity and slow traffic speeds. Splitter islands are not required on approaches (unlike a modern roundabout), and the central island is typically raised with a mountable apron to prevent a straight-through movement of the typical design vehicle. The occasional movement of a control vehicle should not be precluded from operating within the intersection with encroachment, if necessary, which may include going the “wrong way” to the left of the traffic circle to make a left turn. Landscaping may be planted in the center median if it does not need to be traversable.
- 2. **Vertical Deflection:** These devices include speed humps and raised crosswalks and are effective means for controlling the speeds of motor vehicles. Vertical deflection as a traffic calming measure is only appropriate on local and collector streets where posted speeds are less than 35 mph and where roadway grades do not exceed 8%. In general, all vertical traffic calming devices within roadways should be built with a bicycle friendly vertical deflection profile. The preferred profile is sinusoidal, which is easier for bicyclists to traverse than a circular or flat profile. Sinusoidal profiles are also easier for maintenance vehicles to traverse for street sweeping or snow plowing activities, and they have less of an effect on emergency vehicle access.

Where speed humps are used to control speeds along a roadway, they are most effective when they are placed periodically along the route (every 200 to 400 feet) to reinforce speed control. These devices should be designed to maintain existing drainage patterns to avoid requiring additional inlets and storm sewer. Tapering the speed hump near the edge of pavement or curb line will minimize retrofit installation costs and allow stormwater to flow into existing gutters.

- 3. **Traffic Diversion:** Traffic diversion strategies are used to reroute traffic from one roadway onto other adjacent streets by installing design treatments that restrict motorized traffic from passing through. These are often used on bicycle boulevards (see [Section 12B-3, H](#)) to reduce motorist volumes to desired thresholds, and can be used on other roadways where volumes are above desired thresholds for bicycle or pedestrian accommodation.
 - a. **Regulatory signage:** Signs can be used to prohibit vehicles from entering a roadway using movement prohibition signs (R3-1, R3-2, R3-3, R3-5, etc., or DO NOT ENTER signs (R5-1). These prohibitions can be for all hours or for peak hours only. Signs should be supplemented with an EXCEPT BICYCLES plaque when bicyclists are allowed to perform the movements that are prohibited for motorists. Signs may be supplemented by pavement marking arrows to emphasize the restriction, but pavement markings should not be used when restrictions vary by time of day. Signs and pavement markings alone may not be effective at discouraging motor vehicle access.
 - b. **Diverters:** A diverter is an island built at an intersection to alter the movement of through and/or turning vehicle traffic. Diverters are commonly designed to maintain through travel for people walking and bicycling while altering routes for motor vehicles. The NACTO *Urban Bikeway Design Guide* provides examples of different types of diverters to reduce traffic volumes on bicycle boulevards. For all diverters, designers should consider the following.

- Diverter islands are designed to maintain bicycle and pedestrian access by providing cut-throughs. Standard cut-through width for bicyclists is 6 feet.
- Diverter islands can include a combination of public art or other vertical elements, so long as they keep sight lines clear. Other vertical elements such as signing, flexible delineator posts, etc. may be appropriate to make the features more visible to motorists and assist snowplow operators when clearing roadways.
- A diverter's effectiveness at limiting speeds is generally limited to the intersection where it is installed. The street may require additional traffic calming treatments in addition to the intersection treatments to achieve the desired operating characteristics.
- Diversers must be designed with transit and emergency vehicle navigation in mind. In some cases, emergency vehicles must be able to travel over or through the diverter if gaps are spaced to accommodate them or if breakaway gates are used.

Figure 5M-1.04: Diverter



Choosing the design elements to use for a particular area will depend on the neighborhood context and the specific concern to be addressed. Prior to evaluating alternative measures, stakeholders must be educated so they can have meaningful involvement. The evaluation needs to involve all stakeholders in the definition of the problem. If possible, all stakeholders, including drivers, pedestrians, bicyclists, and area property owners, would achieve some level of agreement on the traffic calming plan prior to implementation.

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A Policy on **Geometric Design of Highways and Streets**

2018
7th Edition



THE GREEN BOOK

6.2.2 Cross-Sectional Elements

6.2.2.1 Width of Roadway

For paved roadways, the minimum roadway width is the sum of the traveled way and shoulder widths shown in Table 6-5. Graded shoulder width is measured from the edge of the traveled way to the point of intersection of shoulder slope and foreslope. Where roadside barriers are included, a minimum offset of 4 ft [1.2 m] from the traveled way to the barrier should be provided, wherever practical. For further information, see Section 4.4, “Shoulders,” Section 4.10.2, “Longitudinal Barriers,” and Section 3.3.10, “Traveled-Way Widening on Horizontal Curves” for vehicle offtracking information.

Table 6-5. Minimum Width of Traveled Way and Shoulders

U.S. Customary				Metric			
Design Speed (mph)	Minimum Width of Traveled Way (ft) for Specified Design Volume (veh/day)			Design Speed (km/h)	Minimum Width of Traveled Way (m) for Specified Design Volume (veh/day)		
	under 400	400 to 2000	over 2000		Under 400	400 to 2000	over 2000
20	20 ^a	20	22	30	6.0 ^a	6.0	6.6
25	20 ^a	20	22	40	6.0 ^a	6.0	6.6
30	20 ^a	20	22	50	6.0 ^a	6.0	6.6
35	20 ^a	22	22	60	6.0 ^a	6.6	6.6
40	20 ^a	22	22	70	6.0	6.6	6.6
45	20	22	22	80	6.0	6.6	6.6
50	20	22	22	90	6.6	6.6	6.6 ^b
55	22	22	22 ^b	100	6.6	6.6	6.6 ^b
60	22	22	22 ^b	All Speeds	Width of Shoulder on Each Side of Road (m)		
65	22	22	22 ^b		0.6	1.5	2.4
All Speeds	Width of Shoulder on Each Side of Road (ft)						
	2	4	6				

^a An 18-ft [5.4-m] minimum width may be used for roadways with design volumes under 250 veh/day.

^b Consider using lane width of 24 ft [7.2 m] where substantial truck volumes are present or agricultural equipment frequently uses the road.

Note: See text for roadside barrier and offtracking considerations.

6.2.2.2 Number of Lanes

The number of lanes should be sufficient to accommodate the design traffic volumes for the desired level of service. Normally, capacity conditions do not govern rural collector roads, and two lanes are appropriate. For further information, see Section 2.4, “Highway Capacity.”

It is difficult to define the life of a roadway because major segments may have different lengths of physical life. Each segment is subject to variations in estimated life expectancy for reasons not readily subject to analysis, such as obsolescence or unexpected radical changes in land use, with the resulting changes in traffic volumes, patterns, and demands. Right-of-way and grading may be considered to have a physical life expectancy of 100 years; minor drainage structures and base courses, 50 years; bridges, 25 to 100 years; resurfacing, 10 years; and pavement structure, 20 to 30 years, assuming adequate maintenance and no allowance for obsolescence. Bridge life may vary depending on the cumulative frequency of heavy loads. Pavement life can vary widely, depending largely on initial expenditures and the repetition of heavy axle loads.

The assumption of no allowance for functional obsolescence is open to serious debate. The principal causes of obsolescence are increases in the number of intersections and driveways and increases in traffic demand beyond the design capacity. On non-freeway roadways, obsolescence due to addition of intersections and driveways is much more difficult to forestall; this occurs particularly in urban and suburban areas, but may occur in rural areas as well.

In a practical sense, the design volume should be a value that can be estimated with reasonable accuracy. Many designers believe the maximum design period is in the range of 15 to 24 years. Therefore, a period of 20 years is widely used as a basis for design. Traffic cannot usually be forecast accurately beyond this period on a specific facility because of probable changes in the general regional economy, population, and land development along the roadway, which cannot be predicted with any degree of assurance.

2.3.6 Speed

Speed is one of the most important factors considered by travelers in selecting alternative routes or transportation modes. Travelers assess the value of a transportation facility in moving people and goods by its reliability, convenience, and economy, which are generally related to its speed. The attractiveness of a public transportation system or a new roadway are each weighed by the travelers in terms of time, convenience, and money saved. Hence, the desirability of rapid transit may well rest with how rapid it actually is. In addition to driver and vehicle capabilities, the speed of vehicles on a road depends on five general conditions:

- physical characteristics of the roadway,
- amount of roadside interference,
- weather,
- presence of other vehicles, and
- speed limitations (established either by law or by traffic control devices).

Although any one of these factors may govern travel speed, the actual travel speed on a facility usually reflects a combination of these factors.

The objective in design of any engineered facility used by the public is to satisfy the public's demand for service in an economical manner, with efficient traffic operations and with low crash frequency and severity. The facility should, therefore, accommodate nearly all demands with reasonable adequacy and also should only fail under severe or extreme traffic demands. Because only a small percentage of drivers travel at extremely high speed, it is not economically practical to design for them. They can use the roadway, of course, but will be constrained to travel at speeds less than they consider desirable. On the other hand, the speed chosen for design should not be that used by drivers under unfavorable conditions, such as inclement weather, because the roadway would then be inefficient, might result in additional crashes under favorable conditions, and would not satisfy reasonable public expectations for the facility.

There are important differences between design criteria applicable to low- and high-speed designs. To implement these differences, the upper limit for low-speed design is 45 mph [70 km/h] and the lower limit for high-speed design is 50 mph [80 km/h].

2.3.6.1 Operating Speed

Operating speed is the speed at which drivers are observed operating their vehicles during free-flow conditions. The 85th percentile of the distribution of observed speeds is the most frequently used measure of the operating speed associated with a particular location or geometric feature. The following geometric design and traffic demand features may have direct impacts on operating speed:

- horizontal curve radius,
- grade,
- access density,
- median treatments,
- on-street parking,
- signal density,
- vehicular traffic volume, and
- pedestrian and bicycle activity.

2.3.6.2 Running Speed

The speed at which an individual vehicle travels over a highway section is known as its running speed. The running speed is the length of the highway section divided by the time for a typical vehicle to travel through the section. For extended sections of roadway that include multiple roadway types, the average running speed for all vehicles is the most appropriate speed measure for evaluating level of service and road user costs. The average running speed is the sum of the distances traveled by vehicles on a highway section during a specified time period divided by the sum of their travel times.

One means of estimating the average running speed for an existing facility where flow is not interrupted by signals or other traffic control devices is to measure the spot speed at one or more locations. The average spot speed is the arithmetic mean of the speeds of all traffic as measured at a specified point on the roadway. For short sections of roadway, on which speeds do not vary materially, the average spot speed at one location may be considered an approximation of the average running speed. On longer stretches of rural highway, average spot speeds measured at several points, where each point represents the speed characteristics of a selected segment of roadway, may be averaged (taking relative lengths of the roadway segments into account) to provide a better approximation of the average running speed.

The average running speed on a given roadway varies during the day, depending primarily on the traffic volume. Therefore, when reference is made to a running speed, it should be clearly stated whether this speed represents peak hours, off-peak hours, or an average for the day. Peak and off-peak running speeds are used in design and operation; average running speeds for an entire day are used in economic analyses.

The effect of traffic volume on average running speed can be determined using the procedures of the *Highway Capacity Manual* (HCM) (43). The HCM shows the following:

- **Freeways and multilane highways in rural areas**—there is a substantial range of traffic volumes over which speed is relatively insensitive to the volume; this range extends to fairly high volumes. Then, as the volume per lane approaches capacity, speed decreases substantially with increasing volume.
- **Two-lane highways**—speed decreases linearly with increasing traffic volume over the entire range of volumes between zero and capacity.
- **Streets in urban areas**—speed decreases with increasing traffic volume over the entire range of volumes between zero and capacity; the decrease in speed with increasing volume is non-linear at higher volumes.

2.3.6.3 Design Speed

Design speed is a selected speed used to determine the various geometric design features of the roadway. The selected design speed should be a logical one with respect to the anticipated operating speed, topography, the adjacent land use, modal mix, and the functional classification of the roadway. In selection of design speed, every effort should be made to attain a desired combination of safety, mobility, and efficiency within the constraints of environmental quality, economics, aesthetics, and social or political impacts. Once the design speed is selected, all of the pertinent roadway features should be related to it to obtain a balanced design. On lower-speed facilities, use of above-minimum design criteria may encourage travel at speeds higher than the design speed. Some design features, such as curvature, superelevation, and sight distance, are directly related to, and vary appreciably with, design speed. Other features, such as widths of lanes and shoulders and clearances to walls and rails, are not directly related to design speed but

they do affect vehicle speeds. Thus, when a change is made to design speed, many elements of the roadway design will change accordingly.

The selected design speed should be consistent with the speeds that drivers are likely to travel on a given roadway. Where a reason for limiting speed is obvious, drivers are more apt to accept lower speed operation than where there is no apparent reason. A roadway of higher functional classification may justify a higher design speed than a lesser classified facility in similar topography. A low design speed, however, should not be selected where the topography is such that drivers are likely to travel at high speeds. Drivers do not adjust their speeds to the importance of the roadway, but to their perception of the physical limitations of the highway and its traffic.

Lower speeds are desirable for thoroughfares in walkable, mixed-use urban areas and this desire for lower speeds should influence the selection of the design speed. For design of such streets, a target speed should be selected (29). The target speed is the highest speed at which vehicles should operate on a thoroughfare in a specific context, consistent with the level of multimodal activity generated by adjacent land uses, to provide both mobility for motor vehicles and a desirable environment for pedestrians, bicyclists, and public transit users. The target speed is intended to be used as the posted speed limit. In some jurisdictions, the speed limit is established based on measured speeds. In these cases, it is important for the design of the thoroughfare to encourage an actual operating speed that equals the target speed (16, 35).

The selected design speed should reflect the needs of all transportation modes expected to use a particular facility. Where traffic and roadway conditions are such that drivers can travel at their desired speed, there is always a wide range in the speeds at which various individuals will choose to operate their vehicles. A cumulative distribution of free-flow vehicle speeds typically has an S-shape when plotted as the percentage of vehicles versus observed speed. The selected design speed should be a high-percentile value in this speed distribution curve (i.e., inclusive of nearly all of the desired speeds of drivers, wherever practical).

It is desirable that the running speed of a large proportion of drivers be lower than the design speed. Experience indicates that deviations from this desired goal are most evident on sharper horizontal curves. In particular, curves with low design speeds (relative to driver expectation) are frequently overdriven and may have higher crash frequencies. Therefore, it is important that the design speed used for horizontal curve design be a conservative reflection of the expected speed on the constructed facility.

Table 2-1 shows the corresponding design speeds in metric and U.S. customary units in 5-mph [10 km/h] increments. This table should be used in converting the units of measurement of design speeds.

Although the selected design speed establishes the limiting values of curve radius and minimum sight distance that should be used in design, there should be no restriction on the use of flatter



MEMORANDUM

Ordinance 25-71(S), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 11.04.050, Master Roads and Street Plans-Adopted, and 11.04.060 Geometric Design Requirements.

Item Type: Backup Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: January 8, 2026

From: Melissa Jacobsen, City Manager

Background: Ordinance 25-71 proposes amendments to Homer City Code section 11.04 that address lane widths. Public Works Director Kort, City Engineer Galbraith and I have collaborated on this informational memo to offer information to consider at the January 12th work session and regular meeting.

Discussion: Documents used in designing streets, sidewalks, and storm drainage include:

- **HCC 11.04.** The intent of the chapter is to promote the safety, convenience, comfort, and common welfare of the public by providing for minimum standards to regulate design and construction of public streets, roads, and highways within the City; and minimize public liability for publicly and privately developed improvements by ensuring that roads and streets will be built to City standards.
- **Design Criteria Manual (DCM).** This document's formal name in code is the Design Criteria Manual for Streets and Storm Drainage, shortened to the DCM. It is called for in chapter 11.04 and it is intended to provide rules for site review, surveying, soil evaluation, and the design of streets and storm drainage systems. The manual is a guidance document that is a "suggestion for design". The DCM is also called out in HCC 22.10 Subdivision Improvements to guide the surveyor and subdivider requirements to dedicate street rights-of-way according to the standards and specifications of chapter 11.04 and the DCM.
- **Standard Construction Specifications (SCS).** The purpose of this document is to provide consistency in the design of infrastructure; consistency in materials of construction; and consistency in methods of construction in order to provide the best and consistent finished roads, sewer collection system, and water distribution system to the City. This further ensures that all public infrastructure projects are competitively procured and are designed, built, and inspected consistently, safely, and to an acceptable quality level. In practical terms, it serves as the city's rulebook for construction.
- **Collector.** A street which collects traffic from local streets and/or relatively large traffic generators, and channels it into the arterial system, and is identified as a "commercial/industrial collector" or is a "residential collector" in the Homer Master Roads and Streets Plan. (A "commercial/industrial collector" is a collector located in a commercial or industrial zoning district, while a "residential collector" is a collector located in a residential district.) (HCC 11.04.030)

- **Right-of-way (ROW).** Land, property, or interest therein, usually in a strip, acquired for or dedicated to the public for transportation purposes. (HCC 11.04.030) *Note: public utilities are also considered in the right-of-way.*
- **Traveled way.** The “traveled way” means that portion of the roadway reserved for the movement of vehicles, exclusive of shoulders. (HCC 11.04.030)
- **American Association of State Highway and Transportation Officials (AASHTO).** A nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico. Its primary goal is to foster the development, operation, and maintenance of an integrated national transportation system. AASHTO is referenced in the SCS.
- **National Association of City Transportation Officials (NACTO).** An association of North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. They are a collaborative network of 100+ cities and transit agencies, focused on urban, dense environments.

Roadway and street design requires a professional engineer to consider many factors when determining final alignment, width, and configuration. Each roadway, street, and stormwater design in Homer is unique due to differences in location, density, functional classification, and topography. A one-size-fits-all approach creates challenges, as roadway type and intended use must be considered to achieve safe and functional designs.

During the planning and development of roads, sidewalks, and stormwater facilities, design engineers rely on applicable sections of City Code, the DCM, the SCS, other relevant guidance documents, and public input. Because every situation is unique, engineers use professional judgment to design facilities that closely align with adopted standards and manuals while responding to site-specific constraints.

Regardless of the age of the current DCM, the City has been implementing traffic calming measures on all recent street design projects. A current example is the Ohlson and Bunnell project, which incorporates 10- and 11-foot travel lanes, curb bulb-outs, speed humps, and 8-foot-wide on-street parallel parking within a narrow and challenging right-of-way. Observing the performance of these design elements over one to two years, along with community acceptance, will be valuable as the City considers broader policy development related to traffic calming.

Staff recognize the Council Sponsors’ desire to promote narrower driving lanes, particularly in residential areas. Council is encouraged to consider the importance of not limiting the overall paved/asphalt/gravel width, so that newly constructed roads can accommodate stormwater infrastructure, utilities, maintenance operations, non-motorized amenities, and future growth. Painted striping can be adjusted to narrow travel lanes more easily than expanding a roadway after construction.

Staff input on Ordinance 25-71(S)

Line 51-60- Amends HCC 11.04.050(c) - If a development includes a segment of an arterial or collector street as shown on the Master Plan, the developer shall construct the streets on the alignment adopted in the Master Roads and Streets Plan, and according to the geometric requirements (maximum grade, curvature, and intersection grade, and minimum intersection curb return radius) conforming to the respective

classification. The developer, in such case, shall be required to construct the street to a 28-foot width ~~20 feet maximum traveled way width (with 10 foot maximum lanes and up to 4' shoulders if needed to accommodate bike/pedestrian facilities)~~ in accordance with the minimum requirements of a local residential street; provided, however, that the City may, upon direction of the City Council, elect to require construction to the full standards and pay to the developer the cost difference between the required street and the proposed street.

- **Staff Comment:** This section of code appears to conflict with other areas of 11.04.050, with or without striking the 28-foot width because it directs that all roads shall be required to be constructed in accordance with the minimum requirements of a local residential street.

A proposed amendment is to strike to a 28-foot width in accordance with the minimum requirements of a local residential street and replace it with in accordance with the table in 11.04.060(f);

Line 103-105- Amends HCC 11.04.060(f) Width. Right-of-way, traveled way, and shoulder width standards for City streets shall, at minimum ~~maximum~~, be as follows to prevent oversizing and promote safety; individual travel lanes shall not exceed 10 ft, or 11 ft on designated truck routes:

- **Staff Comment:** Currently there aren't designated truck routes within the City and the amendment as written appear to conflict with the ranges in the chart. It may be clearer to remove reference to minimums, maximums and lane size reference and direct readers to the chart in section f.

A proposed amendment is to have it read HCC 11.04.060(f) Width. Right-of-way, traveled way, and shoulder-width standards for City streets shall be as follows:

Chart in section f.

Functional Class or Type	Right-of-Way Width (feet)	Traveled Way Width (feet)	Shoulder Width, Each Side (feet)*
Arterial, major	100	36-20-36	4-8
Arterial, minor	100	26-20-24	4-6
Collector, comm./indus.	80	26-20-22	4
Collector, res.	80	26-20	4-5
Local, comm./indus.	60	22-20-22	3-4-5
Local, res., gravel road/street	60	26-20	0-3-5
Local, res., paved road/street	60	26-20	4
Cul-de-sac turn-around radius	50 (radius)	38 (radius)	2

* Shoulder width reductions may be allowed should be minimized on roads with curb and gutter and/or adjacent paths of travel (sidewalks or Multi-Use Paths).

- **Staff comment:** Public Works is more agreeable with the range of widths and appreciates the sponsors proposing the consideration. Their preference remains to retain all the traveled way widths

as currently listed in code to ensure adequate paving for future needs and to accommodate the City's road maintenance equipment, and then to address driving lane widths through road striping.

In addition to road paving equipment, also consider that limiting certain roads to 20-foot travel way/10-foot driving lanes on residential collector streets could hinder movement of larger delivery vehicles such as fuel oil delivery, drinking water delivery, trash collection, as well as residential construction equipment and supplies. There are residents who haven't been connected to natural gas or don't have access to city water and have it delivered, and construction is ongoing within the city limits.

Regarding the amended to the asterisk language, in Public Works' opinion the language regarding shoulder width should remain as currently written in HCC. Their concern is allowing reduction in the shoulder width leaves the design engineer limited options for including a bike lane, which pushes bicyclists into the street or a sidewalk.

Line 111-114- Amends HCC 11.04.060(g) The right-of-way width standards of subsection (f) of this section shall constitute ~~minimum~~ dedication requirements for subdivisions for respective street classification. Subdividers and developers shall be required to construct roadways to the width specified for local residential streets, regardless of the street classification.

No staff comments regarding this change.

Staff is interested in clarification whether it's the intention of this ordinance to implement the new design standards on existing roads? If so, it will be necessary to scrub existing lines and paint a double yellow centerline and white, and funding will be needed to accomplish the task.

Recommendation: Consider staff's input in discussion and decision regarding the adoption of Ordinance 25-71 or 25-71(S).

Amy Woodruff

From: mary griswold <mgrt@xyz.net>
Sent: Monday, January 5, 2026 11:46 AM
To: Amy Woodruff
Subject: Public testimony Ord 25-71 Lane Widths

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

Please include in the packet for the 01.12.26 City Council meeting:

I am opposed to Ord 25-71 requiring developers to construct new roads to a maximum of 10-foot-wide travel lanes for residential paved and gravel roads and for residential and industrial collector roads. This is too restrictive to meet traffic safety realities. New residential gravel roads with 10-foot-wide lanes and no allowance for shoulders as proposed in this ordinance are especially dangerous. Any small driver distraction could land cars in the ditch. See the table below line 105 in the ordinance for proposed changes to lane and shoulder widths.

One good justification for the existing requirement for a 26-foot-wide travel way for gravel residential roads is that there is no way to differentiate between the gravel travel lane and the gravel shoulder. The 26-foot travel way provides for decent travel lanes plus adequate shoulders.

I live off Spencer Drive which is a well-maintained City road. It was built long ago within a 30-foot easement and requires a substantial ditch. I measured the top gravel surface at 24 to 25 feet wide, ditch to ditch. This width is adequate for two -way traffic by small vehicles. It is not adequate for a pickup truck meeting a water or fuel delivery truck. The edge of the road gets soft with rainfall and general wear, and the road width narrows with snow berms. Drivers often pull into a driveway to let a large vehicle come up the hill.

Judging from existing roads and their travel lane widths provided in the supporting materials, "City of Homer Road Width Notes," it seems to me that the better roads in Homer are those with 11 and 12-foot-wide travel lanes.

Forcing drivers to operate their vehicles closer to each other than they would normally desire to lower speed, as recommended in the supplemental material seems questionable to me in Homer driving conditions: dodging potholes in summer and avoiding ice or snow in winter. We have a lot of large personal pickup trucks, school buses, and delivery vans using our residential roads. It's nice to have a little more room within our lane to maneuver.

I prefer that new roads be designed with adequate shoulders and accommodation for bicycles and pedestrians. This is the best way to promote safety for all users. The ordinance memo recognizes that developers must begin their road design somewhere. The existing design tables are a good starting point and can help guide road design on a case-by-case basis. Ten-foot-wide travel lanes with adequate shoulder width may be feasible for short residential roads that are not likely to be extended. Most new residential and collector roads would be better with 11 or 12-foot travel lanes.

Amy Woodruff

From: Bob Shavelson <bobshavelson@gmail.com>
Sent: Thursday, January 8, 2026 9:11 AM
To: Department City Manager; Department Clerk
Cc: Miranda Weiss
Subject: Hornaday Loop Trail & West Fairview Avenue Safety

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

Dear City Manager & City Council Members –

Please accept this short note in support of a loop trail around Hornaday Park, and to advocate for safer road conditions on West Fairview Avenue.

1. Hornaday Loop Trail: First, thank you to the City Council for having the vision to acquire the property above Hornaday Park. We have a long history walking this area, and it's truly an unpolished gem sitting within the City limits. We strongly support whatever engineering and other work is needed to bring a loop trail up to relevant standards. Such improvements will bring incredible value to residents and visitors alike.

2. West Fairview Avenue: We have lived on West Fairview Avenue for the past 18 years, and since the road connected through to Eric Lane, we've noticed marked changes in the safety of the road and the complexion of the neighborhood. Due to the greatly-increased level of traffic now, we strongly support enhanced traffic calming measures on West Fairview. More specifically, we believe traffic lanes should be no more than 10' wide so vehicles reduce their speed and pedestrians and bikes have ample space. Additionally, because we will be putting in a trail down the west side of our property - connecting the bottom of Reber Trail to Soundview Avenue – we think it's important to install a stop sign where Reber Trails meets West Fairview/Eric Lane so trail walkers can safely cross the street.

As longtime residents and property owners in this area, we know the livability of this neighborhood depends on safe roads and ample walking and biking spaces.

Thank you for considering these comments and if anyone from the City would like to walk our proposed trail or learn more about it, please get in touch.

Sincerely,

Bob Shavelson & Miranda Weiss
795 West Fairview Avenue
907.299.3277

CITY OF HOMER HOMER, ALASKA

Davis/Parsons

ORDINANCE 25-71

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA AMENDING
HOMER CITY CODE 11.04.050 MASTER ROADS AND STREET PLANS-
ADOPTED, 11.04.058, DESIGN CRITERIA MANUAL-ADOPTED, AND
11.04.060 GEOMETRIC DESIGN REQUIREMENTS.

WHEREAS, The National Association of City Transportation Officials (NACTO) recommends maximum lane widths of 10 feet on residential streets and collectors to enhance safety by reducing vehicle speeds, shortening pedestrian crossing distances, and minimizing crash severity; and

WHEREAS, Consistency in street widths is desirable for equitable safety and traffic calming across the City; and

WHEREAS, Many existing streets, such as Soundview, Mountain View, Danview, Bunnell, Kachemak Way, and Fairview, already feature 10-foot lanes that align with NACTO guidelines, while others like Greatland and Poopdeck (12 feet) and Heath (13.5-14 feet) have wider lanes that encourage higher speeds and increase risks; and

WHEREAS, Narrower lanes promote traffic calming, improve pedestrian and cyclist safety, and allow reallocation of right-of-way space for bike lanes, sidewalks, and green buffers per NACTO guidelines; and

WHEREAS, There has long been an intent to update the City's 40-year-old Design Criteria Manual to encourage traffic calming moving city policies into greater alignment with more modern NACTO standards; and

WHEREAS, Despite this intent, the update effort has made little progress, resulting in continued construction of roads with wide lanes that encourage higher speeds and compromise safety; and

WHEREAS, The purpose of this ordinance is to address lane widths only, pending comprehensive updating of other standards in city code and in the Design Criteria Manual.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code 11.04.050, Master Roads and Street Plans-Adopted is hereby amended to read as follows:

11.04.050 Master Roads and Streets Plan – Adopted.

a. The City hereby adopts the functional classification system, Master Plan map, and preliminary plans and profiles of future streets contained in the Master Roads and Streets Plan.

b. In all new subdivisions, excepting those specifically exempted in Chapter 22.10 HCC, the subdivider shall be required to dedicate street rights-of-way designated as arterials or collectors on the Master

- 47 Roads and Streets Plan map, in general agreement with the location and geometrics outlined on the
48 map and, if preliminary engineering plans have been prepared, in general accordance with the route
49 layout specified therein. The Planning Commission may require adjustments to the proposed plat at
50 the preliminary platting stage if it finds that such geometrics and alignments are not adhered to.
- 51 c. If a development includes a segment of an arterial or collector street as shown on the Master Plan,
52 the developer shall construct the streets on the alignment adopted in the Master Roads and Streets
53 Plan, and according to the geometric requirements (maximum grade, curvature, and intersection
54 grade, and minimum intersection curb return radius) conforming to the respective classification. The
55 developer, in such case, shall be required to construct the street to a 28-foot width **20 foot maximum**
56 **traveled way width (with 10 foot maximum lanes and up to 4' shoulders if needed to**
57 **accommodate bike/pedestrian facilities).** in accordance with the minimum requirements of a local
58 residential street; provided, however, that the City may, upon direction of the City Council, elect to
59 require construction to the full standards and pay to the developer the cost difference between the
60 required street and the proposed street.
- 61 d. The City Council shall be empowered to designate additional routes as arterials and collectors
62 beyond those adopted on the Master Plan map.

63 **Section 2.** Homer City Code 11.04.058, Design Criteria Manual-Adopted is hereby amended to
64 read as follows:

65

66 **11.04.058 Design Criteria Manual – Adopted.**

67

68 The City of Homer adopts by reference the “Design Criteria Manual for Streets and Storm Drainage,”
69 dated April 1985 and revised February 1987. The “Design Criteria Manual” shall augment the
70 standards of this chapter **except for street widths, for which maximums in HCC.04.060 shall be**
71 **applied,** and shall govern site reconnaissance, survey and soils and design for streets and storm
72 drains.

73 **Section 3.** Homer City Code 11.04.060 Geometric Design Requirements is hereby amended to
74 read as follows:

75

76 **11.04.060 Geometric design requirements.**

77 The following design criteria shall be adhered to on all street construction within the City:

- 78 a. Street Alignment. The street construction shall coincide with the right-of-way centerline unless
79 otherwise approved by the City.
- 80 b. Street Design. Streets shall be designed to meet the following objectives:
- 81 1. To drain adjacent property where possible;
- 82 2. To match existing driveways where possible, and in all cases to match existing cross-street
83 grades;
- 84 3. To minimize cross-street or driveway grades;

- 85 4. To provide drainage of roadways;
- 86 5. To facilitate continuity of natural drainage patterns if storm drains are not incorporated in
87 accordance with the Drainage Management Plan.
- 88 c. Grade and Curvature Maxima. The following design limitations shall apply to grades and curvature
89 according to the street's functional classification:

Classification	Maximum Grade (%)	Short Distance (Less Than 500') Maximum Grade (%)	Maximum Grade on Curve (%)	Minimum Curve Radius (feet)*
Major arterial	6	8	6	700
Minor arterial	8	10	6	600
Collector, comm./indus.	8	12	6	500
Local, comm./indus.	8	12	6	500
Collector, res.	10	12	8	500**
Local, res.	10	12	8	150**

90 * Radius shall be measured to right-of-way centerline.

91 ** In hilly terrain (as defined by the Design Criteria Manual), the minimum curve radius for residential
92 collector streets may be reduced to 275 feet, and the minimum curve for local residential streets may
93 be reduced to 120 feet, upon approval of the City Public Works Engineer.

94 d. Traffic Forecast. Street design criteria (e.g., pavement thickness, roadway widths, etc.) shall be
95 based on 20-year traffic forecasts as approved by the City. Forecasts for local streets shall be based on
96 estimated trip generation, such estimates to be obtained on per-unit basis from the Design Criteria
97 Manual and standard texts and calculated by the design engineer for the given land-use intensity and
98 type.

99 e. Cul-de-Sacs. Cul-de-sacs must not be longer than 600 feet and must have turnaround, with a
100 minimum radius to outer edge of pavement or shoulder of 38 feet.

101 f. Width. Right-of-way, traveled way, and shoulder width standards for City streets shall, at ~~minimum~~
102 maximum, be as follows to prevent oversizing and promote safety; individual travel lanes shall
103 not exceed 10 ft, or 11 ft on designated truck routes:

Functional Class or Type	Right-of-Way Width (feet)	Traveled Way Width (feet)	Shoulder Width, Each Side (feet)*
Arterial, major	100	36	8
Arterial, minor	100	26	6
Collector, comm./indus.	80	26-20	4

Functional Class or Type	Right-of-Way Width (feet)	Traveled Way Width (feet)	Shoulder Width, Each Side (feet)*
Collector, res.	80	<u>26-20</u>	4
Local, comm./indus.	60	<u>22-20</u>	3
Local, res., gravel road/street	60	<u>26-20</u>	0
Local, res., paved road/street	60	<u>26-20</u>	4
Cul-de-sac turn-around radius	50 (radius)	38 (radius)	2

106
107 * Shoulder width reductions may be allowed on roads with curb and gutter.
108
109 g. The right-of-way width standards of subsection (f) of this section shall constitute ~~minimum~~
110 maximum dedication requirements for subdivisions for respective street classification. Subdividers
111 and developers shall be required to construct roadways to the width specified for local residential
112 streets, regardless of the street classification.

113 h. Construction or reconstruction of existing streets in preexisting platted rights-of-way narrower than
114 those defined in subsection (f) of this section shall require dedication of a sufficient construction and
115 maintenance easement on each side of the road to allow the roadway to be constructed in
116 accordance with Chapter 11.20 HCC and the City of Homer Design Criteria Manual.

117 i. Other design criteria shall be as specified in the City of Homer "Design Criteria Manual for Streets and
118 Storm Drainage." Further explanation and elaboration of the requirements in subsections (c) through
119 (f) of this section is also set forth in the Design Criteria Manual.

120
121 Section 4. This Ordinance is of a permanent and general character, and shall be included in
122 the City Code.

123 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this _____ day of _____, 2026.

124
125
126
127 CITY OF HOMER

128
129
130 RACHEL LORD, MAYOR

131
132 ATTEST:

133
134 _____
135 AMY WOODRUFF, CITY CLERK

136
137 YES:

138 NO:

139 ABSTAIN:

140 ABSENT:

- 141
- 142 First Reading:
- 143 Public Hearing:
- 144 Second Reading:
- 145 Effective Date:

CITY OF HOMER HOMER, ALASKA

Davis/Parsons

ORDINANCE 25-71(S)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA AMENDING
HOMER CITY CODE 11.04.050 MASTER ROADS AND STREET PLANS-
ADOPTED, ~~11.04.058, DESIGN CRITERIA MANUAL ADOPTED, AND~~
11.04.060 GEOMETRIC DESIGN REQUIREMENTS.

WHEREAS, The National Association of City Transportation Officials (NACTO) recommends maximum lane widths of 10 feet on residential streets and collectors to enhance safety by reducing vehicle speeds, shortening pedestrian crossing distances, and minimizing crash severity; and

WHEREAS, Consistency in street widths is desirable for equitable safety and traffic calming across the City; and

WHEREAS, Many existing streets, such as Soundview, Mountain View, Danview, Bunnell, Kachemak Way, and Fairview, already feature 10-foot lanes that align with NACTO guidelines, while others like Greatland and Poopdeck (12 feet) and Heath (13.5-14 feet) have wider lanes that encourage higher speeds and increase risks; and

WHEREAS, Narrower lanes promote traffic calming, improve pedestrian and cyclist safety, and allow reallocation of right-of-way space for bike lanes, sidewalks, and green buffers per NACTO guidelines; and

WHEREAS, There has long been an intent to update the City's 40-year-old Design Criteria Manual to encourage traffic calming moving city policies into greater alignment with more modern NACTO standards; and

WHEREAS, Despite this intent, the update effort has made little progress, resulting in continued construction of roads with wide lanes that encourage higher speeds and compromise safety; and

WHEREAS, The purpose of this ordinance is to address lane widths only, pending comprehensive updating of other standards in city code and in the Design Criteria Manual.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code 11.04.050, Master Roads and Street Plans-Adopted is hereby amended to read as follows:

11.04.050 Master Roads and Streets Plan – Adopted.

a. The City hereby adopts the functional classification system, Master Plan map, and preliminary plans and profiles of future streets contained in the Master Roads and Streets Plan.

b. In all new subdivisions, excepting those specifically exempted in Chapter 22.10 HCC, the subdivider shall be required to dedicate street rights-of-way designated as arterials or collectors on the Master

- 47 Roads and Streets Plan map, in general agreement with the location and geometrics outlined on the
48 map and, if preliminary engineering plans have been prepared, in general accordance with the route
49 layout specified therein. The Planning Commission may require adjustments to the proposed plat at
50 the preliminary platting stage if it finds that such geometrics and alignments are not adhered to.
- 51 c. If a development includes a segment of an arterial or collector street as shown on the Master Plan,
52 the developer shall construct the streets on the alignment adopted in the Master Roads and Streets
53 Plan, and according to the geometric requirements (maximum grade, curvature, and intersection
54 grade, and minimum intersection curb return radius) conforming to the respective classification. The
55 developer, in such case, shall be required to construct the street to a 28-foot width 20 foot maximum
56 traveled way width (with 10 foot maximum lanes and up to 4' shoulders if needed to
57 accommodate bike/pedestrian facilities). in accordance with the ~~minimum~~ requirements of a local
58 residential street; provided, however, that the City may, upon direction of the City Council, elect to
59 require construction to the full standards and pay to the developer the cost difference between the
60 required street and the proposed street.
- 61 d. The City Council shall be empowered to designate additional routes as arterials and collectors
62 beyond those adopted on the Master Plan map.

63 Section 2. Homer City Code 11.04.058, Design Criteria Manual-Adopted is hereby amended to
64 read as follows:

65

66 **11.04.058 Design Criteria Manual – Adopted.**

67

68 The City of Homer adopts by reference the “Design Criteria Manual for Streets and Storm Drainage,”
69 dated April 1985 and revised February 1987. The “Design Criteria Manual” shall augment the
70 standards of this chapter except for street widths, for which maximums in HCC.04.060 shall be
71 applied, and shall govern site reconnaissance, survey and soils and design for streets and storm
72 drains.

73 Section 3. Homer City Code 11.04.060 Geometric Design Requirements is hereby amended to
74 read as follows:

75

76 **11.04.060 Geometric design requirements.**

77 The following design criteria shall be adhered to on all street construction within the City:

- 78 a. Street Alignment. The street construction shall coincide with the right-of-way centerline unless
79 otherwise approved by the City.
- 80 b. Street Design. Streets shall be designed to meet the following objectives:
- 81 1. To drain adjacent property where possible;
- 82 2. To match existing driveways where possible, and in all cases to match existing cross-street
83 grades;
- 84 3. To minimize cross-street or driveway grades;

- 85 4. To provide drainage of roadways;
- 86 5. To facilitate continuity of natural drainage patterns if storm drains are not incorporated in
87 accordance with the Drainage Management Plan.
- 88 c. Grade and Curvature Maxima. The following design limitations shall apply to grades and curvature
89 according to the street's functional classification:

Classification	Maximum Grade (%)	Short Distance (Less Than 500') Maximum Grade (%)	Maximum Grade on Curve (%)	Minimum Curve Radius (feet)*
Major arterial	6	8	6	700
Minor arterial	8	10	6	600
Collector, comm./indus.	8	12	6	500
Local, comm./indus.	8	12	6	500
Collector, res.	10	12	8	500**
Local, res.	10	12	8	150**

90 * Radius shall be measured to right-of-way centerline.

91 ** In hilly terrain (as defined by the Design Criteria Manual), the minimum curve radius for residential
92 collector streets may be reduced to 275 feet, and the minimum curve for local residential streets may
93 be reduced to 120 feet, upon approval of the City Public Works Engineer.

94 d. Traffic Forecast. Street design criteria (e.g., pavement thickness, roadway widths, etc.) shall be
95 based on 20-year traffic forecasts as approved by the City. Forecasts for local streets shall be based on
96 estimated trip generation, such estimates to be obtained on per-unit basis from the Design Criteria
97 Manual and standard texts and calculated by the design engineer for the given land-use intensity and
98 type.

99 e. Cul-de-Sacs. Cul-de-sacs must not be longer than 600 feet and must have turnaround, with a
100 minimum radius to outer edge of pavement or shoulder of 38 feet.

101 f. Width. Right-of-way, traveled way, and shoulder width standards for City streets shall, at ~~minimum~~
102 maximum, be as follows to prevent oversizing and promote safety; individual travel lanes shall
103 not exceed 10 ft, or 11 ft on designated truck routes:

Functional Class or Type	Right-of-Way Width (feet)	Traveled Way Width (feet)	Shoulder Width, Each Side (feet)*
Arterial, major	100	36-20-36	4-8
Arterial, minor	100	26-20-24	4-6
Collector, comm./indus.	80	26-20-22	4

Functional Class or Type	Right-of-Way Width (feet)	Traveled Way Width (feet)	Shoulder Width, Each Side (feet)*
Collector, res.	80	26-20	4-5
Local, comm./indus.	60	22-20-22	3-4-5
Local, res., gravel road/street	60	26-20	0-3-5
Local, res., paved road/street	60	26-20	4
Cul-de-sac turn-around radius	50 (radius)	38 (radius)	2

* Shoulder width reductions may be allowed on the side of the road with the pedestrian facility should be minimized on roads with curb and gutter and/or adjacent paths of travel (sidewalks or Multi-Use Paths).

g. The right-of-way width standards of subsection (f) of this section shall constitute minimum maximum dedication requirements for subdivisions for respective street classification. Subdividers and developers shall be required to construct roadways to the width specified for local residential streets, regardless of the street classification.

h. Construction or reconstruction of existing streets in preexisting platted rights-of-way narrower than those defined in subsection (f) of this section shall require dedication of a sufficient construction and maintenance easement on each side of the road to allow the roadway to be constructed in accordance with Chapter 11.20 HCC and the City of Homer Design Criteria Manual.

i. Other design criteria shall be as specified in the City of Homer "Design Criteria Manual for Streets and Storm Drainage." Further explanation and elaboration of the requirements in subsections (c) through (f) of this section is also set forth in the Design Criteria Manual.

Section 4. This Ordinance is of a permanent and general character. and shall be included in the City Code.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this _____ day of _____, 2026.

CITY OF HOMER

RACHEL LORD, MAYOR

ATTEST:

AMY WOODRUFF, CITY CLERK

YES:

NO:

ABSTAIN:

- 141 ABSENT:
- 142
- 143 First Reading:
- 144 Public Hearing:
- 145 Second Reading:
- 146 Effective Date:



MEMORANDUM

Ordinance 26-07, Adopting the Revised Port of Homer Alaska Terminal Tariff No.1

Item Type: Action Memorandum

Prepared For: City Council

Date: December 29, 2025

From: Bryan Hawkins, Port Director

Through: Melissa Jacobsen, City Manager

HCC 10.04.140 says “An annual review shall be required of all port and harbor rates. Such annual review shall be part of preparation of the port, and charges and harbor fiscal operating budgets.”

Port staff reviewed the Tariff in full and provided the proposed changes to the Port & Harbor Advisory Commission at the September 24, October 22, and December 10, 2025 meetings. Discussion of the changes included a comparison of moorage rates across different harbors in Alaska. At the October meeting, the Commission passed a motion to Council recommending that Council adopt the proposed changes to the tariff. At the December meeting, a motion to extend the work skiff exemption for another year failed.

Section	Proposed Change	Reasoning
3.2 Definitions	Add Definition of Ownership Control	Clarifies what vessels can be assigned to a reserved stall
5.05 Vessel Insurance Requirements	Change minimum insurance amount for commercial vessels from \$1,000,000 to 500,000	This requirement is more accessible to vessel owners in certain industries.
12 Vehicle Parking	Adjust list of permits to remove special weekly and monthly permits for vehicles over 20'	This policy is difficult to enforce and does not result in meaningful additional revenue to the facility. Vehicles of any size can now purchase weekly and monthly permits at a standard rate. Annual permits can only be purchased by vehicles of 20' or less.

29 Reserve Stall Assignments in Homer Harbor	Add Definition of Ownership Control Add language regarding sale or assignment of reserved moorage, change written notice to 30 days	Clarifies what vessels can be assigned to a reserved stall Align with updated language on Moorage Permit
32 Small Boat Harbor Electricity	Update language regarding Winter Power Program to remove connect/disconnect fee Update System 5 electrical service to remove daily flat rate	Align with current billing practice Align with current billing practice
Appendix A Fee Schedule	Increase Cold Storage rates to 500/month per locker Increase Land Storage rates Refine definition of Dry Moorage Add rate for Empty Drum disposal	Demand is increasing and these rates have not been changed in a long time Rates have not been updated in over a decade, proposed increase is equal to the increase in the Consumer Price Index (CPI) since the last rate increase. Clearly lay out the boundaries of this new Port & Harbor policy. Cost for disposal of empty drums can be quite high, it is our expectation that boat owners pick up drums after we dispose of the oil CPI increase only – 10-year

	Update Commodity rate for moorage	annual rate increase of 3.2% ended this year.
Throughout Tariff (Not yet reflected in draft ordinance)	Change “Moorage Agreement” to “Moorage Permit”	Reflects change requested by City Attorney in reviewing the Moorage Permit

RECOMMENDATION:

Adopt proposed changes to the Port of Homer Tariff

ATTACHMENTS:

Excerpt from the draft minutes of the October 22, 2025 Port & Harbor Advisory Commission Meeting

Excerpt from the draft minutes of the December 10, 2025 Port & Harbor Advisory Commission Meeting

CALL TO ORDER, 5:30 P.M.

Session 25-07, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Casey Siekaniec at 5:30 p.m. on October 22, 2025, in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ATWOOD, ROTH, PITZMAN, SIEKANIEC, VELSKO,
BRADSHAW

ABSENT: COMMISSIONER FRIEND (excused)

CONSULTING: PORT DIRECTOR HAWKINS

STAFF: PORT ADMINISTRATIVE SUPERVISOR WOODRUFF, DEPUTY CITY CLERK LYNN

AGENDA APPROVAL

Chair Siekaniec requested a motion and second to approve the agenda.
ROTH/PITZMAN MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

5.B. Unapproved September 24, 2025 PHC Minutes

BRADSHAW/PITZMAN MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

1.A. Port & Harbor FY26 YTD

1.B. Port & Harbor Staff Report – October 2025

- Staff presented a comparison of harbor mortgage rates across Alaska, showing Homer's daily rate of \$1.90 per foot is higher than other harbors, and shared a proposed rate table for 2026 with a CPI increase. The discussion covered the completion of a geotechnical investigation for the Harbor Expansion, and an invitation to bid process for cold storage units at the ice plant closing on the 30th. The conversation ended with an announcement that the Harbormasters office will no longer be open on Saturdays starting next summer, with staff seeking feedback on minimizing customer impact. The Commission discussed staffing on Saturdays, with the Staff Liaison confirming it's typically one admin, and William expressed support for a phone tree system if it connects to a real person. The group reviewed the council meeting schedule, noting a potential conflict with the EDC meeting on November 12th, and agreed to discuss rescheduling at the end of the meeting. Updates were provided on several special projects, including the selection of a contractor for the ICE metering system installation and positive developments regarding the System 4 float replacement, with engineers from RESPEC completing fieldwork and awaiting their report.

PUBLIC HEARING(S)

PENDING BUSINESS

A. Proposed changes to Port and Harbor Terminal Tarriff No. 1

PITZMAN/ATWOOD MOVE TO RECOMMEND THE TARIFF AS ITS CURRENTLY CONFIGURED TO CONSIDERATION BY THE CITY COUNCIL.

Chair Siekaniec Request the clerk to Perform a Roll Call Vote

VOTE: YES: ATWOOD, PITZMAN, SIEKANIEC, VELSKO, BRADSHAW

NO: ROTH

NEW BUSINESS

2026 Commission Meeting Schedule

ROTH/PITZMAN MOVED TO APPROVE THE 2026 COMMISSION MEETING SCHEDULE AS WRITTEN.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

September 2025 Port Operations Report

Q2 Statistics for the Homer Harbor

September City Managers Report to council

COMMENTS OF THE AUDIENCE (3 minute time limit)

- Robert Roth, City resident, talked about his concerns for the harbor and made a point to talk about lowering the harbor rates.
- Mary Griswold Homer Harbor User points out errors on the previous months' minutes to be corrected.
- Steve Roth opposes rate increases and is in favor of building a new steel grid for boat maintenance. Roth thanks the commission for their hard work.

COMMENTS OF THE CITY STAFF

- Port Director Hawkins clarifies that the rate increases in the harbor are simply inflation .

COMMENTS OF THE MAYOR/COUNCILMEMBER

COMMENTS OF THE COMMISSION

Commissioner Atwood thanked the city staff for all their hard work, adding that it was a good meeting.

Commissioner Pitzman appreciates Commissioner Roth bringing up questions and debating.

ADJOURNMENT

There being no further business to come before the Commission, Chair Siekaniec adjourned the meeting at 6:27 p.m. The next Regular Meeting is Wednesday, November 12, 2025, at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Scott Lynn, Deputy City Clerk I

Approved:_____

NEW BUSINESS

A. Memorandum from Port Director Regarding Tariff Rule 28.03 Work Skiff Exemption

ROTH MOVED TO EXTEND WORK SKIFF EXEMPTION

Motion did not receive a second

Motion failed

CITY OF HOMER HOMER, ALASKA

City Manager/Port Director

ORDINANCE 26-07

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
ADOPTING THE REVISED PORT OF HOMER ALASKA TERMINAL
TARIFF NO.1

WHEREAS, The Port and Harbor Terminal Tariff No. 1 is reviewed and updated annually as required by HCC 10.04.140; and

WHEREAS, Staff has completed its annual review and submitted edits, changes, and additions for review; and

WHEREAS, The proposed changes were reviewed by JDOLaw, the city's contracted law firm; and

WHEREAS, The Port and Harbor Advisory Commission also reviewed the revised tariff at their September 2025 meeting and made a motion recommending that the council approve the changes to Port and Harbor Tariff No. 1; and

WHEREAS, The revised Tariff No. 1 accurately represents the Homer Harbor's current and planned operational and fiscal policies.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Port of Homer Alaska Terminal Tariff No. 1, is hereby amended to read as follows:

Under Rule 3 – ABBREVIATIONS AND DEFINITIONS

3.2 DEFINITIONS

- a. BARREL – For the purposes of this Tariff, quantity measure for a barrel shall be 42 gallons per barrel of bulk petroleum products corrected to 60 F. net or 376 lbs. per barrel of bulk cement.
 - b. BEAM – For the purpose of this Tariff, “beam” means greatest width of the vessel, including booms, spars, gins, or any affixed extensions.

- c. BOARD MEASURE – A board foot is equal to a piece of wood 12 inches long x 12 inches wide and 1 inch thick, or 144 cubic inches. Board measure shall be calculated as per 1,000 feet of lumber, rough or processed.
 - d. CARGO – Merchandise or goods accepted for transportation, including commodities that are transported in commercial enterprise, either domestic or international trade, by a common carrier.
 - e. CURRENCY – all rates shall be in United States Dollars (\$USD).
 - f. DEMURRAGE – A fee assessed to cargo stored or remaining on site after it has been discharged or beyond free period by a vessel which is applied to cargo not covered under ground leases.
 - g. DERELICT – For the purpose of this Tariff, and to the extent consistent with State of Alaska law, “derelict” means any vessel moored or otherwise located within the boundaries of the Port of Homer Terminal facilities including all City owned tidelands and uplands which is forsaken, abandoned, deserted or cast away, or which by appearance gives perception of being in an unsound or unseaworthy condition as determined by Port Director.
 - h. DOCKAGE – The term dockage refers to the charge assessed against a vessel for berthing at the facility or for mooring to a vessel so berthed.
 - i. DOCKS – The Homer City docks include the Deep Water Dock, the Pioneer Dock and the Fish Dock.
 - j. FLOAT; FLOAT SYSTEM – Those portions of the Homer small boat harbor that rise and fall with the tide including the stalls, transient moorings, pilings, ramps, gangways, ladders, and utility connections.
 - k. FREE TIME – The specific period during which cargo may occupy space assigned to it on terminal property free of wharfage, demurrage or terminal storage charges immediately prior to the movement of such cargo on or off the vessel.
 - l. LIGHTERING FEE- A fee charged to a ship using small boats to transport passengers from the ship into the harbor and or from the harbor to the ship.

- m. PORT DIRECTOR – The senior manager, or his/her representative/designee, as designated by the City of Homer, to manage the marine terminal Port and Harbor facilities under the control of the City of Homer.
 - n. PORT OF HOMER/HOMER HARBOR – For the purpose of this Tariff, “Port of Homer” and “Homer Harbor” shall mean all salt water or tide water lying within the boundaries of the City, including that area known as the Small Boat Harbor.
 - o. LENGTH – For the purpose of this Tariff, “length” means the longest overall length (LOA) as measured from the furthermost forward position including booms, spars, gins or any fixed extensions, to the further most after portion of the vessel including the booms, spars, gins or any fixed extensions.
 - p. MEASUREMENT TON/TONNAGE (US) – The measurement of one (1) ton of water is 32.1 cubic feet (CFT). The value one (1) ton shall be 2,000 pounds (LBS) of weight.
 - q. OPERATOR – For the purpose of this Tariff, “operator” means any lessee of a vessel, and Master or Captain who has actual physical use, control and/or possession of a vessel and who is in the employ of, or who has a contractual relationship with the owner.
 - r. OWNER – For the purpose of this Tariff, “owner” means the individual, LLC, or legal partnership or corporation holding legal title to the vessel and the individual, LLC, legal partnership or corporation representing or holding his, her, or itself out to be the owner of the vessel when there is a dispute regarding title.
 - s. **OWNERSHIP CONTROL - Ownership of the majority of the business including Corporate Stock if a corporation or the majority of Membership Interest if an LLC, and control over the management and day to day operations of the business and an interest in the capital assets, and profits and losses of the business proportionate to the percentage of ownership.**
 - t. PASSENGER WHARFAGE FEE (Non Regulated) – A Non-regulated passenger wharfage fee shall be defined as a fee charged for a passenger embarking, disembarking or landing aboard a passenger vessel for hire at the Port of Homer.

- 122
- 123 u. PASSENGER WHARFAGE FEE (Regulated) – A regulated passenger wharfage
124 fee shall be defined as a fee charged for a passenger embarking,
125 disembarking, disembarking or landing aboard a passenger vessel for hire
126 that is subject to Coast Guard CFR 33 104 regulations and located at the Port
127 of Homer.
- 128 v. POINT OF REST STAGING AREA – “Point of Rest Staging Area” is defined as
129 that area on the Terminal facility which is assigned for the receipt of inbound
130 cargo from the vessel and which inbound cargo may be delivered to the
131 consignee, and that area which is assigned for the receipt of outbound cargo
132 from shippers for vessel loading.
- 133
- 134 w. PORT OF HOMER – The Port of Homer or Port shall mean all marine facilities
135 including controlled berths and associated waterways, as well as associated
136 facilities under the control of the City of Homer, Alaska.
- 137
- 138 x. REGISTRATION – “Registration” means completing a moorage or use
139 agreement with all necessary information concerning the vessel and vessel
140 owner.
- 141
- 142 y. RESERVED MOORING – “Reserved Mooring” means having a specific assigned
143 stall the use of which, after payment of reserved mooring fees, takes
144 precedence over the use of the stall by any other vessel.
- 145
- 146 z. RESERVED STALL PERMITTEE – “Reserved stall permittee” is an individual or
147 corporation that has entered into an annual priority use agreement for a city
148 assigned stall, to be used to moor one vessel that meets the length and beam
149 requirement of the assigned stall and is owned by the permittee.
- 150
- 151 aa. SMALL BOAT HARBOR – “Small Boat Harbor” means that area of water
152 protected by breakwaters constructed by the Federal government and the
153 Harbor basin created within, including docks, floats, berths, tidal grids and
154 other mooring facilities owned and operated by the City.
- 155
- 156 bb. STALL – Berthing location within the float system of the Homer Small Boat
157 Harbor. A stall does not include the float or finger of the float; only the
158 mooring space between or adjacent to it.
- 159
- 160 cc. TERMINAL FACILITIES – Include the Deep Water Dock and the Pioneer (Ferry)
161 Dock, Fish dock and small boat harbor, commercial barge ramps,
162 recreational load and launch ramp, wood and steel tidal grids, wharves,

163 piers, bulkheads, sea walls, associated equipment, offices, warehouses,
164 storage space, roads, paved areas, uplands, beaches and shorelines under
165 the management, ownership and control of the City of Homer, Port and
166 Harbor including the tidelands within the boundaries of the City of
167 Homer.

169 dd. TRANSIENT – “Transient” means any vessel using the mooring space
170 on a temporary basis or which does not have a specific reserved mooring space.

178 gg. WHARFAGE, INBOUND OR OUTBOUND- All wharfage is calculated in
179 short Tons U/S/ (1 ton=2000 pounds). A charge assessed against all cargo and
180 other materials such as fuel, stores or equipment, passing or conveyed over,
181 onto, or under piers or between vessels (to or from barge, lighter, or water)
182 when berthed in a pier or when moored in a slip adjacent to the pier. Wharfage
183 is solely the charge for use of pier for the purpose of moving cargo or materials
184 and does not include charges for any other service such as dockage or
185 demurrage.

187 Under Rule 5 – LIABILITY, INDEMNITY, INSURANCE

189 5.05 **VESSEL INSURANCE REQUIREMENTS** All vessel owners using the City of Homer's
190 Terminal Facilities are required to carry liability insurance and add the City as a ~~certificate holder~~
191 **additional insured**. Transient moorage users who do not provide proof of liability insurance will
192 only be permitted to purchase moorage at the daily rate. Reserved moorage users who do not
193 provide proof of liability insurance will not be permitted to renew their stall permit. Commercial
194 boats-defined as vessels that are operated as part of a business, including but not limited to
195 commercial fishing, charter fishing, vessel-for-hire, freight, tow, and construction are required to
196 carry at a minimum \$1,000,000 **500,000** of liability insurance, and to add the City of Homer as an
197 additional insured with waiver of subrogation. Human-powered vessels are exempt from these
198 insurance requirements.

200 Under RULE 12 – VEHICLE PARKING

201 TYPES OF PERMITS

- 202 a. Seasonal permits for day use parking
203 b. Monthly permits for day use parking

204

- c. Long Term parking annual permit for vessel owners paying annual moorage in the Homer Harbor
 - d. Long Term parking annual permit (January 1st through December 31st), **only for vehicles 20' or less**
 - e. Long Term Monthly parking permit ~~for vehicles less than 20'~~ (for 30 consecutive days).
 - f. ~~Long Term Monthly parking permit for non-commercial vehicles over 20'~~
 - g. Long Term Weekly parking permit ~~for vehicles less than 20'~~ (for 7 consecutive days)
 - h. ~~Long Term Weekly parking permit for non-commercial vehicles over 20' (for 7 consecutive days)~~

216 Under RULE 29 – RESERVE STALL ASSIGNMENTS IN HOMER PORT AND HARBOR

217 29.01 PREFERENTIAL USE, NOT EXCLUSIVE USE – A Reserve stall assignment provides the reserved
218 stall permittee the preferential use of the stall. To maximize the public's use/benefit of existing facilities
219 the Port Director has the authority to temporarily (hot berth) vessels to reserved stalls issued to another
220 vessel when that vessel is out of the Harbor.

221

222 No person or entity shall sell, lease, transfer or assign a moorage agreement for the use or control of
223 the stall to any other person or entity, or otherwise charge another person for the use of a stall. The City
224 has the sole control of the assignment, transfer and use of the municipally owned vessel moorage slips
225 at the Port of Homer. Upon issuance of a reserved stall in the Homer harbor the reserved stall permittee
226 shall have one moorage year to occupy with a vessel they can document that they own or lease. In the
227 case that a reserved stall permittee loses possession of their vessel for whatever reason, they shall have
228 one moorage year to replace the vessel in their reserved stall with a vessel of appropriate size that they
229 can prove they own or lease.

230 Except as provided in 29.04 it is the policy of the Port of Homer to prohibit the transfer of a reserved
231 moorage slip or space assignment if the assignee no longer has ownership control of the vessel
232 occupying the slip or space.

233

234 **Ownership Control is ownership of the majority of the business including Corporate Stock if a**
235 **corporation or the majority of Membership Interests if an LLC, and control over the management**
236 **and day to day operations of the business and an interest in the capital assets, and profits and**
237 **losses of the business proportionate to the percentage of ownership.**

238

239 29.02. CHANGE BOAT IN RESERVE STALL Reserve stall assignments are made by the City to a specific
240 combination of vessel and vessel owner and are not assignable by the vessel owner. A Reserved stall
241 permittee may exchange another vessel of qualifying/appropriate size that they own or lease in their
242 reserved stall with permission of the Port Director and upon payment of the Change Boat fee contained
243 in Appendix A Fee Schedule In order to change or exchange the named vessel to a reserved stall the
244 reserved stall permittee must complete a new Moorage Agreement and submit proof of ownership (bill

245 of sale, title, USCG Documentation, and or state of Alaska DMV registration in the reserved stall
246 permittee's name. A reserved stall permittee may occupy their assigned stall with a leased vessel
247 provided that the ownership, Current USCG Documentation, or State of Alaska DMV registration, and or
248 title are provided to the Port Director along with a legal lease document for the new vessel.

249
250 29.03. SALE OR ASSIGNMENT OF MOORAGE CONTRACT- **A reserved stall permittee shall not**
251 **allow any individual group, or entity to use the reserved stall in exchange for money, goods,**
252 **services, or any other benefit.** If it is determined that the reserve stall permittee has violated the
253 terms of the reserve stall moorage agreement contract, the Port Director shall revoke the moorage
254 agreement after ~~10~~ **30** days' written notice to the reserved stall permittee.

255
256 Under RULE 32 – SMALL BOAT HARBOR ELECTRICITY

257 32.02. TRANSIENT VESSEL WINTER POWER

258 a. Transient Vessel Winter Power ~~Subject to availability~~, transient vessel may buy electrical power on a
259 metered basis from October 15 to April 15. ~~There will be a connect/disconnect fee.~~

260 b. Metered transient vessels will be charged a meter availability fee per month.
261 c. There will be an electrical usage charge per kilowatt as determined by the Local public utility. d. Current
262 transient vessel winter power rates and fees can be found in Appendix A Fee Schedule

263 32.03. TRANSIENT VESSEL SUMMER POWER – Transient vessels shall be charged rates as listed in Appendix
264 A Fee Schedule. ~~(where metered power is unavailable)~~ from April 16 to October 14. The provided service
265 is 110 volt, 220 volt, 208 volt 1 phase, 208 volt 3 phase & 480 volt 3 phase.

266 a. Actual Consumption Charge-If a transient vessel consumes more electricity than would be covered by
267 these flat rates, then such transient vessel shall be charged for the actual consumption.

268 b. Vessels requiring conversion plugs may purchase them from at the Port Director's office for a nominal
269 fee.

270 32.04. SYSTEM 5 ELECTRICAL SERVICE – 208 volt/3 phase & 480 volt electrical power is available at System
271 5 on a first come-first serve basis, for which the vessel will be charged the following rates:

272 a. There will be an electrical usage charge per kilowatt hour as determined by the Local public utility.
273 b. Vessels will be charged a meter availability fee

274 c. ~~Vessels plugged in less than seven (7) consecutive days will be charged the daily rate.~~

275
276 Under APPENDIX A- FEE SCHEDULE

APPENDIX A- FEE SCHEDULE

278
279 The Port Director has authority to protect rates against inflation, raising them by a
280 calculated percentage using the Consumer Price Index –Urban Alaska/Anchorage table, at
281 the Port Director's discretion and with City Council's approval.

282
283

PORt & HARBOR FEES

285 Effective 1/1/2025 **2/1/2026**
286 Please add 7.85% sales tax to fees unless otherwise noted

FISH DOCK

288 Note: Vessels left unattended at Fish Dock or obstructing access will be charged \$150.00 per hour

- Fish Dock use permit: \$5.00 per issuance
 - Special Terminal use permit: \$200 per issuance
 - Annual Crane Card: \$52.00 w/signed Authorization Agreement
 - Crane Card Replacement: \$5.00 per card replaced
 - Cranes: 0 - 15 minutes \$22.66 Crane Capacity:

294	16 - 30 minutes	\$45.32	2½ ton	#1, #3, #4, #5, #6, #8
295	31 - 45 minutes	\$67.98	5 ton	#2, #7
296	46 - 60 minutes	\$90.64		

- *Ice:* \$ 130.90 Per Ton

298 After hours call out for Ice delivery = \$250.00 fee per call out

299

- *Seafood Wharfage*: \$4.76 per ton of seafood/fish product across the dock, regardless of species
 - *Ice/Non Fish Wharfage*: \$14.50/ton, Includes ice not purchased from City & transferred Freight NOS over Fish Dock
 - *Community Fish Grinder*: \$5 per tub (approx. 100lbs), \$30 per tote (approx. 1,000lbs); *initial* processing plant connection fee to outfall line \$7,000 (can be in 5 annual installments plus 7.5% interest); Annual outfall connection maintenance fee \$2,400.
 - *Cold Storage*:
 - Lockers #1 – 8 (8' x 10') \$334.75 **500.00** per month
 - Locker #9 (10' x 22') \$920.90 **1375.00** per month

HARBOR

- Harbor Labor: \$200.00 per hour, plus equipment and direct costs (towing)
\$100.00/half hour minimum
 - Pumps: \$40.79/day for electric pump
\$69.97/hour for gas pump, minimum charge of one hour. Includes attendant time
 - Tow: skiff with operator 1 hour \$365.00
 - Load & Launch Ramp: (Fees are inclusive of sales tax)
\$25 per day - (\$13.00 launch fee plus a \$12 parking impact levy for a total of \$25)
\$250 per season (April 1 – Oct. 15) - (\$130.00 launch fee plus \$120 parking impact levy= \$250)
\$25.00 per hour for unattended vessel/blocking ramps
\$100 penalty for commercial loading @ L&L ramp during peak hours between 6am-6pm
 - Insufficient Funds: \$50 insufficient funds check fee

Required: moorage agreement, grid utilization form, schedule

- Wood: Max. 59 feet

- 326 • Steel: Max. 200 displacement tons - vessels 60 ft. to 120 ft
327 60-80 feet \$5.10/ft/tide 101-120 feet \$7.64/ft/tide
328 81-100 feet \$6.50/ft/tide 121-140 feet \$8.48/ft/tide

330 STALL WAIT LIST Stalls are offered once a year, mid-October

- 331 • *Stall Wait List:* \$30.00 per year per listing; prorated fee to the May Stall Wait List due date
332 • *Stall Swap Request:* \$100 per request

334 ELECTRICITY Billing cycle is the 16th to the 15th of each month; Kilowatt cost determined by public
335 utility. **A transient vessel connected to power April 16 - October 15 will be charged the daily rate. If a**
336 **transient vessel consumes more electricity than would be covered by these flat rates, then such transient**
337 **vessel shall be charged for the actual consumption. Charges for kilowatts may be adjusted without advance**
338 **notice.**

339

- Daily/Flat Rate:

341 110v \$10.20/calendar day (monthly rate after 15 days)

342 208v/single phase \$20.12/calendar day (monthly rate after 17 days)

343 208v/3 phase \$45.20/calendar day (monthly rate after 7 days)

- ### 344 • Monthly Rate:

345 110v \$152.67

346 208v/single phase \$341.70

347 208v/3 phase & 480v \$28.80 + electrical usage charge per kilowatt

- *Metered Reserved Stalls:* \$23.95/month + electrical usage charge per kilowatt

349 Vacancy notification waiver available

- 350 • Winter Power Rates: ~~\$28.80 connect/disconnect fee + \$28.80/month + electrical usage~~
351 ~~charge per kW. Available October 16 – April 15 with signed application~~

352 Note: A transient vessel connected to power April 16–October 15 will be charged the daily rate. If a transient vessel
353 consumes more electricity than would be covered by these flat rates, then such transient vessel shall be charged
354 for the actual consumption. Charges for kilowatts may be adjusted without advance notice.

355 PORT

- 356 • Barge Ramp/Beach Use:

357 01'- 36' = \$1.50 per ft based on length overall of vessel + 1 ton wharfage (\$5.14)

358 37' - 49' = \$1.50 per ft based on length overall of vessel + 2 tons wharfage (\$10.28)

359 50'+ = \$1.50 per ft based on length overall of vessel (+ wharfage as reported)

360 Annual Pass (Jan 1-Dec 31) for vessels $\leq 36'$ = (landing + 1 ton wharfage) x 10

361 Annual Pass (Jan 1-Dec 31) for vessels 37' to 49' = (landing +2 tons wharfage) x 10

362 Penalty for going dry on barge ramp/causing restricted access- \$150 per tide cycle

- 363 • Dockage:

364 Note: These charges are applicable to all berthing locations on the Deep Water Dock and Pioneer Dock

365

366 - \$ 963.06 Cruise Ship Service Charge

- 367 - \$52.00 Dockage Service Charge
368 - Lightering Fee \$1,500, plus \$6.00 per passenger
369 - Passenger wharfage fee (non-regulated) \$0.00 per passenger
370 -Passenger wharfage fee (regulated) \$0.00 per passenger
371 -Gangway Rental- \$100 per day
372 -Camel Fender Rental \$50 per day
373

0' to 100'	\$392.00	451' to 475'	\$1,861.00	651' to 675'	\$4,544.00
101' to 200'	\$587.00	476' to 500'	\$2,044.00	676' to 700'	\$5,127.00
201' to 300'	\$914.00	501' to 525'	\$2,315.00	701' to 725'	\$5,938.00
301' to 350'	\$1,166.00	526' to 550'	\$2,499.00	726' to 750'	\$6,795.00
351' to 375'	\$1,274.00	551' to 575'	\$2,707.00	751' to 775'	\$7,707.00
376' to 400'	\$1,399.00	576' to 600'	\$2,995.00	776' to 800'	\$8,652.00
401' to 425'	\$1,551.00	601' to 625'	\$3,430.00		
426' to 450'	\$1,728.00	626' to 650'	\$3,994.00		

374 (lightering fees and passenger wharfage fees shall be calculated by full passenger manifest regardless of
375 how many passengers disembark)

- 376 • Storage: Open areas, fishing gear ~~\$12~~\$16 per square foot/month
377 Open areas, non-fishing gear ~~\$17~~\$24 square foot/month
378 Fenced storage yard ~~\$0.22~~\$29/sq ft/month
379 Deck Shelter Storage- prearranged ~~\$35~~\$75/per month
380 Demurrage - \$.09 per sq ft per day
- 381 • Haul- Out Facility
382 Upland Dry Dockage for vessel w/annual moorage=\$.17 per sq ft/month
383 Upland Dry Dockage for vessel w/transient moorage = \$.20 per sq ft/month
384 Upland Dry Dockage for vessel w/ no moorage= \$.25 per sq ft/month
385 ~~Dry Moorage - \$0 w/ current annual moorage paid (only available for large vessels with annual moorage, priority shall be given to Upland Dry Dockage needs over Dry moorage)~~
386 ~~Dry moorage is available to vessels with current annual moorage payments and approved Marine Repair Facility (MRF) haul-out plans. Dry moorage allows for a vessel's annual moorage payment to include its MRF storage fees during times of idle lay-up or inactivity. Once any work (interior or exterior) commences aboard a vessel in dry moorage, dry dockage rates will apply. The availability of dry moorage is subject to yard space availability in the MRF. Vessels with active work and~~
387
388
389
390
391
392
393
394

395 **approved haul-out plans will be prioritized over vessels seeking dry**
396 **moorage in the MRF. All dry moorage is contingent upon the approval of**
397 **the Port Director.**

399 Dry Dockage admin fee \$50
400 Haul Out facility Vendor Fee \$150

- Water: \$38.81 per 1,000 gal. – minimum 5,000 gals
Scheduled delivery – \$102.00 connect/disconnect
Unscheduled delivery – \$139.32 connect/disconnect
 - Wharfage:
\$5.14/ton wharfage on N.O.S. Freight (Not Otherwise Specified)
\$7.96/ton wharfage on N.O.S. Freight for the Deep Water
*Except as otherwise specifically provided, rates per
lbs. or per 32 cubic foot. Short ton = 0.907185 metric ton.*

COMMODITY	WHARFAGE RATE (\$USD)
Aggregate (Gravel, stone, minerals)	\$1.00 per short ton/\$1.10 per mt
Agricultural Products (Grains, corn, legumes, etc.)	\$3.50 per short ton/\$3.86 per mt
Containerized Cargo	\$8.00 per short ton/\$8.82 per mt
Freight N.O.S. (Pioneer/Deep Water Docks) 1 >100 Short tons	\$7.96 per short ton/\$8.77 per mt
Freight N.O.S. (Pioneer/Deep Water Docks) 101 ≥ 1,000 Short Tons	\$6.00 per short ton/\$6.61 per mt
Freight N.O.S. (Pioneer/Deep Water Docks) 1,001 ≥ 10,000 Short Tons 10,000 + Short Tons	\$5.00 per short ton/\$5.51 per mt \$4.50 per short ton/\$4.96 per mt
Freight N.O.S. (Barge Ramp and Beach)	\$5.14 per short ton/ \$5.67 per mt
Freight N.O.S. (Fish Dock) ICE Fish Dock	\$14.50 per short ton/ 15.98 per mt \$14.50 per short ton/ 15.98 per mt
Hazardous materials, as established by Dept of Transportation materials commodity List. At location designated for loading, unloading or staging by USCG permit	\$8.00 per ton /Min. 1 ton
Livestock (horses, mules, cattle, hogs, sheep, goats, fowl)	\$10.12 per head
Petroleum	\$1.26 per barrel/ \$0.03 per gallon
Poles, Logs, cant or cut	\$3.95 per thousand board feet
Seafood/Fish Products (regardless of species) (all docks)	\$4.76 per short ton/\$5.24 per mt

411

412 • Disposal

413 Oil	\$50/drum, Does not include empty drum
414 Used Antifreeze	\$8.00/gallon
415 Oily Water/Bilge Slop	\$5.00 /gal delivered in drums
416 Empty Drum	\$200.00

417

418

419 PARKING

420

421 • Fee pay day use parking:

Day Use Fee Parking \$10 per calendar day

Seasonal permits for day use parking \$150

Monthly permits for day use parking \$100.

424 • Long term parking:

Annual parking permit <20ft \$150

Monthly parking permit \$70

Weekly parking permit \$25

Trailer parking (no boat) \$7 per linear ft./month

Parking Citation \$25 per citation

Failure to pay citation \$25 for each month past due

431

* Parking permits ~~refer~~ **apply** to vehicles unless otherwise specified as "trailer". Citations specific to long term parking overstay shall be limited to \$250 per calendar year, with \$150 of the fine credited toward an annual permit if applicable

434

435 MOORAGE

436 Note: Mooring charges commence when a vessel is made fast to a wharf, pier, harbor float or other facility. A vessel
437 moored between 12:01 a.m. and 10:00 a.m. shall be charged a full day's moorage.

438

• Reserved: ~~[70.77]~~ **72.40**+ (LOA x \$.05) x LOA, plus a \$50.00 administrative fee. (\$.05/ft caps at 86')

439

• Annual Transient: ~~[70.77]~~ **72.40**+ (LOA x \$.05) x LOA, plus a \$50.00 administrative fee. (\$.05/ft caps at 86')

441

• Semi-Annual Transient: ~~[47.42]~~ **48.51**+ (LOA x \$.05) x LOA, plus \$33.50 administrative fee (\$.05/ft caps at 86')

443

• Monthly Transient: ~~[12.03]~~ **12.31**+ (LOA x \$.05) x LOA, plus \$8.50 administrative fee (\$.05/ft caps at 86')

445

*Vessels that properly register and prepay moorage may deduct \$0.50/foot/month

446

• Daily: ~~[2.12]~~ **2.17**+ (LOA x \$05) x LOA, plus \$1.50 administrative fee (\$.05/ft caps at 86')

447

*Vessels that properly register and prepay moorage may deduct \$5.00/day

448

449 Section 2. This Ordinance is of a permanent and general character.

450

451 Section 3. This ordinance is effective February 1, 2026.

452

453 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this _____ day of _____, 2026.

454

455

CITY OF HOMER

456

457

458

RACHEL LORD, MAYOR

459

460

461

462 ATTEST:

463

464

465 AMY WOODRUFF, CITY CLERK

466

467 YES:

468 NO:

469 ABSTAIN:

470 ABSENT:

471

472 First Reading:

473 Public Hearing:

474 Second Reading:

475 Effective Date:



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 Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: January 7, 2026
SUBJECT: City Manager's Report for January 12, 2026 Council Meeting

Federal BUILD Grant Approved

We are pleased to report that the City's Federal FY25 BUILD grant application for non-motorized transportation planning and design was approved for award on December 9! While initially approved in FY25, obligation of funds was put on hold pending review under the Trump Administration's new guidelines for the BUILD program. The Federal Highway Administration (FHWA) thanked us for our patience while they navigated the various pauses with grant execution and funding over the last year.

Before work can begin on the project, we must first negotiate the award with FHWA and enter into a formal Grant Agreement via City Council Ordinance detailing the terms of the BUILD grant. The initial \$2,050,000 grant request proposed planning and prioritizing nonmotorized routes and sidewalk gaps by safety and other criteria, then completing permitting and design for the highest-priority segment(s). Any project scope amendments will be clarified during an upcoming kickoff meeting to review the project and Grant Agreement template.

This grant provides an excellent opportunity to build upon the extensive community non-motorized transportation planning completed in recent years and advance prioritized route(s) into construction-ready designs.

Traffic Impact Analysis

Kinney Engineering has been hired to conduct a Traffic Impact Analysis (TIA) for a proposed medical complex at 745 East End Road. All TIA costs, plus a 10% administrative fee paid to the City of Homer, are paid by the property owner. It is anticipated the TIA and report recommendations will be included in the application for a conditional use permit and public hearing with the Homer Planning Commission.

City of Homer Surplus Sale Process Update

It has long been a goal of the City & Council to increase participation in our Surplus Sales to ensure the best value for the City and make surplus opportunities available to all. Beginning in 2026 we will be using an online service called Public Surplus to handle all surplus items for the City. Public Surplus is the largest government auction service in the United States and already partners with a number of municipalities in Alaska, including Juneau, Kenai, and Palmer. The online auction format will be easier to use for both buyers and the City.

What's staying the same:

- We'll follow the provisions of [HCC 18.30, Sale or Other Disposition of Personal Property](#), including:
 - Council approval prior to surplus of any item valued at more than \$5,000.
 - Considering whether another municipality could make use of the item as an alternative disposal method.
 - Public notice for at least two consecutive weeks, with the final notice at least five days prior to the end of the auctions.

- Surplus sales will happen once or twice a year with a large quantity of items.

What's new:

- Interested parties can bookmark <https://publicsurplus.com/sms/list/current?orgid=60507> and check on the current surplus items for sale from the City at any time.
- Bidding is available on the Public Surplus website and through the iOS and Android apps
- The full purchase price will go to the City, with a 10% fee paid to Public Surplus by the buyer
- Significant reductions to the administrative burden of a surplus sale:
 - We can include videos on an auction to demonstrate that a vehicle or heavy equipment is in working order.
 - Staff can answer written questions submitted by bidders so that any interested party can see the information on an auction.
 - Auction winners will be notified automatically, with no need to open tens or hundreds of sealed bids.
 - Payment, including sales taxes, will be handled by a third-party payment processor, who will remit a single monthly payment to the City.

Homer Accelerated Roads and Trails (HART) Ballot Proposition Planning

The City of Homer Sales tax rate includes three-quarters of one percent for the purpose of funding street reconstruction improvements and related utilities, construction of new local roads, construction of new local trails, and maintenance of local roads and trails. This sales tax percentage has historically been approved by voters in 20-year increments and is due for reapproval this year, so it's time to start planning for a ballot proposition for the 2026 regular city election. Here is the proposed schedule:

February:	Discussions and preparation of Ordinance & Memo to renew HART
March:	Introduce Ordinance(s) to put a ballot measure before the public and to appropriate funds for public information campaign
May:	Entity Registration with APOC
June:	Campaign Branding/Ad building begins
Late August:	Ads begin running

Opportunity to Donate to the Multi-Use Community Center Fund

The City of Homer Multi-Purpose Community Center Non-Endowed Field of Interest Fund is open and ready to receive donations! Visit the Homer Foundation's website at <https://www.homerfoundation.org/> and click donate now then scroll down to find the link. Interested donors can also use the QR code here, and on the City's website. For more information about the project, visit the Featured City Projects page at <https://www.cityofhomer-ak.gov/citymanager/featured-city-projects> and scroll down to find the link.



Multi-Use Community Center Proposed Timeline – Coming soon!

Mayor Lord requested staff prepare a draft timeline for next steps on the Multi-Use Community Center project. I didn't get it finalized in time for this report and will information in the January 26th Manager's report.

Karen Hornaday Park Property Trail Development

The City has interest in developing a trail system along City right-of-way and the property we purchased last year above Karen Hornaday Park. A big goal is to ensure the trail development is done in a way that considers the area is a steep slope and is developed in a way that will not negatively impact the slope and areas below, and that we get the most robust route we can in that area. In the FY 26/27 biennial budget \$10,000 was appropriated for surveying the area. Additional funding will need to be appropriated for the design of a trail system through those areas, and the City can put out a Request for Proposals, possibly this spring, for a qualified trail design engineer to aid us in developing a plan for that area.

Homer Water Quality Testing

The City of Homer is responsible for water quality testing to ensure that we are providing the community with safe drinking water. Water/Wastewater Superintendent Todd Cook and his Water Team at Public Works are responsible for required monitoring and testing. Because we have a community water system (CWS) we are required to prepare and distribute a Consumer Confidence Report (CCR), also known as an annual drinking water quality report, to all of our customers and service connections. The CCR summarizes information of a full calendar year of operation regarding source water, detected contaminants, compliance, and educational information. This City is required to have this information distributed by July 1 of each year and must certify to the Department of Environmental Conservation Drinking Water Program confirming the CCR has been distributed to customers by October 1. The City conducts all the water quality testing as required by state and federal agencies on their required schedules. Currently, there is not a requirement for CWSs to test for PFAS, however the City of Homer submitted water samples for testing in January 2025 and the results showed PFAS were below the detectable range, which is good news, and the City will continue this additional testing. Occasionally members of the public will reach out with questions about testing for other inorganics that the City isn't required to test for. Interested citizens can reach out to Public Works and the Water Team can provide contact information for businesses that conduct water testing. Visit <https://www.cityofhomer-ak.gov/publicworks/annual-drinking-water-quality-report> for copies of our CCR's and other valuable information.

And a Plug for the Wastewater Team...

Citizens can do their part to help reduce sewer line plugs and keep our wastewater system flowing smoothly by being responsible flushers! Before I worked for the City I never gave much thought about what happened after a flush. Here's an infographic that will help folks remember not everything is flushable!

City Manager Meetings and Events:

December 8-11 – Alaska Municipal Manager Association and Alaska Municipal League Annual Conferences
December 18th – Microsoft 365 Pilot Team Meeting And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- Employee Anniversaries
- Consumer Confidence Report Information
- EPA Best Practices Fact Sheet
- City of Homer Water Monitoring Schedule
- Homer Harbor Expansion Report w/attachments
- City Elections Update
- FY26 Q1 Report
- Financial Reporting Calendar CY 26





City of Homer

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Office of the City Manager

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Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: **MAYOR LORD AND CITY COUNCIL**

FROM: **Andrea Browning, HR Director**

DATE: **January 12, 2026**

SUBJECT: **January Employee Anniversaries**

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

Teresa Sundmark	Library	19	Years
Tomasz Sulczynski	IT	18	Years
Andrea Browning	Admin	14	Years
Jona Focht	Dispatch	11	Years
Lynda Gilliland	Finance	8	Years
Amy Woodruff	Port	5	Years
Rose Benson	Port	4	Years
Ed Gross	Planning	2	Years
Kaleb Harvey	Police	2	Years
Sarah Singer	Library	1	Year
Alder Snow	Port	1	Year
Patrick Houlihan	PW	1	Year



Division of Environmental Health DRINKING WATER PROGRAM

CONSUMER CONFIDENCE REPORT

Community water systems (CWS) are required to prepare and distribute a Consumer Confidence Report (CCR), also known as an annual drinking water quality report, to all of their customers and service connections. The CCR summarizes information of a full calendar year of operation regarding source water, detected contaminants, compliance, and educational information. CWSs must submit a CCR Certification Form to DEC DW Program confirming the CCR has been distributed to customers.

ANNUAL DEADLINES

- **July 1**-annual distribution of CCR to customers and DEC DW Program.
- **October 1**-annual submission of proof of distribution to DEC DW Program.

GOALS

- Increase consumer knowledge of drinking water sources, quality, susceptibility to contamination, treatment, and drinking water supply management.
- Increase awareness of consumers to potential health risks so they can make informed decisions to reduce those risks, including taking steps toward protecting their water supply.
- Increase understanding of the value of drinking water and water supply services and to facilitate consumer participation in decisions that affect public health.

CONTENT REQUIREMENTS

- **Water System Information** – Name/phone number of a contact person; information on public participation opportunities.
- **Source(s) of Water** – Type; commonly used names.
- **Definitions** – Maximum Contaminant Level (MCL); MCL Goal (MCLG); Treatment Technique (TT); Action Level (AL); Maximum Residual Disinfectant Level (MRDL); MRDL Goal (MRDLG).
- **Detected Contaminants** – A table summarizing reported concentrations and relevant MCLs and MCLGs or MRDLs and MRDLGs; known source of detected contaminants; health effects language.
- **Information on Monitoring for Cryptosporidium, Radon, and Other Contaminants** (if detected).
- **Compliance with Other Drinking Water Regulations** – Any violations and Ground Water Rule (GWR)

special notices.

- **Variances and Exemptions** (if applicable).
- **Required Educational Information** – Explanation of contaminants in drinking water and bottled water; information to vulnerable populations about Cryptosporidium; statements on nitrate, arsenic, and lead.

DELIVERY

Each CWS must mail or otherwise directly deliver one copy of the CCR to each customer no later than July 1. CWS must submit the CCR Certification Form no later than October 1 to the DEC DW Program or within 3 months that the CCR has been distributed to customers. CWS serving 100,000 or more persons must also post its current year's report on a publicly accessible site on the Internet. Each CWS must make its reports available to the public upon request.

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Best Practices Factsheet: Consumer Confidence Report



Each community water system (CWS) provides an annual water quality report to its customers. This annual water quality report is also called a Consumer Confidence Report (CCR). The CCR includes a variety of important information about a CWS, including the drinking water source, any monitored contaminants found in drinking water, and whether a CWS meets state and federal drinking water standards. The CCR is an opportunity for CWSs to communicate with their customers and raise awareness about the source of their drinking water. CCRs also give information that allows customers to make better decisions about their health.

A CWS must deliver its CCR to customers by July 1st of each year. It must also make a good faith effort to deliver the CCR to consumers who do not directly pay water bills. This factsheet is intended to help CWSs design CCRs that better educate customers about their drinking water. It contains recommended best practices regarding the design, look and information in a CCR (Part 1). It also includes tips for successful CCR electronic delivery (Part 2). Better designed CCRs delivered in the way a customer prefers shows a CWS's commitment to both public health and the public's right-to-know. A well-designed CCR can help a CWS educate its customers about this essential service and promote involvement in protecting their drinking water.

This factsheet is divided into two sections: Part 1 describes best practices for presenting an effective CCR; Part 2 describes helpful tips for launching and maintaining a CCR electronic delivery program.

This section describes recommended best practices for presenting required elements and other useful information in your CCR.

What Information Is Required in a CCR?

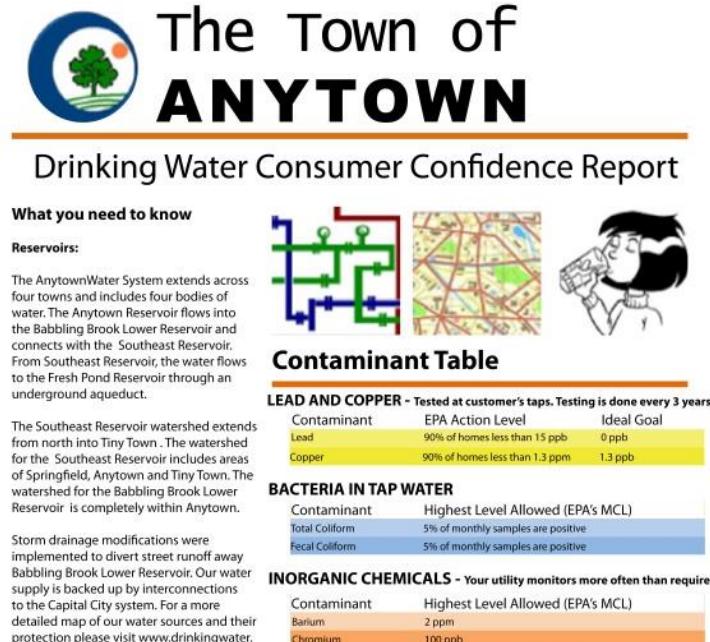
There are eight elements that must be included in a CCR. These eight elements are the minimum information that every CCR must contain, and include:

1. Water system information (name and phone number of a contact person; information on public participation opportunities)
2. Source(s) of water
3. Definitions
4. Detected contaminant table
5. Information on monitoring for *Cryptosporidium*, radon and other contaminants (if detected)
6. Compliance with National Primary Drinking Water Regulations (for example, explanation of violations, potential health effects, and corrective action steps; special notices for Ground Water Rule and Revised Total Coliform Rule)
7. If applicable, variances or exemptions (for example, under certain conditions the state or EPA may have granted permission not to meet an maximum contaminant level [MCL] or a treatment technique)
8. Required additional information (such as, explanation of contaminants in drinking water and bottled water; information to vulnerable populations about *Cryptosporidium*; statements on nitrate, lead and arsenic.)

What Else Should I Consider Including in My CCR?

The purpose of the CCR is to provide customers with information about their CWS that helps them make informed choices about their drinking water. The required eight elements probably do not cover everything you do to provide safe drinking water and to protect your customers' health. Below is a list of ideas to consider including in your CCR. Consider your audience when writing these optional CCR sections. Use words that are clear and easy to understand; try not to use technical terms or acronyms. You want to be sure that your customers learn about their CWS when they read their CCR and are satisfied with the service provided.

Figure 1. Example CCR of the Town of Anytown.



Tips: Things to consider including in your CCR

1. An explanation or diagram of your CWS's treatment processes. Photographs or schematics could be used as well, so customers understand how the treatment process helps ensure their water meets drinking water standards.
2. Additional information on where your source water is geographically located (for example, maps, pictures of sources as seen in Figure 2). Explain why the protection of these areas is vital to public health protection.
3. A brief summary statement about the quality of your drinking water. Not everyone will have time to read the whole CCR, so be sure that the big message gets across right away.
4. Water conservation tips (for example, benefits of WaterSense products, rain barrel programs, irrigation timers, etc.). These tips can help remind your customer that water is a precious resource.
5. The cost of making the water safe to drink, including the cost of maintaining your infrastructure, so customers understand what their water bill is covering.
6. Information about efforts you may have made to promote "green infrastructure" (for example, Figure 3 shows a picture of stormwater pollution prevention measures). This shows you are active in preserving water quality as well; it's a team effort.
7. A statement from the mayor, town administrator or general manager describing the importance of the CCR and the hard work the CWS does every day to provide safe and reliable drinking water. People take notice when their public servant takes notice.
8. Information to educate customers about water quality concerns in their service area (for example, taste and odor issues, cross connections). You can show that you are hearing their concerns from your customer service representatives and working to address these issues.
9. Photos that illustrate people enjoying their water or people taking actions that you want your customers to copy. Include pictures of consumers drinking water and be sure to include their faces and eyes in the photos. For example, if you are asking customers to limit the amount of time they water their lawns by using a sprinkler timer, then show a photo of someone adjusting their sprinkler timer (see Figure 4). If there was a trash clean-up in your watershed, include before and after photos of people with trash bags to show how much impact the clean-up had.

Figure 2. Source of our drinking water.



Figure 3. Stormwater drain to promote "green infrastructure."

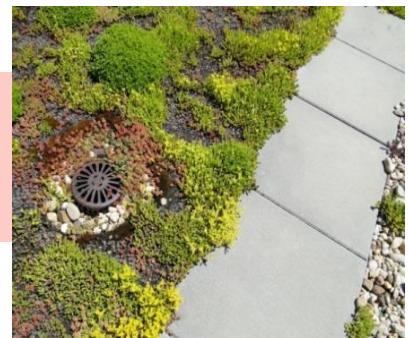


Figure 4. Adjusting a sprinkler system.



10. Highlight improvements your CWS made throughout the year to ensure a safe, reliable supply of drinking water, (for example, efforts taken to reduce water leakage). You may instill confidence in your customers that ongoing maintenance is ensuring the high quality of their drinking water.
11. Information and images about how your CWS is protecting the environment (for example, Figure 5 shows the installation of solar panels at the CWS, initiating a recycling program). Your customers will appreciate that you are trying to be green.
12. Introduce the staff of your CWS by highlighting one person each year, or include pictures of your operators fixing pipes. You can also include an “employee spotlight” on your website to show the public that the staff of the CWS are regular hard working people just like the rest of the community.

The tips above are intended to help you help your customers appreciate their drinking water as the significantly valuable resource it is and the work you do to protect and manage this resource.

Using Photos

Well-placed, high quality photos can add visual depth and personal context to your CCR. Remember to follow copyright protocols to ensure legal use of the images in your CCR. Consider using photos you have taken of your watershed and infrastructure. If someone else took a photo you wish to include, or if anyone is in the photo, be sure to obtain their written permission before using the image. Pay attention to usage rights of any photo you find online to ensure that they are publicly available for use, and avoid using images that show brand names in your CCR.

What Are Best Practices for Creating a CCR Contaminant Table?

One required element of the CCR is the detected regulated contaminants table (or tables). You should present these results in the table so that your customers will understand them. Figure 6 incorporates best practices from CCRs across the country.

Figure 5. Solar panels reducing energy cost at the water treatment system.



Figure 6. CCR Detected Regulated Contaminants Table showing best practices.

LEAD AND COPPER - Tested at customer's taps. Testing is done every 3 years.								
Contaminant	EPA's Action Level	Ideal Goal (EPA's MCLG)	90% of Test Levels Were Less Than	# of Tests With Levels Above EPA's Action Level	Violation	Typical Sources		
Lead	90% of homes less than 15 ppb	0 ppb	5.8 ppb	2 out of 92	NO	Corrosion of household plumbing		
Copper	90% of homes less than 1.3 ppm	1.3 ppm	0.32 ppm	1 out of 92	NO	Corrosion of household plumbing		
INORGANIC CHEMICALS								
Contaminant	Highest Level Allowed (EPA's MCL)	Ideal Goal (EPA's MCLG)	Highest Result	Range of Test Results	Violation	Typical Sources		
Barium	2 ppm	2 ppm	2.5 ppm	0.022 - 2.5 ppm	YES	Discharges from drilling wastes		
Chromium	100 ppb	100 ppb	2 ppb	0 - 2 ppb	NO	Discharge from steel or pulp mills		
Fluoride	2 ppm*	2 ppm*	0.76 ppm	0.69 - 0.76 ppm	NO	Erosion of natural deposits or water additive		
Nitrate	10 ppm	10 ppm	3.8 ppm	0.730 - 3.8 ppm	NO	Runoff from fertilizer use		
BACTERIA IN TAP WATER								
Contaminant	Highest Level Allowed (EPA's MCL)	Ideal Goal (EPA's MCLG)	Highest Monthly Percentage of Samples With Total Coliform Present		Violation	Typical Sources		
Total Coliform (for systems that collect ≥ 40 samples/month)	5% of monthly samples are positive	0	0.60%		NO	Naturally present in the environment		
Contaminant	Highest Level Allowed (EPA's MCL)	Ideal Goal (EPA's MCLG)	Highest Monthly Number of Samples Containing Total Coliform		Violation	Typical Sources		
Total Coliform (for systems that collect < 40 samples/month)	1 sample contains total coliform	0	2		YES	Naturally present in the environment		
*EPA's MCL and MCLG is 4 ppm, but [STATE] has set a lower MCL and MCLG which improves public health protection.								
<p>How to Read the Water Quality Data Table EPA establishes the safe drinking water regulations that limit the amount of contaminants allowed in drinking water. The table shows the concentrations of detected substances in comparison to regulatory limits. Substances not detected are not included in the table.</p>								
<p>Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.</p>								
<p>Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.</p>								
<p>Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a system must follow.</p>								
<p>Units in the Table: ppm is parts per million (or 1 drop in 1 million gallons), ppb is parts per billion (or 1 drop in 1 billion gallons)</p>								

Health Effects

Barium: Some people who drink water containing barium in excess of the MCL over many years could experience an increase in their blood pressure.

Total Coliform: Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially-harmful, bacteria may be present. Coliforms were found in more samples than allowed and this was a warning of potential problems.

1

A violation column – Many CWSs provide a violation column so that customers can easily identify contaminants that were above drinking water standards.

2

A legible font – Use text that does not contain calligraphy (for example, Times New Roman, Arial or equivalent). Center all columns except for the Contaminant column. This makes your CCR easier to read.

3

Color – Shade each row to make the table easier to read. Try alternating shades of the same base color in each table or contaminant category. Pick colors so that the CCR can be easily viewed in all formats. For example, printed in black and white. Use color combinations that someone who is colorblind can see (such as, avoid red and green combinations).

4

More stringent state standards – Identify instances where your state has set a more stringent drinking water standard than federal standards.

5

Additional information – In addition to using the required terms, also use “plain English.” For example, use “Highest Level Allowed” in addition to “Maximum Contaminant Level.” The goal is to express information clearly.

6

A “Table Key” – Include a table key on the same page as the table if possible. Remember, required definitions such as the Maximum Contaminant Level (MCL) and Maximum Contaminant Level Goal (MCLG) must be included.

What to Avoid When Creating a CCR Contaminant Table?

You want your CCR contaminant table to be eye-catching, easy to read and understandable.

Figure 7. Example CCR Contaminant Table that needs improvement.

Lead and Copper					1
	Action Level	MCLG	Results	Source	
Lead	15 ppb	0 ppb	5.8 ppb	Corrosion of household plumbing	2
Copper	1.3 ppm	1.3 ppm	0.32 ppm	Corrosion of household plumbing	
Bacteria in Tap Water					
	MCL	MCLG	Results	Source	3
Total Coliform	5%	0	0.60	<i>Naturally present in the environment</i>	
Fecal Coliform	5%	0	0	Human or animal fecal waste	
Inorganic Chemicals	MCL	MCLG	Result	Source	4
Barium	2 ppm	2 ppm	2.5 ppm	Discharges from drilling wastes	
Chromium	100 ppb	100 ppb	2 ppb	Discharge from steel or pulp mills	
Fluoride	2 ppm*	2 ppm*	0.76 ppm	Erosion of natural deposits or water additive	
Nitrate	10 ppm	10 ppm	3.8 ppm	Runoff from fertilizer use	

Where Do I Find More Information?

The following resources are available to help you prepare your CCR. Remember, many of these information sources present only “what is required.” The practices in this factsheet can enhance your CCR for your customers. These resources may be found at <http://water.epa.gov/lawsregs/rulesregs/sdwa/CCR/index.cfm>.

1

Do not select background colors or graphics that make the table text hard to see or lead the eye away from the text.

2

Do not leave out gridlines or other visual organizing elements.

3

Do not mix font sizes and styles within one category of information.

4

Do not mix text alignments within one column of information.

- EPA’s CCR Unit Conversion Factsheet (April 2015)
- EPA’s Preparing Your Drinking Water Consumer Confidence Report (April 2010).
- EPA’s CCR Rule: Quick Reference Guide (August 2009).
- EPA’s Talking to Your Customers about Chronic Contaminants in Drinking Water (October 2007).
- EPA’s Compliance Help/Tools for CWSs.
- EPA’s CCRiWriter. This online application enables you to produce a regulation compliant CCR.

In January 2013, EPA released a memo describing regulatory requirements for directly delivering a CCR to bill paying customers electronically. This section describes what EPA considers direct delivery of the CCR as well as recommendations for how to launch, maintain and electronically deliver CCRs to bill-paying customers.

What Is Considered Direct Delivery?

The CCR Rule generally requires each CWS to mail or otherwise directly deliver one copy of its CCR to each customer annually. In addition, the CWS must make a good faith effort to reach customers who do not get water bills, for example, apartment dwellers.

1. Similar to delivering a copy of the CCR through the mail, electronic delivery must provide the CCR in a manner that is “direct.” The EPA interprets this CCR Rule requirement to mean that CWSs can use other mailings, such as paper billing statements featuring a prominently displayed and explained direct website address (or URL) to the CCR, to meet their CCR delivery requirement. Each year, the CWS must also provide a method (for example contact phone number) for a customer to request a paper copy of the CCR.
2. If a CWS is aware of a customer’s inability to receive a CCR by the chosen electronic method, it must provide the CCR by an alternative method allowed by the CCR Rule.

What is electronic delivery?

Electronic delivery encompasses various delivery methods that include: email, posting a CCR on a public website and mail notification of the posting. There are specific requirements for electronic delivery of CCRs.

What Delivery Methods Does EPA Consider to be “Direct”?

There are six CCR delivery methods that EPA has identified as meeting the “direct delivery” requirement, so long as the system is providing the report directly to each customer. These are described in Table 1 below.

Table 1. Approved CCR Delivery Methods

CCR Delivery Method	Method Description
1. Mail - paper copy	CWS mails a paper copy of the CCR to each bill-paying customer.
2. Mail - notification that CCR is available on website	CWS mails to each bill-paying customer a notification that the CCR is available and provides a direct URL to the CCR where it can be viewed. A URL that navigates to a Web page that requires a customer to search for the CCR does not meet the “directly deliver” requirement. The mail method used for notification may be, but is not limited to, a postcard, water bill insert, statement on the water bill or community newsletter.
3. Email – direct URL to CCR ¹	CWS emails to each bill-paying customer a direct URL to the CCR on a publicly available site on the Internet. A URL that navigates to a Web page that requires a customer to search for the CCR does not meet the “directly deliver” requirement.
4. Email – CCR sent as an attachment to the email ¹	CWS emails to each bill-paying customer the CCR as an electronic file email attachment (for example, PDF).

CCR Delivery Method	Method Description
5. Email – CCR sent as an embedded image in an email ¹	CWS emails to each bill-paying customer the CCR text and tables inserted into the body of an email (not as an attachment).
6. Additional electronic delivery that meets “otherwise directly deliver” requirement ²	CWS delivers CCR through a method that otherwise directly delivers to each bill-paying customer and in coordination with the state.

¹This method may only be used for customers when a CWS has a valid email address to deliver the CCR electronically.

²This category is intended to encompass methods or technologies not included above. CWSs considering new methods or technologies should consult with their state to ensure it meets the intent of “otherwise directly deliver.”



A CWS will need to use a combination of delivery methods to reach all customers.

How Does Outreach Help Me with CCR Delivery?

You should perform outreach to your customers prior to electronic delivery each year. *This is especially important if you currently deliver a paper CCR to each of your customers through the mail and will begin electronic delivery for the first time.* Outreach is different than notifying your customers that the CCR is available on a Website, or an email with the CCR as an attachment. Outreach occurs before the CCR is delivered. It lets you inform customers of your CCR delivery method plans and to receive feedback on how your customers prefer to receive their CCR.

Communicating with your customers that your CCR delivery methods will include electronic delivery creates greater transparency between you and your customers. It shows your customer that you want them to be aware of the CCR and to read it.

An example of an outreach method is to send your customers postcards with information about the upcoming electronic delivery of the CCR. You may want to include information such as when the CCR will be available and where it will be located.

Outreach vs. Delivery?

Outreach is when a CWS contacts customers to tell them that they will be changing the delivery format of their CCR, or asking the customer’s opinion about delivery. This can be done at any time and there are no regulatory requirements surrounding outreach.

Delivery is the regulatory requirement to directly deliver the CCR to all bill-paying customers and make a good-faith effort at reaching non bill-paying consumers. There are specific requirements associated with direct delivery. For more information see EPA’s 2013 CCR Delivery Options Memo.

Tips: Mailing a Direct URL

The URL must provide a direct link to the CCR and the link must take the customer to the entire CCR so that the customer does not have to navigate to another Web page to find any required CCR content.

- The URL must direct the consumer to the current CCR posted. A list of various CCRs, including a list of historical of CCRs, does not meet the “direct delivery” requirement.
- A shortened URL can make customer access easier and can be accomplished through a third-party shortening service that creates a website alias or redirect.
- When using a third-party to create a shortened URL, notify your customers and familiarize them with the URL.
- A long URL increases the chances for customers to incorrectly type the URL and could discourage customers to enter the URL.

Helpful Hint

Most website hosting companies allow you to track website hits and length of stay. The number of hits will tell you if your outreach campaign alerting customers to the existence of your electronic CCR and website is a success or not. If hits are too low, you may want to increase not only your outreach efforts but your outreach methods as well. If your electronic CCR and website hits are high, but people are only staying for five seconds, this may indicate that your site is not engaging or it is too hard to find information. You may wish to work with your IT staff to improve the look and navigation of your electronic CCR and website.

Figure 8. Sample outreach postcard delivered before the direct URL has any information posted.

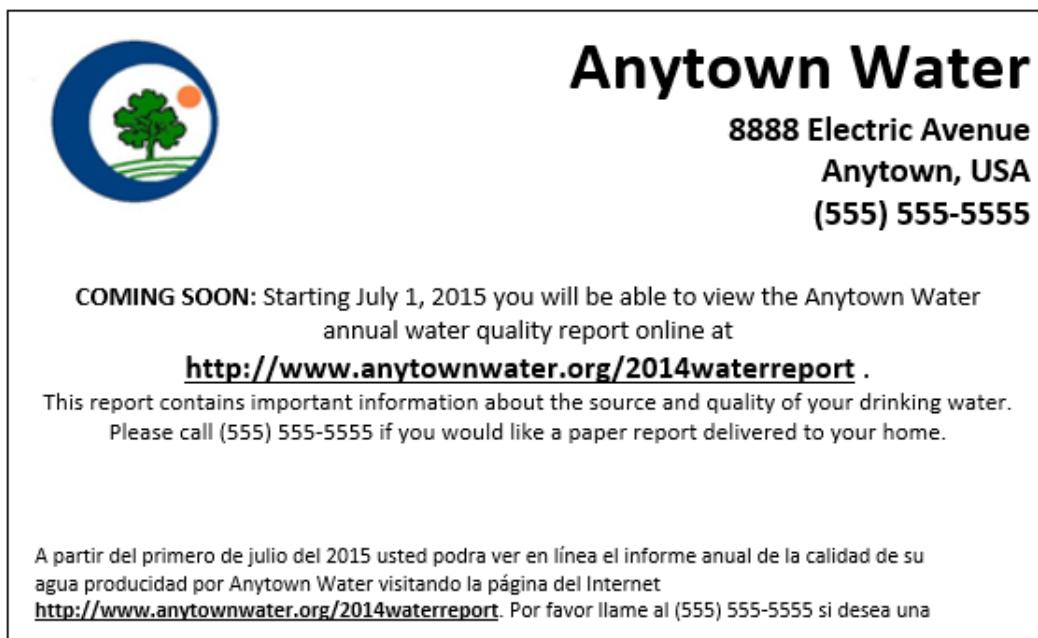
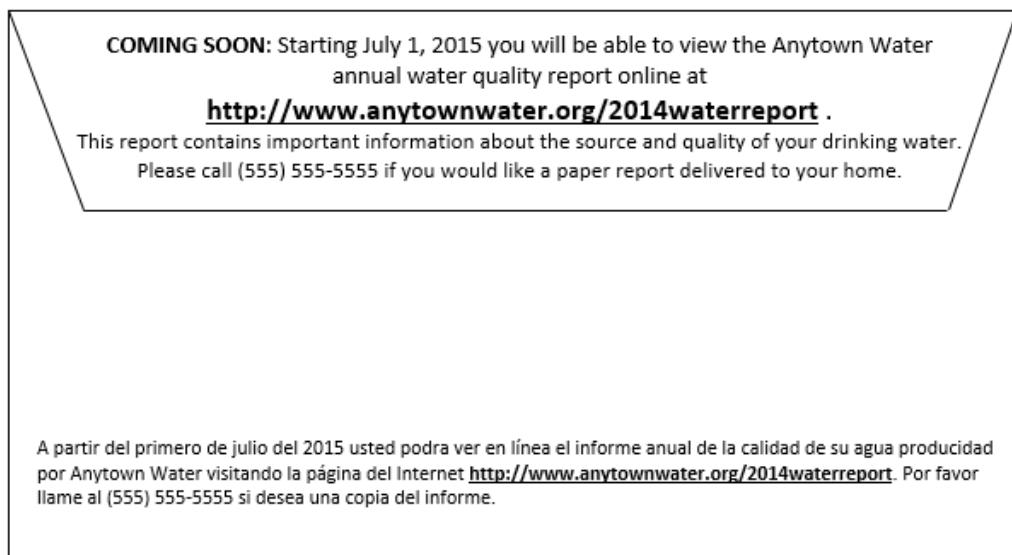


Figure 9. An example of an outreach message on the back of an envelope from the CWS alerting customers that the CCR will be available online.



Another outreach method is to include a message on billing statements or the outside of envelopes that the CCR will be available.

As shown in Figure 9, since the URL is being shared as a part of outreach efforts, the URL does not need to link to your CCR just yet. That is why the phrase “Coming Soon” is used on the envelope. You are not just limited to these two examples in your outreach efforts. The more outreach you do, employing a variety of methods, the greater the chance of reaching your customers. **Note – if the URL does not have the current CCR posted when sending out a link, it is not considered direct delivery and does not satisfy the delivery requirement for the CCR Rule.**

Other outreach methods could include:

- Social media
- Newspaper article
- Notice on website
- Message sent through a reverse calling system
- Article in your CWS newsletter
- Handouts at community events
- Email to all e-billing customers
- Radio ads

By informing your customers of the change to (or addition of) electronic delivery of the CCR it may ease their transition knowing you still want them to read their CCR. Remember, outreach efforts are different than, and do not replace, CCR delivery requirements.



If the most current CCR is not linked to the URL that is being mailed out then you are not meeting the direct delivery regulatory requirement.

Figure 10. Example of a water bill.

Annual Water Quality Report		CHARGES (SEE REVERSE FOR DESCRIPTIONS)	
In 2014, Anytown Water detected 53 contaminants in the drinking water and 5 of them were above the EPA accepted level for drinking water. Please go to http://www.anytownwater.org/2014waterreport.pdf to view your 2011 annual water quality report and learn more about your drinking water. This report contains important information about the source and quality of your drinking water. For a translation of the water quality report or to speak with someone about the report please call (555) 555-5555. If you would like a paper copy of the 2014 Annual Water Quality Report mailed to your home, please call (555) 555-5555.		WATER RATES - ESTABLISHED BY ANYTOWN WATER SERVICE CHARGE	8.35
		WATER USAGE CHARGE 8 X 2.16	17.28
		SUBTOTAL ANYTOWN WATER	\$25.63
Durante el año 2014 la empresa de agua Anytown detecto 53 contaminantes regulados en el agua potable. Cinco de los contaminantes detectados en el agua potable reflejaron niveles que exceden los límites legales establecidos por la EPA. Para acceder al mas reciente reporte anual de calidad de agua y para mas informacion acerca de su agua potable puede visitar http://www.anytownwater.org/2014waterreport.pdf . El reporte anual contiene valiosa informacion acerca de las fuentes de abasto y calidad de su agua potable. Para obtener una traducción del reporte de calidad de agua o para preguntas acerca del reporte por favor comuníquese al (555) 555-5555. Si desea obtener a través del correo una copia de su más reciente reporte de calidad de agua		SEWER RATES - ESTABLISHED BY HEALTHY COUNTY GOVERNMENT SEWER BASE CHARGE	5.50
		SEWER USAGE CHARGE 8 X 6.55	52.40
		SUBTOTAL HEALTHY COUNTY	\$57.90
		TOTAL AMOUNT DUE	\$83.53

What Are Best Practices and Important Considerations for CCR Electronic Delivery?

The tips below will help you to ensure successful electronic delivery of CCRs. These tips have been arranged under the broad categories of Before You Begin, Content Considerations and Email Tips.

Tips: Before You Begin

1. As noted above, consider conducting customer outreach to inform them of the option for electronic delivery. Your customers' preferred delivery methods should be assessed prior to beginning electronic delivery. Not all customers have Internet access and even if a customer has Internet access he or she may still want to receive a paper copy of the CCR.
2. To ensure delivery to every bill-paying customer, you may need to implement a combination of paper and electronic delivery. Start the development of your CCR early and coordinate with other departments in your organization that may be involved (for example, Information Technology (IT) and billing departments). Customers likely will have questions about electronic delivery, and personnel in all departments will need to have the same information to share with customers. IT staff may need plenty of time to develop a website to accommodate the posting of your CCR.



EPA's CCR Delivery Options Memo (January 2013) contains information to help assess which type of CCR delivery program is best for your CWS.

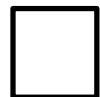
Tips: Content Considerations

1. When using a mail notification method with a direct URL (for example, on a water bill), you should display the direct URL on every mailing throughout the year.
2. If you mail a direct URL to customers, consider including a check box on every mailing (see Figure 11), similar to a change of address or pay by credit card option, so that a customer can elect to continue receiving a paper CCR. Be sure to coordinate with the billing department to note those customers who would like to continue receiving a paper CCR so that one can be sent as soon as possible.

Figure 11. Checkbox for customers to elect to continue receiving a paper CCR.

Please check the box if you would prefer a paper copy of your annual water quality report delivered to your home.

Por favor, haga una marca en el encasillado si prefiere recibir a través del correo una copia de su más reciente reporte de calidad de agua.



3. As noted above, the direct URL should be displayed in typeface that is at least as large as the largest type on the billing statement or other notification. You should also create a short, easy-to-type URL. This sounds easy, but if your CWS does not have its own website, this could be challenging. For example, if you will be posting your electronic CCR on your Web page which is on your municipality's website, the URL could become quite long. One thing to consider is a website alias or redirect, which can be obtained through a shortening service. This allows you to have a short, easy-to-remember URL that actually takes your customer to the Web page with the longer URL. An example of this is <http://epa.gov/watersecurity> which takes you to the much longer URL <http://water.epa.gov/infrastructure/watersecurity/index.cfm>.
4. When sending a direct URL notification or email attachment, include a short message to encourage readership of the CCR (see Figure 12). Remember, the purpose of the CCR is to inform customers about the quality of their drinking water and to raise customers' awareness of where their drinking water comes from and what it takes to deliver water to their home, as well as the importance of protecting drinking water sources. This message is different than the required explanation of the URL, which tells your customer that the URL links to the current CCR. This short message should tell them why they should read the CCR.

Helpful Hint

Once a customer requests a paper or electronic CCR, keep a record of this delivery preference for future CCR deliveries. For those who select paper, you may still wish to ask them at least once a year if that is still their preference. This customer may get Internet access or sign up for an email account in the future, and it would be good to remind them of the electronic delivery option.

Figure 12. Direct URL notification, including a short message to encourage readership of the CCR.

In 2014, Anytown Water detected 53 contaminants in the drinking water and 5 of them were above the EPA accepted level for drinking water. The Anytown annual water quality report is available online at <http://www.anytownwater.org/2014waterreport.pdf>.

Durante el año 2014 Anytown Water detectó 53 contaminantes regulados en el agua potable. Cinco de los contaminantes detectados en el agua potable reflejaron niveles que exceden los límites legales establecidos por la EPA. Puede ver en línea el informe anual de la calidad del agua de Anytown Water visitando la página del Internet: <http://www.anytownwater.org/2014waterreport.pdf>.

5. You may want to prepare your CCR in a format (for example, PDF) that can be delivered both electronically and on paper. This decreases the burden of creating two versions for delivery. Try to make the file size as small as practicable if you are planning on delivering it by email.
6. The CCR could also provide links to other, non-required information on the Internet that all customers can visit for more information. This information can be used to encourage your customers to opt for electronic delivery of their CCR. Advertise the fact that your customers can find out much more about their CWS by receiving their CCR electronically or by visiting your website.
7. If you are required to have information in your CCR in different languages based on a large portion of non-English speaking residents, you should also consider including any outreach information in the other languages.



Tips: Using Email

1. Notify customers early to add your email address to their “safe sender” list to avoid the CCR being classified as junk mail or being removed by spam filters. Many spam filters look for embedded image emails and reject them, especially if the sender is not on the recipient’s “safe sender” list.
2. If you send the CCR via email and receive a message that the email bounced back, be prepared to send the CCR by an allowable alternative means. This means customers may need to be called to verify email addresses. If a customer no longer has an active email account, this should be noted in your records and a paper CCR mailed to them.
3. Consider your CWS’s capacity to send large volumes of email and whether a third-party is needed to manage the delivery of the CCR. Be sure to update your email database regularly throughout the year to make sure emails are up-to-date so that when you send the CCR you do not get many bounce-backs.
4. Track how many emails are opened to help measure the success of your CCR’s electronic delivery. Statistics you may wish to track include the open rate (percentage of customers that opened the email), opened (number of customers that opened the email more than once), and forward opens (how many times the email was forwarded). You will want to coordinate with your IT department ahead of time to capture these statistics. Depending on your email service provider, open statistics will vary. You may need to contract with an outside provider to obtain this information.

5. Electronic bill and auto-pay customers may not open or may ignore their billing statements. Therefore, to ensure that your customer is aware that the email they are receiving is not the bill or notice of payment, you should send a separate email (with a CCR-related subject line) to inform your customers of the availability of the CCR each year. You may want to send more than one email to ensure that the message is received.

What Are the Top Ten Things to Remember When Utilizing Electronic Delivery?

- 1** Delivery is your responsibility! A CWS must certify distribution of the CCR to all customers to their primacy agency. CWSs will need to use a combination of delivery methods to best reach customers in their service area.
- 2** Know your customer base! Customer surveys show preferences are split between wanting electronic versus mail delivery of the CCR. Be sure to communicate with your customers to find out their preferences.
- 3** Give customers a heads up and an option! Inform customers of the change in delivery approach before beginning electronic delivery of your CCR to customers. Remember that it is a requirement to include an option for customers to elect to receive a paper CCR.
- 4** Tell everyone, all the time! A CWS mailing a direct URL should display the direct URL on all mailings.
- 5** Know your costs! You may not see delivery savings in the first year, and it may take a few years for people to become comfortable with electronic delivery and to maximize participation.
- 6** Catch your customers' attention! Include a short message in outreach and notification materials to encourage readership of the CCR.
- 7** Be aware of email pitfalls! If an email bounces back, resend the CCR by an allowable alternative means. Keep email databases up-to-date.
- 8** Make it bold! Make it short! The direct URL should be in typeface that is at least as large as the largest type on the billing statement or other mailing notification. You should also create a short, easy-to-type direct URL.
- 9** Keep a record! Remember your customers' delivery preferences for future CCR deliveries.
- 10** Remind auto-pay customers! To ensure that e-bill and auto-pay customers are aware of their CCR, a CWS should send a separate CCR notification email.

Where Do I Find More Information?

The following resources are available to assist you in developing a CCR electronic delivery program. These resources may be found at <http://water.epa.gov/lawsregs/rulesregs/sdwa/CCR/index.cfm>.

- EPA's CCR Delivery Options Memo (January 2013).
- EPA's Consumer Confidence Report (CCR) Rule Retrospective Review Summary (December 2012).
- Where You Live: Your Drinking Water Quality Reports Online. EPA publicly accessible database of CCR hosted websites.

Disclaimer

This document provides guidance and contains EPA's current policy recommendations for complying with the CCR Rule. Throughout this document, the terms "state" and "states" are used to refer to all types of primacy agencies including U.S. territories, Native American tribes and EPA.

The statutory provisions and EPA regulations described in this document contain legally binding requirements. This document is not a regulation itself, nor does it change or substitute for those provisions and regulations. Thus, it does not impose legally binding requirements on EPA, states or CWSs. This guidance does not confer legal rights or impose legal obligations upon any member of the public. While EPA has made every effort to ensure the accuracy of the discussion in this factsheet, the obligations of the regulated community are determined by statutes, regulations, or other legally binding requirements. In the event of a conflict between the discussion in this document and any statute or regulation, this document would not be controlling.

The general description provided here may not apply to a particular situation based upon the circumstances. Interested parties are free to raise questions and objections about the substance of this guidance and the appropriateness of the application of this guidance to a particular situation. EPA and other decision makers retain the discretion to adopt approaches on a case-by-case basis that differ from those described in this guidance, where appropriate.

Mention of trade names or commercial products does not constitute endorsement or recommendation for their use. This is a living document and may be revised periodically without public notice. EPA welcomes public input on this document at any time.

Monitoring Summary for HOMER WATER SYSTEM

Public water system ID#AK2240456

Population: 6008

February 13, 2025

Community Water System, Surface water

Requirement	Sample Point ID	Required Sampling Frequency	Last Sample	Next Sample
Sanitary Survey		Every 3 years	08/20/2024	2027
DS CITY OF HOMER WATER SYSTEM (Facility ID:DS001)				
COLIFORM (TCR)	SPDS001TCR	7 sample(s) monthly	01/21/2025	Monthly, according to Sample Siting Plan
TTHM & HAA5 (DBP2)	SPDS1DBP2-2	2 sample(s) quarterly	12/10/2024	See stage 2 sampling detail information below
LEAD AND COPPER	SPDS001PC	20 sample(s) every 3 years	11/03/2023	2026
TP FOR CITY OF HOMER WATER SYSTEM (Facility ID:TP001)				
SOC	SPTP001	1 sample(s) quarterly	02/08/2006	2023-2025 SOC Waiver Granted
NITRATE	SPTP001	1 sample(s) annually	02/13/2024	2025
VOC	SPTP001	1 sample(s) annually	02/13/2024	2025
ARSENIC - SINGLE	SPTP001	1 sample(s) per 9 year cycle	04/27/2021	Between 2029 and 2037
INORGANICS	SPTP001	1 sample(s) per 9 year cycle	04/27/2021	Between 2029 and 2037
RADIUM 226 AND 228	SPTP001	1 sample(s) per 9 year cycle	04/27/2021	Between 2026 and 2034
TOTAL GROSS ALPHA	SPTP001	1 sample(s) per 9 year cycle	04/27/2021	Between 2026 and 2034

Stage 2 Sampling Detail Information - Sample frequency listed in requirements above

Contaminant	Sample Pt. ID	Location	Sample Count	Sample Dates
DBP2	SPDS1DBP2-1	BEST WESTERN	1	March, June, September, and December
DBP2	SPDS1DBP2-2	SPIT STATION	1	March, June, September, and December

Operator Report

Requirement	Location	Sampling Frequency	Last Report	
TURBIDITY	After Filters	Daily - Every 4 hours while treatment plant is operating	01/01/2025	Test and record daily. Send reports to ADEC on the last day of the month (before the 10th day of the following month).
CHLORINE	Distribution System	Same time/place as routine TCR sample	01/01/2025	
CHLORINE	Entry Point	Daily	01/01/2025	

Compliance Schedules

Schedule/Action	Due	Comments
Consumer Confidence Report		
CCR - SUBMITTAL	06/30/2025	CCR due to customers and DEC by July 1 annually
CCR - CERTIFICATION PAGE	09/30/2025	CCR Certification due to DEC by October 1 annually
AWIA		
AWIA RISK ASSESSMENT UPDATE DUE TO EPA	06/30/2026	For additional information, refer to: http://dec.alaska.gov/eh/dw/security/regulations/awia-regulations

Public Notice Schedules

PN Action	PN Due	Certification Due	Comments
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**NSF = No sample found

- 1) Periods are three years in length. The current period is 1/1/2023 - 12/31/2025 and the next period will be 1/1/2026 - 12/31/2028. Cycles are nine years in length. The current cycle is from 1/1/2020 - 12/31/2028 and the next cycle is 1/1/2029 - 12/31/2037.
- 2) Periods for radionuclides (gross alpha, radium 226/228, and uranium) are three or six years in length. The current 6 year period is 01/01/2020 - 12/31/2025, the next 6 year period will be 01/01/2026 - 12/31/2031. Cycles for radionuclides are nine years in length. The current cycle is from 01/01/2017 - 12/31/2025 and the next cycle is 01/01/2026 - 12/31/2034.
- 3) WL (well) or TP (treatment plant) is the entry point to the distribution system, except for raw water samples and WL (well) is the raw water tap. DS (distribution system) is the home and buildings that receive water from a piped water system.
- 4) Water quality parameters are tested in order to conduct a corrosion control study. Please contact your engineer, health corporation, or certified laboratories for assistance.
- 5) Lead/Copper samples on an annual or 3 year schedule should be collected in month of warmest water temperature.
- 6) Water systems with multiple water sources that do not combine before entering the distribution must take one sample from each entry point to the distribution and may do a composite sample according to 18AAC80.325(17), 18AAC80.315(4).
- 7) SOC waiver renewal forms are due every three year period. SOC waiver, new and renewal, forms can be found at <http://dec.alaska.gov/eh/dw/soc/>.
- 8) Each public water system is required to have a water operator (or operators) certified at or above the drinking water treatment and drinking water distribution level assigned to the system. To check on current level of certification for your water operator please see the Alaska Certified Water/Wastewater Operator Database maintained by the Division of Water: <https://dec.alaska.gov/Applications/Water/OpCert/Home.aspx?p=OperatorSearch>. If you have questions regarding the water system level or the operator certification level please contact Operator Certification at 907-465-1139 or at dec.water.fco.opcert@alaska.gov.

Monitoring Summaries reflect sample results the Drinking Water Program has record of at the time the summary is drafted (see date at top of summary). If information appears incorrect or is inconsistent with previous monitoring summaries please contact DW staff. Monitoring summaries are part of the DW Program's compliance assistance efforts to summarize requirements to help water systems stay in compliance. However, they do not cover all items that may be required of a Public Water System (PWS), nor does it supersede the regulation requirement as outlined in the Code of Federal Regulations or the Alaska Administrative Code. The PWS owner/operator is required to understand or seek assistance in understanding what regulations apply to their PWS.

Monitoring summary completed by Christina Harris, Environmental Program Specialist/ADEC. If you have any questions please contact ADEC at 907-262-3420 or 1-866-956-7656 Email: christina.harris@alaska.gov Fax: (907) 262-2294.

Sincerely,

Christina Harris
Environmental Program Specialist



City of Homer

www.cityofhomer-ak.gov

491 East Pioneer Avenue
Homer, Alaska 99603
(p) 907-235-8121
(f) 907-235-3140

Homer Harbor Expansion General Investigation Update

Item Type: Informational Memorandum

Prepared For: Homer City Council, Port & Harbor Advisory Commission

Date: January 8, 2026

From: Jenny Carroll, Special Projects & Communications Coordinator

Through: Melissa Jacobsen, City Manager

Purpose: This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

Update: The United States Corps of Engineers (USACE) Project Development Team (PDT) is following guidance from headquarters to meet the new 35% design requirement on schedule and within the existing General Investigation budget, which creates budget shortfalls that will be partially mitigated by streamlining internal administrative procedures in the Project Management Plan.

A significant hurdle is completing Ship Simulation due to its high cost and the time needed to complete. City staff are in discussion with the PDT about potential cost-saving measures, and are seeking written clarification from the USACE regarding whether the requirements of 35% design specifically include a Ship Simulation at the US Army Engineer Research and Development Center (ERDC) in Vicksburg Mississippi, as originally planned, or, if other solutions such as a tabletop exercise with local, highly-experienced large vessel captains or a ship simulation at Seward's AVTEC might produce adequate feedback on sufficiency of design.

The city has also corresponded with other levels within the USACE about the situation and potential solutions. Attached is a letter to General Palazzini in the Pacific Ocean Division and a letter Representative Begich sent to the Assistant Secretary of the Army for Civil Works after discussions with city staff regarding impacts of mid-study policy changes on Alaskan infrastructure projects.

In the interim, to conserve study funds, the bi-monthly PDT meetings have been suspended, and the PDT has only been working on an Agency Technical Review and approval of the Cost-Effectiveness/Incremental Cost Analysis (a tool the USACE develops to evaluate and compare project alternatives to find the most efficient and justified solution).

The PDT stands ready to revisit breakwater cross section design and rock quantities once they receive the geotechnical report, which is anticipated to arrive from the contractor in early January. Once the breakwater design is finalized, they will be able to plug the numbers into the economics model and revisit their Tentatively Selected Plan analysis.



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

December 1, 2025

Via Electronic Mail

Colonel Palazzini, Commander for the U.S. Army Corps of Engineers - Alaska District
Mr. Randy Bowker, Deputy District Engineer for Program Management
Chief, Program and Projects Management Division

RE: Homer Harbor Navigational Improvements General Investigation

Dear Colonel Palazzini and Randy Bowker,

The City of Homer (City), as the non-federal sponsor, submits this memorandum to outline opportunities for advancing the Homer Navigation Improvements feasibility study in light of recent changes to U.S. Army Corps of Engineers (USACE) requirements. The updated requirements call for advancing the harbor design to a preliminary 30% design level during the feasibility phase instead of the previous conceptual level (~15% Design). While this change inherently introduces additional cost and effort to both the federal and non-federal sponsor, the City understands the USACE desires to offset costs through scope adjustments and/or relaxation of internal federal processes.

The updated USACE guidance, as detailed in ECB 2023-9 Rev 1, establishes milestone requirements for design maturity throughout a project's development. The City understands that advancing the design maturity to the 30% design milestone is driven by a need to reduce risk such that the project is more likely to be in compliance with Section 902 of WRDA which outlines project cost limit requirements. As part of Section 902, the City recognizes that the project construction costs presented in the Final Integrated Feasibility Report and environmental document will need to be within 20% of the actual cost, which is the threshold for the cost adjustments within the District/Division level (does not require approval from USACE Headquarters or Congressional Reauthorization). By achieving this level of design maturity (30%), it reduces risk and supports accurate cost estimates.

With this in mind, the City proposes deferring the full-scale ship simulation study to the Preconstruction Engineering and Design (PED) phase. In its place, during the feasibility study, a desktop-level maneuverability assessment would be conducted. This assessment would rely on local captains familiar with Kachemak Bay conditions, with experience piloting the anticipated large vessel types and lengths that will use the new harbor. Their qualitative input will provide sufficient information for feasibility-level risk assessment without the expense of a full ship simulation and serve to optimize the simulation study in PED by identifying areas for preliminary refinement in feasibility.

While the City agrees that ship simulation will be an added value to the design, the designs of the proposed harbor alternatives are simple in terms of maneuverability for large vessels. This is a result of the PDT's highly collaborative design approach to date that uses non-complex harbor entrances, ASCE

industry standard fairway widths and locating large vessel berthing near the entrance of the harbor eliminating the need to maneuver around a multitude of floats. Because of these design features, it is anticipated that any input from a computerized ship simulation at this stage will confirm industry standard fairway widths and turning allocations are appropriate with a limited possibility of harbor layout changes for efficiency and an extremely low possibility of identifying major shifts in alignment such that the capital costs would be increased beyond 20%. This scope modification will save approximately \$450,000 in study costs to accommodate the new 30% design requirement within the current budget.

It is in everyone's best interest to move this study forward expeditiously and avoid schedule slippage. As an additional option for the agency's consideration, and in recognition of the workload facing agency staff, the City suggests leveraging our design engineering firm's existing project familiarity to develop the 30% design as work-in-kind. HDR has a deep bench of coastal and maritime engineers who are ready to support the project and are already deeply familiar with the project design. Their involvement in USACE projects has provided robust preliminary designs aligned with USACE standards and within the study schedule. This approach helps keep the study on schedule by allowing the Project Delivery Team (PDT) to focus on completing the draft/final feasibility report while HDR, under a work-in-kind contract, takes the lead to advance the design.

The USACE would contribute to and approve the scope for a design services contract and would include key elements outlined in ECB 2023-9 Rev 1 that have not already been developed. These elements include the following items:

1. Updates to the USACE's developed Risk Register.
2. Updates to the preliminary cost analysis to support the USACE's developed Project Cost.
3. Basis of Design documenting the harbor design and integration of conceptual level Local Services Facilities design. The documentation will utilize already developed hydraulic and hydrologic analysis, geotechnical investigations, and include feedback from the proposed desktop-level maneuverability assessment. It will then document aspects of design brought to the 30% design level.
4. Construction Drawings will be developed to approximately 30% design completion which will include draft site plan showing layout, structural cross-sections with accurate material sizes (stone layers), basin and entrance dredge areas/depths/volumes, beneficial use dredge material and offshore placement locations and capacity, utility corridors, drainage, and access routes.
5. Outline of technical specifications.
6. Draft bid tabulation (Proposed Contract Line Item Numbers [CLINS]).
7. Draft construction schedule.

This strategy offers multiple benefits. It maintains budget neutrality by reallocating budgeted funds from the deferred ship simulation study to design development within a tolerable risk level for the feasibility study phase. It achieves the desired reduction in risk by reaching the design maturity necessary for accurate cost estimates and Section 902 compliance. Finally, the option of dividing the workload improves schedule efficiency by allowing the PDT to concentrate on delivering the feasibility report and managing their other high-profile Alaska project obligations, while the design work is progressing under a work-in-kind contract to maintain study momentum.

The City of Homer respectfully requests the USACE Alaska District's concurrence on deferring the full ship simulation to the PED phase, and your consideration of advancing the 30% design as work-in-kind and incorporating these adjustments into the Project Management Plan.

Thank you. We look forward to continued collaboration to ensure the successful advancement of the Homer Navigation Improvements project.

Sincerely,



Melissa Jacobsen

Melissa Jacobsen, City Manager



B. Hawkins

Bryan Hawkins, Port Director

governance, and the need to build a broad and inclusive political alliance. The report also highlights the importance of a broad-based, multi-stakeholder approach to climate change, and the need for a long-term, sustainable development model that is based on the principles of democracy, social justice, and environmental protection.

Source: www.ipcc.ch/report/

Published by the Intergovernmental Panel on Climate Change



Congress of the United States

Washington, DC

January 6, 2026

The Honorable Adam Telle
Assistant Secretary of the Army for Civil Works
108 Army Pentagon
Washington, DC 20310-0108

Dear Assistant Secretary Telle:

I/We write to you today regarding recently implemented policy changes within the Army Corps of Engineers' (Army Corps) civil works programs requiring project sponsors to achieve 35% design completion prior to seeking an Army Corps authorization, up from the previously required 15% design maturity status. I/We understand the underlying rationale for this shift and are appreciative of the Army Corps' efforts to streamline internal processes and review timelines to meet this new requirement. However, we also want to highlight and address potentially unintended financial burdens for certain project sponsors that the new policy has caused, especially amongst communities in Alaska.

As you are aware, the nature of Army Corps' projects in Alaska can vary significantly from those often found in the Lower 48, with project sponsors often being smaller communities and local governments hosting significant infrastructure jurisdictional to the Army Corps. Though some civil works project sponsors – such as large municipalities or public works agencies – can accommodate unforeseen costs to the tune of hundreds of thousands or millions of dollars, this can be challenging for certain project sponsors, particularly small communities in Alaska. Specifically, the change in design threshold changes the previous federal-local cost-share by requiring project sponsors to cover half of the increased cost to complete the additional 20% design required by the policy shift. Under the prior policy, the 90% federal-10% local cost-share for Project Engineering and Design would have applied for the cost of taking design from 15% to 35%.

In Alaska, additional costs of this scale are of significant concern to small local communities acting as project sponsors. Communities and stakeholders find it challenging to be burdened with these costs midway through the process, as they are already making progress on project design and planning with a specific budget in mind. These sorts of unforeseen costs can undermine public trust in the civil works process, create disruptions and delays, and create complications for local stakeholders and constituents. Furthermore, if a project sponsor cannot meet these additional unforeseen financial requirements, a given project's progress through the General Investigation process may be halted, or the project may be altogether stopped. Ultimately, we do not want to see the Army Corps' nor local sponsors' tax dollars go to waste.

Consequently, we would respectfully request that the Army Corps examine its authorities in consideration of the following questions:

1. Does the Army Corps have any authorities that could provide small-scale financial relief to local project sponsors that have been impacted by administrative policy changes, particularly in the middle of the General Investigation process? If not, can any existing authorities be modified to assist project sponsors in these circumstances, or would new authorities need to be created altogether?
2. Does the Army Corps have available funding to provide financial relief in the case of having adequate authority as outlined in question 1?
3. Does the Army Corps anticipate any project delays or challenges as a consequence of this policy shift?

Again, we would reiterate that we are broadly supportive of this policy change and its rationale. Efforts to seek efficiency and interagency communications improvements within the Army Corps' internally is a prudent means to save taxpayer dollars and we applaud these efforts. In doing so, we urge the Army Corps to undertake any actions necessary to minimize any project interruptions and undue financial impacts imposed upon small local project sponsors. Thank you again for your consideration and for the Army Corps' work on behalf of the American people.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nicholas J. Begich III".

Nicholas J. Begich III
Congressman for All Alaska



MEMORANDUM

Update on Changes to Election Date for the Kenai Peninsula Borough

Item Type: Informational Memorandum

Prepared For: Mayor Lord and Homer City Council

Date: January 5, 2026

From: Amy Woodruff, City Clerk

Through: Melissa Jacobsen, City Manager

SUMMARY:

With the passage of Kenai Peninsula Borough (KPB) Proposition No. 5 at the last election, the KPB has changed its election date to November to coincide with State and Federal Elections. The City must consider whether to keep the October election date laid out in City Code or change the City election date to November to align with KPB and State elections. Maintaining the October date will increase the cost to administer elections, as we will no longer be able to share costs with the KPB.

BACKGROUND:

During the October 7, 2025, Municipal Election, Borough voters approved Kenai Peninsula Borough Citizen Initiative Proposition No. 5, which moved the Borough Election date from October to November to coincide with State and Federal elections.

The Division of Elections may make some changes to polling locations as a result of this date change. Any polling location will need to be large enough to accommodate State and Borough election equipment and election workers. If the City chooses to change its election date to align with the State and Borough, the location will need to accommodate equipment and election workers for all three elections simultaneously. No decisions have been made, however, the process of changing voting locations may need to begin as early as February of this year in order to allow for the Division of Elections to thoroughly communicate a change in polling location to voters.

Approval of this Borough Proposition does not affect the City of Homer election day. The City's election date is established in City. The results on Proposition No. 5 in the two City of Homer precincts were as follows. Proposition No. 5 was supported by 51.3% of the City voters who participated in the Borough election.

Precinct	Yes votes	No Votes
Homer No. 1 (06-230)	237	270
Homer No. 2 (06-240)	228	172
Total	465	442

Previous City Election Schedule and Process:

Before the passage of the initiative proposition, City and Borough elections were held concurrently under a Memorandum of Agreement with KPB. Conducting the election together provided significant benefits for both the City and its voters.

Shared ballot programming, shared use of Borough election equipment, and joint logic and accuracy testing all reduced the administrative costs to set up an election. City election information could be included in the Borough's voter pamphlet so the City did not need to design, print, or distribute informational materials. The City and Borough also shared election worker wages and precinct facility rental costs equally, and the Borough handled the processing of hire paperwork as well as paying election workers, saving significant administrative time for the City.

For voters, the combined election schedule offered the convenience of participating in both the City and Borough elections at the same location and time, enhancing accessibility and overall experience.

Proposed Options Moving Forward:

Below are two options for Council to discuss regarding the future date of City of Homer elections:

1. Amend City Code to align the City's election date with that of the Borough on the first Tuesday after the first Monday in November.

The City could continue to collaborate with the Borough on Elections. Division of Elections analysis of voter records estimates that the City may see a slight increase in turnout if the election date changes to November. Polling locations will need to be large enough to accommodate the materials and staff for three elections.

City of Homer's election date is established in Homer City Code [4.01.040 Date of Election](#), which provides that the City's general election will be held annually on the first Tuesday in October. A change to this election date would require an amendment to the City Code by ordinance.

2. Make No Changes: Retain the current city election date on the first Tuesday in October.

The City would not be able to collaborate with the Borough on elections. The KPB election equipment will be programmed for the November Election some time in September, so their election equipment will not be available to support October elections. The City would need to lease its own election

Memorandum
City Council
January 5, 2026

equipment and fully cover all the venue and personnel costs that have previously been shared with the Borough.

Category	2025 Regular Election Cost	Projected Cost of Election without Cost Sharing
Equipment & Programming	600	10,000
Election Notices	400	1,000
Ballot Printing	1449	3,000
Polling Site Rental	50	100
Election Judges	3,044	6,000
Absentee Voting Officials	2662	5,000
Canvass Board	250	250
TOTAL:	\$8,055	\$25,350

RECOMMENDATION:

Discuss the two options and provide direction to the City Manager

ATTACHMENTS:

Proposition Summary for Kenai Peninsula Borough Proposition No. 5

Homer No. 1 (06-230) Election Results for the Kenai Peninsula Borough General Election

Homer No. 2 (06-240) Election Results for the Kenai Peninsula Borough General Election

KENAI PENINSULA BOROUGH PROPOSITION SUMMARY

PROPOSITION NO. 5

CITIZEN INITIATIVE: CHANGE THE CURRENT ELECTION DATE TO ALIGN WITH THE STATE OF ALASKA ELECTION DATE

(To be voted on by all borough voters)

Background:

On May 19, 2025, Initiative Ordinance 2025-01 was filed in the Clerk's Office. The application was found to be in proper form and was certified on May 16, 2025. Petition books were issued on May 19, 2025 and filed on August 4, 2025. On August 14, 2025, the citizen initiative was certified sufficient.

Purpose:

The proposed citizen Initiative Ordinance 2025-01 seeks to amend the Kenai Peninsula Borough (KPB) Code of Ordinances, specifically Title 4 – Elections, to change the current election date to align with the State of Alaska

Key Provision:

1. Change of Regular Election Date. The proposed citizen initiative ordinance changes the regular borough election date from the first Tuesday of October to the first Tuesday following the first Monday in November.

Fiscal Impact:

The full fiscal impacts are unknown. Changing the election date will impact the availability of polling locations as well as the availability of election workers since the State of Alaska has stated separate election workers are needed for each election, and will require purchasing election equipment such as voting booths, signs, tables and chairs for each polling location.

BALLOT LANGUAGE

As approved by the Assembly August 19, 2025

Shall Initiative Ordinance 2025-01, calling for the Kenai Peninsula Borough Code of Ordinances, Title 4 – Elections, be amended to change the current election date to align with the State of Alaska election date, be enacted?

YES A “Yes” vote means you approve enacting the citizen initiative ordinance that changes the regular election date from the first Tuesday of October to the first Tuesday following the first Monday in November.

NO A “No” vote means you oppose enacting the citizen initiative ordinance that changes the regular election date from the first Tuesday of October to the first Tuesday following the first Monday in November.

Election Summary Report

General Election

Kenai Peninsula Borough

October 07, 2025

Summary for: All Contests, 06230 Homer No. 1, 06230 Homer No 1, Election Day

OFFICIAL RESULTS

Voters Cast: 1,047 of 2,951 (35.48%)

SOUTH KENAI PEN HOSPITAL SERVICE AREA - SEAT G (Vote for 1)

		Total	
Times Cast		524 / 2,951	17.76%
Candidate		Total	
ZOLLARS, Brandy		315	
Total Votes		331	
		Total	
Unresolved Write-In		16	

SOUTH KENAI PEN HOSPITAL SERVICE AREA - SEAT H (Vote for 1)

		Total	
Times Cast		524 / 2,951	17.76%
Candidate		Total	
PALM, Ashley		124	
CABANA, Amber		222	
Total Votes		356	
		Total	
Unresolved Write-In		10	

SOUTH KENAI PEN HOSPITAL SERVICE AREA - SEAT I (Vote for 1)

		Total	
Times Cast		524 / 2,951	17.76%
Candidate		Total	
REYNOLDS, Catriona		338	
Total Votes		357	
		Total	
Unresolved Write-In		19	

KPB PROPOSITION NO. 1 (Vote for 1)

		Total	
Times Cast		524 / 2,951	17.76%
Candidate		Party	
YES		162	
NO		340	
Total Votes		502	
		Total	
Unresolved Write-In		0	

KPB PROPOSITION NO. 3 (Vote for 1)

		Total	
Times Cast		524 / 2,951	17.76%
Candidate		Party	
YES		378	
NO		136	
Total Votes		514	
		Total	
Unresolved Write-In		0	

KPB PROPOSITION NO. 4 (Vote for 1)

		Total	
Times Cast		524 / 2,951	17.76%
Candidate		Party	
YES		272	
NO		237	
Total Votes		509	
		Total	
Unresolved Write-In		0	

KPB PROPOSITION NO. 5 (Vote for 1)

		Total	
Times Cast		524 / 2,951	17.76%
Candidate		Party	
YES		237	
NO		270	
Total Votes		507	
		Total	
Unresolved Write-In		0	

HOMER CITY COUNCIL ONE FOR 1-YEAR TERM (Vote for 1)

		Total	
Times Cast		523 / 2,951	17.72%
Candidate	Party	Total	
PARSONS, Bradley		328	
JONES, Michael L.		168	
Total Votes		500	
		Total	
Unresolved Write-In		4	

HOMER CITY COUNCIL TWO FOR 3-YEAR TERM (Vote for 2)

		Total	
Times Cast		523 / 2,951	17.72%
Candidate	Party	Total	
DAVIS, Jason		300	
HANSEN, Storm P.		259	
MINK, John		184	
GARVEY, Elias T.		151	
Total Votes		899	
		Total	
Unresolved Write-In		5	

Election Summary Report

General Election

Kenai Peninsula Borough

October 07, 2025

Summary for: All Contests, 06240 Homer No. 2, 06240 Homer No 2, Election Day

OFFICIAL RESULTS

Voters Cast: 833 of 2,489 (33.47%)

SOUTH KENAI PEN HOSPITAL SERVICE AREA - SEAT G (Vote for 1)

		Total	
Times Cast		416 / 2,489	16.71%
Candidate		Total	
ZOLLARS, Brandy		254	
Total Votes		258	
		Total	
Unresolved Write-In		4	

SOUTH KENAI PEN HOSPITAL SERVICE AREA - SEAT H (Vote for 1)

		Total	
Times Cast		416 / 2,489	16.71%
Candidate		Total	
PALM, Ashley		106	
CABANA, Amber		186	
Total Votes		296	
		Total	
Unresolved Write-In		4	

SOUTH KENAI PEN HOSPITAL SERVICE AREA - SEAT I (Vote for 1)

		Total	
Times Cast		416 / 2,489	16.71%
Candidate		Total	
REYNOLDS, Catriona		268	
Total Votes		277	
		Total	
Unresolved Write-In		9	

KPB PROPOSITION NO. 1 (Vote for 1)

		Total	
Times Cast		416 / 2,489	16.71%
Candidate		Party	Total
YES			157
NO			244
Total Votes			401
		Total	
Unresolved Write-In		0	

KPB PROPOSITION NO. 3 (Vote for 1)

		Total	
Times Cast		416 / 2,489	16.71%
Candidate		Party	Total
YES			321
NO			85
Total Votes			406
		Total	
Unresolved Write-In		0	

KPB PROPOSITION NO. 4 (Vote for 1)

		Total	
Times Cast		416 / 2,489	16.71%
Candidate		Party	Total
YES			196
NO			202
Total Votes			398
		Total	
Unresolved Write-In		0	

KPB PROPOSITION NO. 5 (Vote for 1)

		Total	
Times Cast		416 / 2,489	16.71%
Candidate		Party	Total
YES			228
NO			172
Total Votes			400
		Total	
Unresolved Write-In		0	

HOMER CITY COUNCIL ONE FOR 1-YEAR TERM (Vote for 1)

		Total	
Times Cast		417 / 2,489	16.75%
Candidate	Party	Total	
PARSONS, Bradley		207	
JONES, Michael L.		191	
Total Votes		400	
		Total	
Unresolved Write-In		2	

HOMER CITY COUNCIL TWO FOR 3-YEAR TERM (Vote for 2)

		Total	
Times Cast		417 / 2,489	16.75%
Candidate	Party	Total	
DAVIS, Jason		227	
HANSEN, Storm P.		192	
MINK, John		173	
GARVEY, Elias T.		150	
Total Votes		744	
		Total	
Unresolved Write-In		2	

Financial Report - FY26 1st Quarter

Provided January 12, 2026

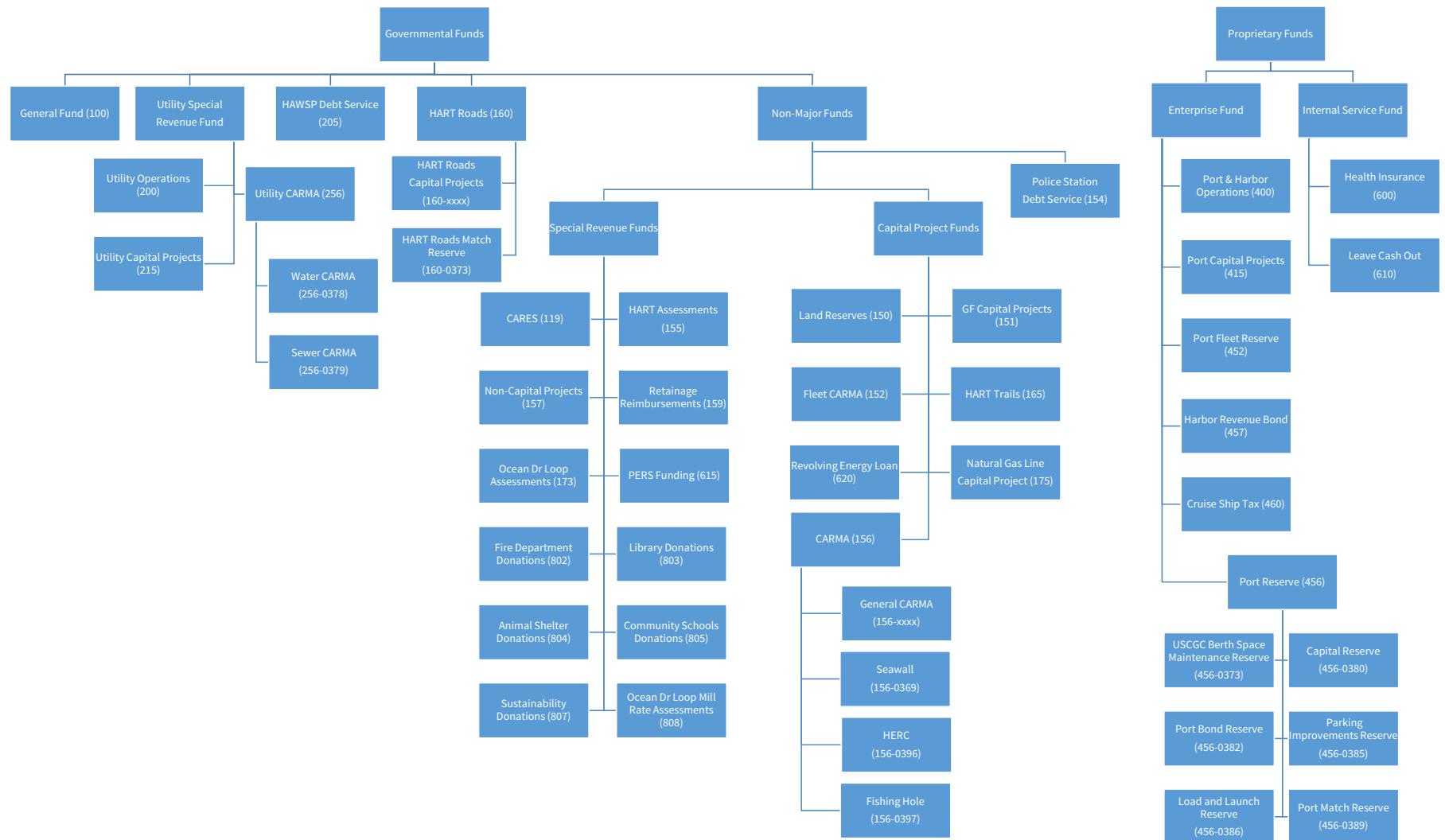
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City of Homer
Financial Reporting Schedule
for Calendar Year 2025

Dates	Event
1/13/2025	
1/27/2025	Monthly FY25 Year-To-Date (YTD) Report
2/10/2025	FY25 2nd Quarter Report
2/24/2025	Monthly FY25 YTD Report
3/10/2025	
3/24/2025	Monthly FY25 YTD Report
4/14/2025	
4/28/2025	Monthly FY25 YTD Report
5/12/2025	FY25 3rd Quarter Report
5/27/2025	Monthly FY25 YTD Report
6/9/2025	
6/23/2025	Monthly FY25 YTD Report
7/28/2025	Monthly FY25 Year-End Report - Preliminary
8/11/2025	
8/25/2025	Monthly FY26 YTD Report
9/8/2025	FY25 4th Quarter Report
9/22/2025	Monthly FY26 YTD Report
10/13/2025	
10/27/2025	Monthly FY26 YTD Report
11/10/2025	
11/24/2025	FY26 1st Quarter Report*; Monthly FY26 YTD Report

*FY26 1st Quarter Report would be reported in 1st meeting in December, but it has been cancelled for Calendar Year 2025



Fund Balance Report
Actuals through Quarter Ending September 2025

Fund Name	Fund #	FY24 Actual	FY25 Actual	FY26 YTD	Obligated	Available
General	100	7,787,967	7,794,307	9,399,439	5,674,595	3,724,844
Utility Operations	200	878,690	1,101,525	1,974,373	821,068	1,153,305
Utility Capital Projects	215	(894,658)	(1,285,695)	(2,006,471)		(2,006,471)
Utility Reserves	256	3,514,147	3,716,956	3,634,275	1,439,219	2,195,056
HAWSP Debt Service	205	7,400,377	9,238,002	9,414,880	195,000	9,219,880
HART Roads	160	5,698,768	5,252,830	4,953,462	4,538,377	415,085
CARES	119	2,235	-	-		-
Police Station Debt Service	154	2,032,027	2,696,826	2,975,736		2,975,736
HART Assessments	155	1,218,727	677,178	677,178		677,178
Non-Capital Projects	157	25,521	26,786	26,076		26,076
Retainage Reimbursements	159	-	-	-		-
Seawall Assessments	173	302,875	(117,741)	(115,139)		(115,139)
PERS Funding	615	303,621	317,600	319,866		319,866
Fire Department Donations	802	38,213	43,476	43,756		43,756
Library Donations	803	189,184	187,423	188,761		188,761
Animal Shelter Donations	804	335	353	355		355
Community Schools	805	269	336	331		331
Sustainability	807	17,079	17,865	17,993		17,993
Ocean Dr Loop Assessments	808	46,409	51,619	53,473		53,473
Land Reserves	150	386,415	251,652	247,787	16,668	231,119
Capital Projects	151	300,997	807,577	791,587		791,587
GF Fleet CARMA	152	740,647	521,445	509,311	350,729	158,582
GF CARMA	156	1,651,044	2,147,879	1,698,352	661,340	1,037,012
Community Rec Center	158	900,000	1,352,962	1,362,616		1,362,616
HART Trails	165	1,043,034	1,248,285	1,319,657	610,135	709,521
Gas Line	175	300,203	459,329	463,722		463,722
Energy Revolving Loan	620	411,776	315,691	315,691		315,691
Total By Fund - Governmental		\$ 34,295,902	\$ 36,824,465	\$ 38,267,067	\$ 14,307,132	\$ 23,959,935
Port & Harbor Operations**	400	2,446,524	4,044,588	6,013,534		6,013,534
Port Capital Projects	415	974,396	847,696	668,311		668,311
Port Fleet Reserves	452	87,410	117,158	117,158	8,305	108,853
Port Reserves	456	4,041,610	4,499,934	4,502,944	2,157,539	2,345,404
Port Bonds	457	(1,967,192)	(1,626,563)	(1,626,563)		(1,626,563)
Cruise Ship Landing Tax	460	(35,093)	(35,093)	(35,093)		(35,093)
Total By Fund - Enterprise		\$ 5,547,655	\$ 7,847,720	\$ 9,640,291	\$ 2,165,844	\$ 7,474,447
Health Insurance	600	243,104	(149,505)	(232,098)		(232,098)
Leave Cash Out	610	(122,404)	(169,963)	(254,537)		(254,537)
Total By Fund - Internal Service		\$ 120,701	\$ (319,468)	\$ (486,634)	\$ -	\$ (486,634)
Total By Fund - All Combined		\$ 39,964,257	\$ 44,352,717	\$ 47,420,723	\$ 16,472,976	\$ 30,947,748

**Determined by formula: Current Assets - Current Liabilities

Fund Balance Report

General Fund CARMA		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund # - Account #	Account Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
156-0369	Seawall	70,383	-	-	-	70,383	70,383	0	900	69,483
156-0372	ADA	60,000	-	-	-	60,000	60,000	0	-	60,000
156-0375	General	406,273	(117,672)	66,343	-	354,943	354,943	0	-	354,943
156-0384	City Hall	56,122	-	-	-	56,122	56,122	0	55,302	820
156-0385	Recreation	21,436	-	-	199	21,237	21,237	0	653	20,584
156-0387	Community Development	265,859	-	-	40,851	225,008	225,008	0	168,202	56,806
156-0388	Airport	(44,100)	-	-	-	(44,100)	(44,100)	0	-	(44,100)
156-0390	Library	43,119	-	-	-	43,119	43,119	0	26,561	16,558
156-0393	Fire	51,017	-	-	599	50,419	50,419	0	38,413	12,005
156-0394	Police	77,135	-	-	50,962	26,172	26,172	0	27,530	(1,357)
156-0395	Public Works	673,990	65,000	-	389,120	349,869	349,869	0	221,308	128,561
156-0396	HERC	266,000	-	-	1,543	264,457	264,457	0	13,637	250,820
156-0397	Fishing Hole	91,351	-	-	-	91,351	91,351	0	-	91,351
156-0398	IT	104,537	44,000	-	23,924	124,613	124,613	0	104,076	20,537
156-0399	Sister City	4,757	-	-	-	4,757	4,757	0	4,757	0
Total		2,147,879	(8,672)	66,343	507,198	1,698,352			661,340	1,037,012

General Fund Fleet CARMA		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund # - Account #	Account Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
152-0375	General	15,392	-	-	-	15,392	15,392	0	-	15,392
152-0380	Administrative	20,000	-	-	-	20,000	20,000	0	-	20,000
152-0381	Fire	161,461	-	-	12,134	149,327	149,327	0	59,772	89,556
152-0382	Police	150,120	-	-	-	150,120	150,120	0	150,000	120
152-0383	Public Works	174,472	-	-	-	174,472	174,472	0	140,958	33,514
Total		521,445	0	0	12,134	509,311			350,729	158,582

Water & Sewer CARMA		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund # - Account #	Account Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
256-0378	Water	2,590,264	-	6,322	95,325	2,501,261	2,501,261	0	1,202,957	1,298,305
256-0379	Sewer	1,126,691	-	6,322	-	1,133,013	1,133,013	0	236,262	896,751
Total		3,716,956	0	12,644	95,325	3,634,275			1,439,219	2,195,056

Port & Harbor Depreciation Reserve		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund # - Account #	Account Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
456-0380	P & H Reserve	1,493,896	-	70,289	68,229	1,495,955	1,495,955	0	790,838	705,117
456-0386	Load and Launch Reserve	343,567	-	-	-	343,567	343,567	0	-	343,567
456-0389	Match Reserve	2,493,675	-	-	-	2,493,675	2,493,675	0	1,366,701	1,126,974
456-0373	USCGC Berth Space	168,795	-	950	-	169,745	169,745	0	0	169,745
Total		4,499,934	0	71,239	68,229	4,502,943			2,157,539	2,345,404

Port & Harbor Fleet Reserve		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund # - Account #	Account Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
452-0374	P & H Fleet	117,158	-	-	-	117,158	117,158	0	8,305	108,853
Total		117,158	0	0	0	117,158			8,305	108,853

HART Roads		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund #	Fund Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
160	HART Roads	4,752,830	-	624,062	923,430	4,453,462	4,453,462	(0)	4,538,377	(84,915)
160	HART Roads Match	500,000	-	-	-	500,000	500,000	0	0	500,000
Total		5,252,830	0	624,062	923,430	4,953,462			4,538,377	415,085

HART Trails		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund #	Fund Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
165	HART Trails	1,248,285	-	73,916	2,544	1,319,657	1,319,657	0	610,135	709,521
Total		1,248,285	0	73,916	2,544	1,319,657			610,135	709,521

General Fund Unassigned Fund Balance		Prelim	Actuals 7/1/25 through 9/30/25			Prelim	Check value		Encumbered	Available
Fund #	Fund Name	Ending Balance FY 2025	Transferred In/(out)	Other Income	Expenditures	YTD Balance FY 2026				
100	GF Unassigned FB	2,629,289	-	0	0	3,724,844	3,724,844	0	324,759	3,400,085
Total		2,629,289	0	0	0	3,724,844			324,759	3,400,085

→ HART Roads - Available balance is negative at the end of this quarter due to the timing of cash flows and appropriating all FY26 capital projects and beginning of fiscal year. The available balance becomes positive in October 2025 and continues to remain positive.

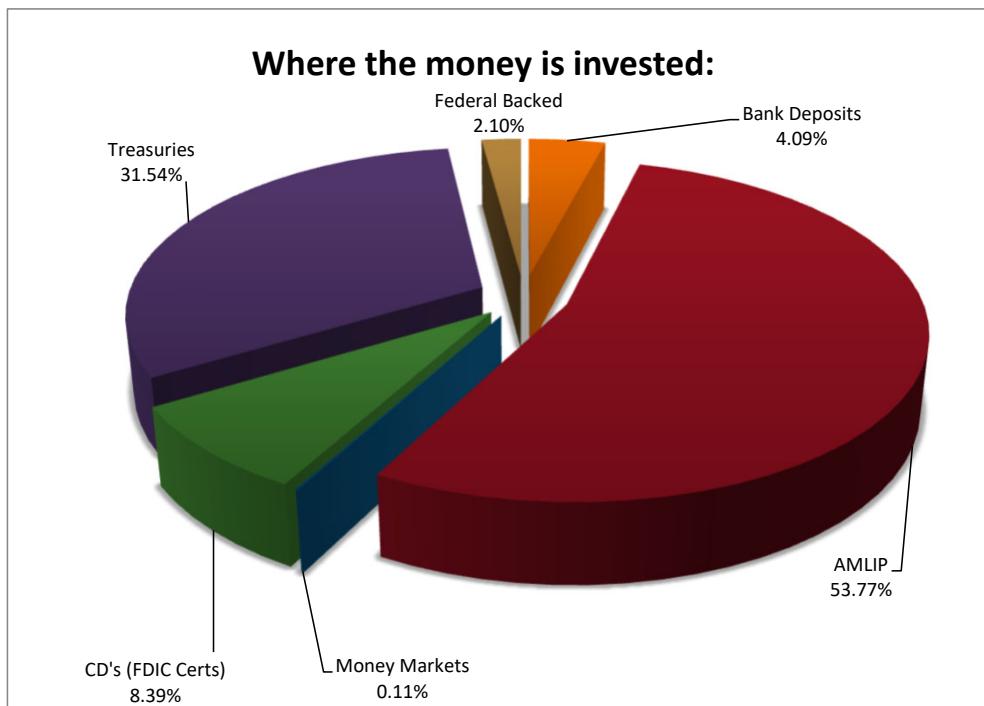
CITY OF HOMER
Treasurer's Report

As of:

September 30, 2025

INVESTMENT BY INSTITUTION:	\$ Invested	% Of \$ Invested
Bank Deposits	\$ 1,795,422	4%
AMLIP	\$ 23,633,738	54%
TVI	\$ 18,521,179	42%
Total Cash and Investments	\$ 43,950,339	100%

MATURITY OF INVESTMENTS:	AMOUNT	% Of Investment by Maturity Date
1 to 30 Days	10/30/2025 \$ 25,479,511	58%
30 to 120 Days	1/28/2026 \$ 5,535,382	13%
120 to 180 Days	3/29/2026 \$ 736,315	2%
180 to 365 Days	9/30/2026 \$ 2,864,793	7%
Over 1 Year	\$ 9,334,338	21%
TOTAL	\$ 43,950,339	100%



These investments are made in accordance with the City of Homer's investment policy pursuant to Ordinance 93-14, Chapter 3.10. The balances reported are unaudited.

Central Treasury Report
Actuals through Quarter Ending September 2025

	FY24	FY25	FY26
	Actual	Actual	YTD
Bank Deposits	1,567,396	1,213,091	1,795,422
Investments	36,232,760	40,822,790	42,154,917
Total Cash and Investments	\$ 37,800,156	\$ 42,035,881	\$ 43,950,339

Cash and Investments	37,482,175	41,717,900	43,632,359
Restricted Cash and Investments	317,980	317,980	317,980
Total Cash and Investments	\$ 37,800,156	\$ 42,035,881	\$ 43,950,339

By Fund:

Fund Name	Fund Number			
General	100	6,171,315	5,875,709	7,305,939
Utility Operations	200	187,753	370,241	425,483
Utility Capital Projects	215	(1,963,394)	(1,509,700)	(2,210,929)
Utility Reserves	256	3,604,163	3,718,231	3,634,275
HAWSP Debt Service	205	6,854,943	8,689,221	8,913,991
HART Roads	160	5,548,837	5,194,097	4,702,316
CARES	119	(9,682)	-	-
Police Station Debt Service	154	1,814,315	2,478,289	2,687,075
HART Assessments	155	1,218,727	677,178	677,178
Non-Capital Projects	157	26,311	32,266	30,266
Community Rec Center	158	900,000	1,352,962	1,362,616
Retainage Reimbursements	159	233,979	136,910	126,278
Seawall Assessments	173	302,875	(117,741)	(111,347)
PERS Funding	615	303,621	317,600	319,866
Fire Department Donations	802	38,213	43,476	43,786
Library Donations	803	179,184	187,423	188,761
Animal Shelter Donations	804	335	353	355
Community Schools	805	269	336	331
Sustainability	807	17,079	17,865	17,993
Ocean Dr Loop Assessments	808	46,409	51,619	53,473
Sister City Donations	809	52	52	52
Land Reserves	150	386,415	251,652	247,787
Capital Projects	151	215,387	601,755	552,450
GF Fleet CARMA	152	740,825	450,065	437,931
GF CARMA	156	1,704,686	2,180,109	1,733,367
HART Trails	165	988,606	1,193,651	1,267,566
Gas Line	175	300,203	459,329	467,571
Energy Revolving Loan	620	411,776	320,797	320,797
Port & Harbor Operations	400	2,232,390	2,699,645	4,807,888
Port Capital Projects	415	863,363	1,302,372	1,133,521
Port Fleet Reserves	452	87,745	117,158	117,158
Port Reserves	456	4,067,367	4,746,616	4,667,367
Port Bonds	457	232,808	528,437	528,437
Cruise Ship Landing Tax	460	(35,093)	(35,093)	(35,093)
Health Insurance	600	250,779	(131,257)	(213,850)
Leave Cash Out	610	(122,404)	(165,743)	(250,317)
Total By Fund		\$ 37,800,156	\$ 42,035,881	\$ 43,950,339

General Fund
 Expenditure Report
 Actuals through Quarter Ending September 2025
 25% Fiscal Year Elapsed

Current Fiscal Analysis

	FY26 AMENDED BUDGET	FY26 ACTUAL		%
		\$		
Revenues				
Property Taxes	\$ 5,431,570	\$ 3,080,470	57%	
Sales and Use Taxes	8,374,067	2,681,025	32%	
Permits and Licenses	43,463	10,364	24%	
Fines and Forfeitures	3,543	2,074	59%	
Intergovernmental	750,919	2,513	0%	
Charges for Services	513,406	120,571	23%	
Other Revenues	-	1,358		
Airport	222,248	51,684	23%	
Operating Transfers	1,467,157	-	0%	
Total Revenues	\$ 16,806,373	\$ 5,950,058	35%	
Expenditures & Transfers				
Administration	\$ 1,030,982	\$ 261,651	25%	
Clerks/Council	867,737	177,708	20%	
Community Development	749,998	199,147	27%	
Information Technology	827,962	214,264	26%	
Finance	920,718	237,300	26%	
Library	1,139,976	296,340	26%	
Fire	1,721,874	492,993	29%	
Police	4,614,240	1,280,872	28%	
Public Works	3,787,976	914,121	24%	
Airport	242,066	53,581	22%	
City Hall, HERC	169,827	44,951	26%	
Non-Departmental	197,000	172,000	87%	
Total Operating Expenditures	\$ 16,270,355	\$ 4,344,926	27%	
Transfer to Other Funds				
Leave Cash Out	\$ 330,254		0%	
Other	124,384		0%	
Total Transfer to Other Funds	\$ 454,638	\$ -	0%	
Transfer to CARMA				
General Fund Fleet CARMA	\$ 71,380		0%	
General Fund CARMA	-		0%	
Seawall CARMA	10,000		0%	
Total Transfer to CARMA Funds	\$ 81,380	\$ -	0%	
Total Expenditures & Transfers	\$ 16,806,373	\$ 4,344,926	26%	
Net Revenues Over (Under) Expenditures w/HART Budget Transfer	\$ 0	\$ 1,605,132		
		\$ 1,821,311		

Water and Sewer Fund
Expenditure Report
Actuals through Quarter Ending September 2025
25% Fiscal Year Elapsed

Current Fiscal Analysis

	FY26 ADOPTED BUDGET	FY26 ACTUAL	
		\$	%
Revenues			
Water Fund	\$ 2,522,112	\$ 624,255	25%
Sewer Fund	2,157,567	739,232	34%
Total Revenues	\$ 4,679,679	\$ 1,363,487	29%
Expenditures & Transfers			
<u>Water</u>			
Administration	\$ 367,168	\$ 127,064	35%
Treatment Plant	781,321	137,065	18%
System Testing	36,000	8,126	23%
Pump Stations	126,114	33,028	26%
Distribution System	427,867	125,907	29%
Reservoir	29,695	14,734	50%
Meters	207,883	21,640	10%
Hydrants	219,623	58,377	27%
<u>Sewer</u>			
Administration	\$ 367,360	\$ 133,213	36%
Plant Operations	914,573	151,328	17%
System Testing	18,400	1,045	6%
Lift Stations	240,124	59,052	25%
Collection System	335,476	84,197	25%
Total Operating Expenditures	\$ 4,071,603	\$ 954,775	23%
Transfer to Other Funds			
Leave Cash Out	\$ 25,360		0%
GF Admin Fees	-		0%
Other	10,277		0%
Total Transfer to Other Funds	\$ 35,637	\$ -	0%
Transfers to CARMA			
Water	\$ 308,460		0%
Sewer	263,979		0%
Total Transfer to CARMA Funds	\$ 572,440	\$ -	0%
Total Expenditures & Transfers	\$ 4,679,679	\$ 954,775	20%
Net Revenues Over(Under) Expenditures	\$ 0	\$ 408,712	

Port and Harbor Fund
Expenditure Report
Actuals through Quarter Ending September 2025
25% Fiscal Year Elapsed

Current Fiscal Analysis

	FY26	FY26		
		ADOPTED	ACTUAL	
			\$	%
Revenues				
Administration	\$ 741,793	\$ 223,339	30%	
Harbor	4,269,962	2,430,994	57%	
Pioneer Dock	351,663	156,581	45%	
Fish Dock	614,006	528,353	86%	
Deep Water Dock	170,000	80,860	48%	
Outfall Line	2,400	-	0%	
Fish Grinder	8,000	8,780	110%	
Load and Launch Ramp	130,000	54,722	42%	
Total Revenues	\$ 6,287,824	\$ 3,483,628	55%	
Expenditures & Transfers				
Administration	\$ 1,325,915	\$ 397,397	30%	
Harbor	1,454,590	432,861	30%	
Pioneer Dock	105,242	25,191	24%	
Fish Dock	915,281	257,032	28%	
Deep Water Dock	120,895	38,764	32%	
Outfall Line	19,000	1,640	9%	
Fish Grinder	47,039	25,077	53%	
Harbor Parking	211,631	53,198	25%	
Harbor Camping	119,070	32,632	27%	
Harbor Maintenance	492,573	128,980	26%	
Main Dock Maintenance	40,858	9,588	23%	
Deep Water Dock Maintenance	51,358	9,588	19%	
Load and Launch Ramp	118,899	47,419	40%	
Total Operating Expenditures	\$ 5,022,351	\$ 1,459,367	29%	
Transfer to Other Funds				
Leave Cash Out	\$ 59,849		0%	
GF Admin Fees	-		0%	
Debt Service	-		0%	
Other	248,498		0%	
Total Transfer to Other Funds	\$ 308,347	\$ -	0%	
Transfers to Reserves				
Harbor	\$ 457,125		0%	
Harbor Match	\$ 500,000		0%	
Load and Launch Ramp	-		0%	
Total Transfer to Reserves	\$ 957,125	\$ -	0%	
Total Expenditures & Transfers	\$ 6,287,824	\$ 1,459,367	23%	
Net Revenues Over(Under) Expenditures	\$ 0	\$ 2,024,262		

FUND 100 - GENERAL FUND						
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE						
A/C Num.	Revenue Categories & Descriptions	FY24	FY25	FY26 YTD		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25	ACTUAL	ACTUAL	7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
0005	PROPERTY TAXES:					
4101	Real Prop Tax	4,256,321	4,929,958	2,950,666	58.3%	5,063,326
4102	Per Prop Tax	246,726	237,808	101,774	42.4%	240,243
4103	Motr Vehicle Tx	40,928	44,293	13,691	32.3%	42,393
4104	Prior Years Taxes	67,296	124,690	11,918	21.8%	54,666
4105	Pen/Int Prop Tx	34,684	8,654	2,420	8.2%	29,551
4107	Oil Tax	-	8,589	-	0.0%	1,391
	Total Property Taxes	4,645,956	5,353,992	3,080,470	56.7%	5,431,570
0010	SALES & USE TAXES:					
4201	Sales Tax	7,741,229	7,670,887	2,492,336	31.7%	7,860,067
4206	Remote Sales Tax	435,433	582,123	163,471	35.5%	460,000
4202	Cooperative Tax	24,504	24,743	25,218	100.9%	25,000
4203	Liquor License	35,250	-	-	0.0%	25,000
4205	Sales Tax Comm	4,000	5,000	-	0.0%	4,000
	Total Sales and Use Taxes	8,240,416	8,282,752	2,681,025	32.0%	8,374,067
0015	PERMITS & LICENSES:					
4301	Driveway Permit	2,000	2,640	559	24.2%	2,304
4302	Sign Permits	350	550	50	15.8%	317
4303	Building Permit	20,351	28,645	7,100	32.3%	21,982
4304	Peddler Permits	940	1,000	590	44.0%	1,341
4306	Devel Permits	-	200	-	0.0%	-
4307	Wetland Permits	-	300	-	0.0%	-
4308	Zoning Fees	16,300	7,822	1,550	13.5%	11,450
4309	Row Permit	2,695	1,710	-	0.0%	2,886
4310	Marijuana Licenses	2,400	2,000	300	25.0%	1,200
4314	Taxi/chauffeurs/safety Inspec	1,785	2,771	215	10.8%	1,983
	Total Permits and Licenses	46,821	47,637	10,364	23.8%	43,463
0020	FINES & FORFEITURES:					
4401	Fines/Forfeit	3,989	2,487	2,074	58.5%	3,543
4402	Non Moving Fine	-	615	-	0.0%	-
	Total Fines and Forfeitures	3,989	3,102	2,074	58.5%	3,543
0025	USE OF MONEY:					
4801	Interest Income	343,825	(13,018)	-	0.0%	-
4802	Penalty/Interest	-	-	-	0.0%	-
	Total Use of Money	343,825	(13,018)	-	0.0%	-
0030	REVENUES-OTHER AGENCIES:					
4503	Prisoner Care	660,103	624,159	-	0.0%	624,519
4504	Borough 911	52,800	52,800	-	0.0%	52,800
4505	Police Sp Serv	38,000	-	-	0.0%	39,600
4510	Library E-Rate Discount	15,078	15,078	2,513	0.0%	-
4511	Pioneer Av Maint	34,000	34,000	-	0.0%	34,000
4527	PERS Revenue	183,118	291,792	-	0.0%	-
	Total Intergovernmental	983,099	1,017,828	2,513	0.3%	750,919
0035	CHARGES FOR SERVICES:					
4311	Library Cards	86	-	-	0.0%	-
4315	Project Administration Fee	-	-	-	0.0%	-

FUND 100 - GENERAL FUND						
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE						
A/C Num.	Revenue Categories & Descriptions	FY24	FY25	FY26 YTD ACTUAL		FY26
		<i>7/1/23 - 6/30/24</i>	<i>7/1/24 - 6/30/25</i>			<i>7/1/25 - 6/30/26</i>
		ACTUAL	ACTUAL	\$	%	BUDGET
4316	Lid Application Fee	100	200	(100)	0.0%	-
4317	Lid Yearly Bill	10,259	6,734	923	6.9%	13,434
4516	Pw Equip & Serv	638	24,010	-	0.0%	-
4599	Pioneer Beautification	-	2,820	-	0.0%	-
4601	Ambulance Fees	274,001	366,730	102,522	33.6%	304,992
4603	Fire Contract - Kachemak City	126,656	151,857	(14,181)	-11.2%	126,656
4607	Other Services	15,626	16,271	3,900	28.8%	13,551
4608	City Campground	-	6,982	15,744	0.0%	-
4609	Animal Care Fee	-	-	-	0.0%	-
4610	Plans & Specs	200	100	-	0.0%	-
4611	City Clerk Fees	2,125	2,293	534	17.0%	3,146
4612	Publication Fee	-	-	-	0.0%	-
4613	Cemetery Plots	9,400	8,600	300	2.4%	12,733
4614	Community Recreation Fees	54,409	50,102	10,254	29.0%	35,375
4650	Rents & Leases	150	-	-	0.0%	1,339
4655	Pavillion Rental	1,711	1,531	675	31.0%	2,179
Total Charges for Services		495,360	638,229	120,571	23.5%	513,406
0040	OTHER REVENUE:					
4901	Surplus Prop	35,000	29,119	-	0.0%	-
4902	Other Revenue	84,012	75,293	1,358	0.0%	-
Total Other Revenues		119,012	104,412	1,358	0.0%	-
0045	AIRPORT TERMINAL REVENUES:					
4655	Airline Leases	150,576	143,212	32,570	22.6%	143,846
4656	Concessions	1,428	1,428	(1,365)	-109.2%	1,250
4657	Car Rental	43,300	36,498	16,553	34.9%	47,386
4658	Parking Fees	24,064	20,444	3,926	13.2%	29,766
4660	Advertising	-	-	-	0.0%	-
Total Airport		219,367	201,582	51,684	23.3%	222,248
Total Before Operating Transfers		15,097,845	15,636,516	5,950,058	38.8%	15,339,216
0099	OPERATING TRANSFERS:					
4990	HART Transfer - Road/Trail Mtnc	945,385	955,355	-	0.0%	1,296,388
4992	Other Transfer	10,000	10,000	-	0.0%	10,000
4990	Draw on Fund Balance - Fire Positions	-	-	-	0.0%	-
4990	Draw on Fund Balance - Finance Position*	-	-	-	0.0%	-
4990	Draw on Fund Balance - Balance Budget	-	-	-	0.0%	-
4990	Draw on Fund Balance - Budget Amendments	-	-	-	0.0%	160,768.67
Total Operating Transfers		955,385	965,355	-	0.0%	1,467,157
Grand Total		16,053,230	16,601,871	5,950,058	35.4%	16,806,373
Net Surplus (Deficit)		628,470	1,026,930	1,605,132		0

FUND TOTAL	100 - GENERAL FUND COMBINED EXPENDITURES					
		FY24	FY25	FY26 YTD		
		7/1/23 - 6/30/24	7/1/24 - 6/30/25	ACTUAL	7/1/25 - 6/30/26	
A/C Num.	Expenditure Categories & Descriptions	ACTUAL	ACTUAL	\$	%	BUDGET
Salaries and Benefits						
5101	Salary and Wages	5,753,619	6,183,788	1,694,994	25.7%	6,604,518
5102	Fringe Benefits	3,433,619	3,283,447	913,249	26.2%	3,488,548
5103	Part-time Wages	287,808	283,976	78,973	22.3%	354,107
5104	Part-time Benefits	167,546	131,251	32,307	25.2%	128,073
5105	Overtime	595,313	596,701	89,081	21.8%	407,916
5107	Part-time Overtime	5,181	5,647	2,489	24.2%	10,288
5108	Unemployment Benefits	1,676	2,095	-	0.0%	-
5112	PERS Relief	183,118	291,792	-	0.0%	-
Total Salaries and Benefits		10,427,881	10,778,696	2,811,093	25.6%	10,993,451
Maintenance and Operations						
5201	Office Supplies	45,402	38,776	4,901	10.9%	45,050
5202	Operating Supplies	346,384	342,382	104,813	28.1%	373,000
5203	Fuel and Lube	298,120	228,855	48,928	17.6%	277,600
5204	Chemicals	134,229	125,102	-	0.0%	222,600
5205	Ammunition	18,377	18,101	18,590	82.6%	22,500
5206	Food and Staples	38,424	38,480	2,988	7.3%	40,900
5207	Vehicle and Boat Maintenance	207,147	259,206	62,029	21.1%	293,500
5208	Equipment Maintenance	36,448	49,412	6,281	14.8%	42,550
5209	Building & Grounds Maintenance	76,352	81,654	27,395	27.7%	99,007
5210	Professional Services	755,016	803,750	256,138	26.7%	960,665
5211	Audit Services	121,846	129,619	11,970	9.2%	130,506
5213	Survey and Appraisal	4,350	7,359	2,925	41.8%	7,000
5214	Rents & Leases	123,939	115,007	22,659	12.9%	175,373
5215	Communications	244,761	231,561	60,219	27.9%	215,540
5216	Freight and Postage	35,274	29,646	5,908	41.8%	14,150
5217	Electricity	289,827	265,445	42,323	14.0%	302,353
5218	Water	21,934	23,430	10,843	44.9%	24,127
5219	Sewer	29,363	28,963	14,251	44.1%	32,300
5220	Refuse and Disposal	9,843	9,650	1,181	12.1%	9,800
5221	Property Insurance	72,338	78,816	72,943	84.1%	86,698
5222	Auto Insurance	49,420	46,389	46,619	92.9%	50,193
5223	Liability Insurance	118,449	182,137	252,376	126.3%	199,873
5224	Fidelity Bond	450	450	-	0.0%	450
5227	Advertising	32,521	28,441	527	1.4%	38,650
5228	Books	45,125	38,723	5,015	11.0%	45,500
5229	Periodicals	9,709	8,710	1,917	18.2%	10,550
5230	Audio Visual	17,462	16,222	3,464	34.6%	10,000
5231	Tools and Equipment	129,250	82,804	11,647	9.0%	129,400
5233	Computer Related Items	71,551	65,736	7,081	10.7%	66,200
5234	Record and Permits	807	430	127	12.7%	1,000
5235	Membership Dues	16,585	17,315	8,400	39.6%	21,220
5236	Transportation	5,687	8,050	3,524	227.3%	1,550
5237	Subsistence	4,593	3,431	1,327	51.0%	2,600
5238	Printing and Binding	4,272	4,280	7,545	60.1%	12,550
5242	Janitorial	-	-	-	0.0%	1,000
5244	Snow Removal	60,023	31,090	-	0.0%	42,700
5248	Lobbying	26,661	34,341	13,500	22.1%	61,000
5250	Camera Area Network	-	-	11,832	69.6%	17,000

FUND TOTAL	100 - GENERAL FUND COMBINED EXPENDITURES					
		FY24		FY25		
		7/1/23 - 6/30/24	7/1/24 - 6/30/25	FY26 YTD ACTUAL		
		ACTUAL	ACTUAL	\$	%	BUDGET
5251	Pioneer Beautification	1,203	1,233	-	0.0%	1,500
5252	Credit Card Expenses	2,728	3,126	721	25.3%	2,850
5280	Volunteer Incentives	36,543	15,678	2,779	7.1%	39,000
5282	City Hall Building Maintenance	12,901	10,707	4,433	34.1%	13,000
5283	Library Building Maintenance	22,675	11,800	6,774	27.1%	25,000
5284	Police Building Maintenance	2,983	9,944	1,030	9.8%	10,500
5285	Fire Building Maintenance	5,589	3,982	309	6.2%	5,000
5286	Old School Building Maintenance	-	-	-	0.0%	-
5287	Animal Control Building Maintenance	5,154	3,169	427	17.1%	2,500
5288	Old Police Building Maintenance	-	-	-	0.0%	-
5292	City Hall Motor Pool	8	50	-	0.0%	700
5293	Police Motor Pool	20,041	28,970	6,757	33.8%	20,000
5294	Fire Motor Pool	11,583	13,923	4,879	27.1%	18,000
5601	Uniform	58,863	56,255	14,891	26.4%	56,400
5602	Safety Equipment	34,489	30,716	4,520	13.5%	33,450
5603	Employee Training	215,259	187,415	29,759	13.5%	220,050
5604	Public Education	2,835	1,783	665	15.6%	4,250
5605	Sister Cities	3,962	310	-	0.0%	-
5611	ADA Compliance	-	-	-	0.0%	250
5614	Car Allowance	22,354	20,449	5,187	23.3%	22,300
5624	Legal Services	273,819	219,456	38,977	19.5%	200,000
5625	Impound Costs	1,385	1,689	-	0.0%	5,000
5626	Jail Laundry Services	-	-	-	0.0%	-
5627	Security	41,376	69,868	45,070	56.3%	80,000
5630	Haven House	14,000	14,000	-	0.0%	14,000
5632	Wellness Program	20,995	16,132	3,600	14.4%	25,000
5633	Phones	3,968	11,160	16	0.2%	8,000
5634	Networking	6,274	6,856	-	0.0%	29,000
5635	Software	50,979	60,348	46,967	43.7%	107,500
5636	Servers	21,317	24,393	519	1.0%	50,000
5639	Subscription Databases	8,952	18,950	11,367	56.8%	20,000
5801	Pratt Museum	79,000	79,000	77,000	100.0%	77,000
5804	Homer Chamber of Commerce	75,000	75,000	75,000	100.0%	75,000
5815	Parks & Recreation Board	1,475	1,500	-	0.0%	-
5830	Homer Foundation	25,000	25,000	-	0.0%	25,000
Total Maintenance and Operations		4,584,654	4,496,623	1,533,833	29.1%	5,276,904
Transfers						
5106	Leave Cash Out	221,360	178,375	-	0.0%	330,254
5990	Transfers To	190,866	121,247	-	0.0%	205,764
Total Transfers		412,226	299,622	-	0.0%	536,018
Total		15,424,760	15,574,941	4,344,926	25.9%	16,806,373

FUND 200 - UTILITY FUND							
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE							
A/C Num.	Revenue Categories & Descriptions	FY24	FY25	FY26 YTD ACTUAL		FY26	
		7/1/23 - 6/30/24	7/1/24 - 6/30/25			7/1/25 - 6/30/26	
		ACTUAL	ACTUAL	\$	%	BUDGET	
Water Revenue							
Operating Revenue:							
	Metered Sales	2,245,909	2,509,666	608,916	26.0%	2,339,585	
4661	Connection Fees	16,770	17,698	3,895	23.8%	16,384	
4662	Services & Meters	39,996	35,972	9,915	28.9%	34,302	
4663	In Lieu of City Sales Tax	477	776	272	48.6%	560	
Total Operating Revenue		2,303,153	2,564,112	622,999	26.1%	2,390,830	
Non- Operating Revenue							
4801	Interest on Investments	18,121	(117)	-	0.0%	-	
4802	Penalty & Interest (Utilities)	7,780	9,507	1,257	15.4%	8,146	
4527	PERS Revenue	20,767	33,629	-	0.0%	-	
4990	Transfer from Fund Balance	-	-	-	0.0%	-	
4992	Transfer from GF	103,000	108,964	-	0.0%	123,136	
Total Non-Operating Revenue		149,668	151,983	1,257	1.0%	131,282	
Total Water Revenue							
		2,452,820	2,716,095	624,255	24.8%	2,522,112	
Sewer Revenue							
Operating Revenue:							
	Metered Sales	1,987,374	2,040,423	723,978	34.0%	2,129,620	
4619	Inspection Fees	-	-	-	0.0%	-	
4662	Services & Meters	16,414	19,631	8,254	47.0%	17,577	
4701	RV Dump Station	9,713	10,932	7,000	67.5%	10,370	
4902	Other	-	-	-	0.0%	-	
Total Operating Revenue		2,013,501	2,070,986	739,232	34.3%	2,157,567	
Non- Operating Revenue							
4527	PERS Revenue	17,229	28,120	-	0.0%	-	
4990	Transfer from Fund Balance	-	-	-	0.0%	-	
Total Non-Operating Revenue		17,229	28,120	0	0.0%	0	
Total Sewer Revenue							
		2,030,730	2,099,106	739,232	34.3%	2,157,567	
<hr/>							
		Total Operating Revenue	4,316,653	4,635,099	1,362,230	29.9%	
		Total Non-Operating Revenue	166,897	180,102	1,257	1.0%	
<hr/>		Total Water & Sewer Revenues	4,483,550	4,815,201	1,363,487	29.1%	
<hr/>		Net Surplus (Deficit)	359,804	145,664	408,712	0	

FUND 200 - UTILITY FUND		WATER COMBINED EXPENDITURES						
A/C Num.	Expenditure Categories & Descriptions	FY24		FY25		FY26 YTD ACTUAL	FY26	
		7/1/23 - 6/30/24	7/1/24 - 6/30/25				7/1/25 - 6/30/26	
		ACTUAL	ACTUAL	\$	%		BUDGET	
Salaries and Benefits								
5101	Salary and Wages	679,114	739,551	209,053	26.9%	777,136		
5102	Fringe Benefits	431,416	406,957	117,455	26.4%	444,955		
5103	Part-time Wages	-	13,534	3,892	85.6%	4,544		
5104	Part-time Benefits	-	1,657	475	83.1%	571		
5105	Overtime	41,047	37,225	6,527	12.8%	51,040		
5107	Part-time Overtime	-	433	-	0.0%	-		
5108	Unemployment Benefits	-	-	-	0.0%	-		
5112	PERS Relief	20,767	33,629	-	0.0%	-		
Total Salaries and Benefits		1,172,343	1,232,985	337,402	26.4%	1,278,247		
Maintenance and Operations								
5201	Office Supplies	3,095	1,218	753	43.0%	1,750		
5202	Operating Supplies	32,679	122,876	18,180	14.8%	122,850		
5203	Fuel and Lube	39,372	32,620	7,002	22.9%	30,600		
5204	Chemicals	134,710	204,566	-	0.0%	190,000		
5207	Vehicle and Boat Maintenance	368	1,278	-	0.0%	500		
5208	Equipment Maintenance	40,773	14,379	20,860	44.8%	46,550		
5209	Building & Grounds Maintenance	5,022	2,744	1,924	25.0%	7,700		
5210	Professional Services	49,829	41,487	38,351	50.8%	75,500		
5211	Audit Services	23,934	25,461	2,351	10.5%	22,296		
5213	Survey and Appraisal	1,200	1,200	-	0.0%	1,200		
5215	Communications	20,823	17,347	4,651	51.7%	9,000		
5216	Freight and Postage	187	-	-	0.0%	6,500		
5217	Electricity	249,410	242,484	42,054	15.3%	274,351		
5221	Property Insurance	13,386	14,582	-	0.0%	16,040		
5222	Auto Insurance	13,820	14,884	10,431	63.7%	16,372		
5223	Liability Insurance	4,853	9,076	23,879	214.8%	11,115		
5226	Testing and Analysis	23,696	20,862	4,545	22.7%	20,000		
5227	Advertising	-	-	-	0.0%	1,000		
5231	Tools and Equipment	6,648	7,468	1,103	11.7%	9,400		
5233	Computer Related Items	410	-	25	3.3%	750		
5234	Record and Permits	-	-	-	0.0%	250		
5235	Membership Dues	925	1,315	-	0.0%	1,000		
5248	Lobbying	-	500	750	75.0%	1,000		
5252	Credit Card Expenses	14,042	27,164	7,161	28.6%	25,000		
5602	Safety Equipment	589	543	988	63.7%	1,550		
5603	Employee Training	11,791	12,784	3,381	25.7%	13,150		
5606	Bad Debt Expenses	3,054	5,247	0	0.0%	12,000		
5608	Debt Repayment - Interest	4,353	1,785	152	0.0%	-		
Total Maintenance and Operations		698,969	823,869	188,539	20.6%	917,424		
Transfers								
5106	Leave Cash Out	7,414	5,611	-	0.0%	12,836		
5990	Transfers To	364,468	441,255	-	0.0%	313,606		
Total Transfers		371,882	446,866	-	0.0%	326,442		
Total		2,243,194	2,503,720	525,941	20.9%	2,522,112		

FUND 200 - UTILITY FUND SEWER COMBINED EXPENDITURES		FY24 7/1/23 - 6/30/24	FY25 7/1/24 - 6/30/25	FY26 YTD ACTUAL		FY26 7/1/25 - 6/30/26
A/C Num.	Expenditure Categories & Descriptions	ACTUAL	ACTUAL	\$	%	BUDGET
Salaries and Benefits						
5101	Salary and Wages	571,394	631,656	178,749	27.1%	660,196
5102	Fringe Benefits	350,524	335,105	98,543	26.6%	370,994
5103	Part-time Wages	5,070	12,166	1,758	10.3%	17,025
5104	Part-time Benefits	531	1,406	217	11.2%	1,937
5105	Overtime	26,261	25,080	4,784	18.1%	26,471
5107	Part-time Overtime	-	217	-	0.0%	-
5108	Unemployment Benefits	-	-	-	0.0%	-
5112	PERS Relief	17,229	28,120	-	0.0%	-
Total Salaries and Benefits		971,009	1,033,749	284,052	26.4%	1,076,624
Maintenance and Operations						
5201	Office Supplies	3,587	1,012	909	82.7%	1,100
5202	Operating Supplies	33,666	57,483	8,032	13.7%	58,800
5203	Fuel and Lube	26,570	25,189	5,033	16.8%	30,000
5204	Chemicals	86,319	114,023	-	0.0%	86,000
5207	Vehicle and Boat Maintenance	466	501	-	0.0%	250
5208	Equipment Maintenance	23,216	26,189	2,487	5.6%	44,400
5209	Building & Grounds Maintenance	2,216	3,681	482	12.7%	3,800
5210	Professional Services	46,488	90,299	4,025	4.1%	97,000
5211	Audit Services	23,934	25,461	2,351	10.5%	22,296
5215	Communications	10,550	10,983	2,344	42.6%	5,500
5216	Freight and Postage	541	282	-	0.0%	6,500
5217	Electricity	293,998	272,405	48,736	15.1%	323,398
5218	Water	822	618	129	14.2%	904
5219	Sewer	854	617	140	14.9%	940
5221	Property Insurance	22,701	24,718	29,186	107.3%	27,190
5222	Auto Insurance	13,820	14,884	10,431	63.7%	16,372
5223	Liability Insurance	4,014	7,811	20,418	213.6%	9,559
5226	Testing and Analysis	5,077	5,466	-	0.0%	6,500
5227	Advertising	-	-	-	0.0%	1,250
5231	Tools and Equipment	3,348	2,557	1,304	27.2%	4,800
5234	Record and Permits	7,941	7,920	-	0.0%	9,000
5235	Membership Dues	476	1,450	-	0.0%	700
5248	Lobbying	-	500	750	75.0%	1,000
5252	Credit Card Expenses	14,112	28,026	7,414	37.1%	20,000
5601	Uniform	400	-	-	0.0%	500
5602	Safety Equipment	640	2,523	612	23.1%	2,650
5603	Employee Training	15,969	3,532	-	0.0%	16,400
5606	Bad Debt Expenses	290	(2,146)	-	0.0%	2,500
Total Maintenance and Operations		642,015	725,985	144,782	18.1%	799,309
Transfers						
5106	Leave Cash Out	8,355	6,605	-	0.0%	12,524
5990	Transfers To	259,173	399,478	-	0.0%	269,111
Total Transfers		267,528	406,082	-	0.0%	281,634
Total		1,880,552	2,165,816	428,834	19.9%	2,157,567

FUND 400 - PORT & HARBOR ENTERPRISE FUND						
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE						
A/C Num.	Revenue Categories & Descriptions	FY24	FY25	FY26 YTD ACTUAL		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25			7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
0600	HARBOR ADMINISTRATION					
4515	Ferry Lease	18,000	18,000	18,000	100.0%	18,000
4650	Rents & Leases	625,649	627,470	166,647	32.6%	511,000
	Operating Revenue - Admin	643,649	645,470	184,647	34.9%	529,000
4527	PERS Revenue	40,694	66,614	-	0.0%	-
4634	Port Storage Fee	172,016	228,698	38,687	23.3%	166,000
4635	Port Impound Fee	2,017	1,020	-	0.0%	1,000
4705	Business Licenses	30	50	5	0.0%	-
4801	Interest On Investments	140,244	(8,168)	-	0.0%	-
4901	Surplus Property	-	(0)	-	0.0%	1,000
4902	Other Revenue	(0)	20,800	-	0.0%	44,793
4990	Transfers In	-	140,088	-	0.0%	-
	Non-Operating Revenue - Admin	355,001	449,102	38,692	18.2%	212,793
0601	HARBOR					
4245	Waste Oil Disp	-	300	-	0.0%	-
4249	Oil Spill Recovery	-	-	-	0.0%	-
4318	Parking Revenue	178,961	250,365	118,678	52.7%	225,000
4319	Electrical Supplies	1,014	1,193	290	19.3%	1,500
4402	Non Moving Fine	12,219	10,448	17,682	294.7%	6,000
4607	Camp Fees	(3,004)	-	-	0.0%	-
4624	Berth Transient Monthly	748,679	746,186	291,973	47.7%	612,544
4625	Berth Reserved	1,779,007	1,911,464	1,529,027	77.4%	1,974,495
4626	Berth Transient Annual	361,422	341,822	100,579	28.0%	359,430
4627	Berth Transient Semi Annual	152,941	150,266	22,835	13.5%	168,873
4628	Berth Transient Daily	170,279	193,593	111,139	66.6%	166,967
4629	Metered Energy	146,080	116,800	12,457	8.5%	146,080
4644	Pumping	-	163	-	0.0%	-
4645	Wooden Grid	4,912	10,359	4,106	82.1%	5,000
4646	Commerical Ramp	65,949	62,063	17,595	32.0%	55,000
4647	Berth Wait List	13,425	13,763	2,630	18.0%	14,573
4648	Steel Grid Fees	2,605	-	-	0.0%	-
4654	Spit Camping	208,244	209,576	123,667	61.8%	200,000
4663	Trans Energy 110v	45,349	34,621	16,724	39.8%	42,000
4664	Trans Energy 220v	29,451	24,629	8,184	37.2%	22,000
4665	Trans Energy 208v	193,837	148,143	15,304	9.6%	160,000
4666	Commerical Ramp Wharfage	67,069	56,973	13,901	32.3%	43,000
	Operating Revenue - Harbor	4,178,439	4,282,728	2,406,770	57.3%	4,202,462
4802	Penalty/Int	14,884	17,266	5,646	86.9%	6,500
4902	Other Revenue	67,272	73,179	18,577	30.5%	61,000
	Non-Operating Revenue - Harbor	82,156	90,446	24,224	35.9%	67,500
0602	PIONEER DOCK					
4631	USCG Leases	40,495	40,228	10,079	28.8%	35,000
4637	Seafood Wharfage-PD	-	-	-	0.0%	-
4638	PD Fuel Wharfage	193,311	227,073	132,109	49.7%	265,663
4639	Pioneer Dock - Wharfage	-	-	-	0.0%	-
4641	PD Water Sales	6,908	6,365	1,553	17.3%	9,000

FUND 400 - PORT & HARBOR ENTERPRISE FUND						
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE						
A/C Num.	Revenue Categories & Descriptions	FY24	FY25	FY26 YTD ACTUAL		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25			7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
4642	PD Docking	45,052	50,538	12,840	30.6%	42,000
	<u>Operating Revenue - Pioneer Dock</u>	<u>285,767</u>	<u>324,204</u>	<u>156,581</u>	<u>44.5%</u>	<u>351,663</u>
0603	FISH DOCK					
4620	Ice Sales	341,209	316,385	338,627	112.9%	300,000
4621	Cold Storage	24,603	26,264	3,682	14.7%	25,000
4622	Crane Rental	201,470	198,538	70,382	37.0%	190,306
4623	Card Acess Fees	5,933	5,881	1,315	23.1%	5,700
4637	Seafood Wharfage	24,621	19,742	5,619	31.2%	18,000
4700	Other Wharfage Fish Dock	68	-	-	0.0%	-
	<u>Operating Revenue - Fish Dock</u>	<u>597,903</u>	<u>566,810</u>	<u>419,625</u>	<u>77.9%</u>	<u>539,006</u>
4206	Fish Tax	78,772	122,599	108,729	145.0%	75,000
0604	DEEP WATER DOCK					
4633	Stevedoring	9,834	16,964	6,711	67.1%	10,000
4637	Seafood Wharfage	-	-	-	0.0%	-
4640	Deep Water Dock Wharfage	8,402	30,210	11,833	39.4%	30,000
4643	Deep Water Dock Docking	113,278	185,490	48,290	48.3%	100,000
4668	Dwd Water Sales	20,424	40,205	14,025	46.8%	30,000
4672	Port Security Revenues	-	-	-	0.0%	-
	<u>Operating Revenue - DW Dock</u>	<u>151,937</u>	<u>272,869</u>	<u>80,860</u>	<u>47.6%</u>	<u>170,000</u>
0605	OUTFALL LINE					
4704	Outfall Line	4,800	4,800	0	0.0%	2,400
0606	FISH GRINDER					
4706	Fish Grinder	10,393	6,670	8,780	109.8%	8,000
0615	LOAD AND LAUNCH RAMP					
4653	L & L Ramp Revenue	145,410	124,604	54,722	42.1%	130,000
	<u>Operating Revenue - L & L Ramp</u>	<u>145,410</u>	<u>124,604</u>	<u>54,722</u>	<u>42.1%</u>	<u>130,000</u>
	<u>Total Revenues</u>	<u>6,534,227</u>	<u>6,890,301</u>	<u>3,483,628</u>	<u>55.4%</u>	<u>6,287,824</u>
	<u>Net Surplus (Deficit)</u>	<u>1,007,205</u>	<u>1,105,775</u>	<u>2,024,262</u>		<u>0</u>

FUND 400 - PORT & HARBOR ENTERPRISE FUND

COMBINED EXPENDITURES

A/C Num.	Expenditure Categories & Descriptions	FY24	FY25	FY26 YTD ACTUAL		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25			7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
Salaries and Benefits						
5101	Salary and Wages	1,379,157	1,535,141	438,193	28.1%	1,556,759
5102	Fringe Benefits	884,305	910,148	246,740	27.2%	907,059
5103	Part-time Wages	122,103	177,324	113,759	49.5%	229,894
5104	Part-time Benefits	14,232	20,931	13,973	30.7%	45,550
5105	Overtime	29,580	36,194	15,910	37.5%	42,416
5107	Part-time Overtime	460	986	1,375	35.5%	3,879
5108	Unemployment Benefits	4,932	1,606	-	0.0%	-
5112	PERS Relief	40,694	66,614	-	0.0%	-
Total Salaries and Benefits		2,475,462	2,748,943	829,950	29.8%	2,785,557
Maintenance and Operations						
5201	Office Supplies	4,040	4,648	1,852	33.7%	5,500
5202	Operating Supplies	26,337	66,069	16,633	55.4%	30,000
5203	Fuel and Lube	49,017	42,303	10,645	27.8%	38,300
5204	Chemicals	4,408	7,424	-	0.0%	6,000
5207	Vehicle and Boat Maintenance	33,396	21,199	558	1.9%	30,000
5208	Equipment Maintenance	62,505	69,971	12,154	11.4%	107,000
5209	Building & Grounds Maintenance	40,523	75,056	13,036	20.2%	64,500
5210	Professional Services	19,760	22,272	22,559	57.8%	39,000
5211	Audit Services	47,868	50,922	4,703	10.5%	44,592
5213	Survey and Appraisal	17,500	-	2,500	20.0%	12,500
5214	Rents & Leases	4,563	6,368	1,743	24.9%	7,000
5215	Communications	12,981	12,749	2,564	23.3%	11,000
5216	Freight and Postage	2,028	588	33	0.6%	5,500
5217	Electricity	654,842	556,404	96,643	13.4%	720,326
5218	Water	138,976	171,989	109,982	71.9%	152,874
5219	Sewer	12,383	12,639	8,825	64.8%	13,621
5220	Refuse and Disposal	52,288	33,978	19,464	28.5%	68,300
5221	Property Insurance	106,791	116,336	102,353	80.0%	127,970
5222	Auto Insurance	10,907	11,950	6,881	52.3%	13,145
5223	Liability Insurance	86,006	117,833	54,950	49.7%	110,567
5226	Testing and Analysis	4,073	4,714	1,640	23.4%	7,000
5227	Advertising	6,888	3,268	813	11.6%	7,000
5228	Books and Subscriptions	-	-	-	0.0%	-
5231	Tools and Equipment	5,214	39,322	12,396	70.8%	17,500
5233	Computer Related Items	-	1,751	-	0.0%	-
5234	Record and Permits	-	1,004	-	0.0%	4,000
5235	Membership Dues	6,085	6,707	-	0.0%	8,500
5236	Transportation	2,201	4,933	1,993	49.8%	4,000
5237	Subsistence	663	1,010	64	2.1%	3,000
5238	Printing and Binding	282	-	-	0.0%	3,000
5248	Lobbying	20,803	25,950	10,500	14.6%	72,000
5249	Oil Spill Response	-	-	101	10.1%	1,000
5250	Camera Area Network	2,423	24,219	9,339	51.9%	18,000
5252	Credit Card Expenses	132,100	115,486	41,608	30.6%	136,000
5256	Waste Oil Disposal	39,136	23,062	849	2.4%	35,000
5258	Float and Ramp Repairs	15,624	15,882	18,972	54.2%	35,000

FUND 400 - PORT & HARBOR ENTERPRISE FUND
COMBINED EXPENDITURES

A/C Num.	Expenditure Categories & Descriptions	FY24	FY25	FY26 YTD ACTUAL		FY26
		7/1/23 - 6/30/24	7/1/24 - 6/30/25			7/1/25 - 6/30/26
		ACTUAL	ACTUAL	\$	%	BUDGET
5287	Electrical Supplies	-	-	-	0.0%	2,100
5601	Uniform	11,574	9,541	255	2.7%	9,500
5602	Safety Equipment	7,360	9,965	4,070	27.1%	15,000
5603	Employee Training	32,999	28,146	8,957	19.7%	45,500
5606	Bad Debt Expenses	58,210	56,829	(6,226)	-12.5%	50,000
5608	Debt Payment-Interest	(34,567)	-	-	0.0%	-
5614	Car Allowance	-	2,600	1,200	0.0%	-
5624	Legal Services	4,388	7,384	12,124	12.1%	100,000
5627	Security	-	3,564	-	0.0%	-
5635	Software	3,200	3,127	6,716	167.9%	4,000
5637	Diving Services	30,945	2,131	-	0.0%	27,000
5638	Signage Parking Delineation	37,294	58,203	15,970	63.9%	25,000
5999	Loss on Disposal	-	42,773	-	0.0%	-
Total Maint. and Operations		1,774,014	1,892,270	629,417	28.1%	2,236,794
<u>C/O and Transfers</u>						
5106	Leave Cash Out	73,867	49,513	-	0.0%	59,849
5241	GF Admin Fees	-	-	-	0.0%	-
5990	Transfers To	1,203,680	1,093,800	-	0.0%	1,205,623
Total Others		1,277,546	1,143,312	-	0.0%	1,265,473
Total		5,527,022	5,784,525	1,459,367	23.2%	6,287,824

Fund 154 - Police Station DSF
Reconciliation

	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Prelim	FY 26 thru Q1
Beginning Balance	832,489	1,213,963	1,621,766	2,032,027	2,696,826
Revenue					
Sales Tax	776,974	802,803	804,262	811,771	261,227
Remaining Budgeted Sales Tax					511,894
Interest Income	-	-	-	119,357	17,684
Transfers	-	-	-	131,170	-
Total Revenue	776,974	802,803	804,262	1,062,298	790,805
Expenditures					
Debt Payment - Principal	210,000	220,000	230,000	245,000	255,000
Debt Payment - Interest	185,500	175,000	164,000	152,500	140,250
Total Expenditures	395,500	395,000	394,000	397,500	395,250
Change in Net Assets	381,474	407,803	410,262	664,798	395,555
Ending Balance	1,213,963	1,621,766	2,032,027	2,696,826	3,092,381
Principal Outstanding	3,500,000	3,280,000	3,050,000	2,805,000	2,550,000
Accrued Interest	1,059,250	884,250	720,250	567,750	427,500
Total Needed for Prepayment (5/1/30)	4,559,250	4,164,250	3,770,250	3,372,750	2,977,500
Funding Difference	(3,345,287)	(2,542,484)	(1,738,223)	(675,924)	114,881

Optional Prepayment: The Municipal Bond principal installments due on or after May 1, 2030 are subject to prepayment in whole or in part at the option of the Borough on any date on or after May 1, 2030, at a price of 100% of the principal amount thereof to be prepaid, plus accrued interest to the date of prepayment.

City of Homer
Financial Reporting Schedule
for Calendar Year 2026

Dates	Event
1/12/2026	FY26 1st Quarter Report
1/26/2026	Monthly FY26 Year-To-Date (YTD) Report
2/9/2026	
2/23/2026	Monthly FY26 YTD Report
3/9/2026	FY26 2nd Quarter Report
3/23/2026	Monthly FY26 YTD Report
4/13/2026	
4/27/2026	Monthly FY26 YTD Report
5/11/2026	
5/26/2026	Monthly FY26 YTD Report
6/8/2026	FY26 3rd Quarter Report
6/22/2026	Monthly FY26 YTD Report
7/27/2026	Monthly FY26 Year-End Report - Preliminary
8/10/2026	
8/24/2026	Monthly FY27 YTD Report
9/14/2026	FY26 4th Quarter Report
9/28/2026	Monthly FY27 YTD Report
10/12/2026	
10/26/2026	Monthly FY27 YTD Report
11/9/2026	
11/23/2026	Monthly FY27 YTD Report



MEMORANDUM

Resolution 25-105, A Resolution of the City Council Of Homer, Alaska, Awarding The Contract For Design & Construction of the Homer Harbor's System 4 Float Replacement to Turnagain Marine Construction of Anchorage, Alaska in the Amount Of \$22,459,855 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/City Engineer

Item Type: Backup Memorandum

Prepared For: Mayor and City Council

Date: November 17, 2025

From: Leon Galbraith, P.E., City Engineer

Through: Melissa Jacobsen, City Manager

- I. **Issue:** This memorandum requests Council approval to award a design-build contract to Turnagain Marine Construction (TMC) for the Homer Harbor Float System 4 Replacement project.
- II. **Background:** The City has been working toward System 4 replacement in phases. The first phase, design and permitting, is underway and is funded by a FY24 Denali Commission Transportation Grant and City match funds with a budget of \$2,205,000. These funds are intended to fully fund the complete design, environmental review and permitting for Float System 4.

The City has utilized the Denali grant funds to date for the following activities under a Task Order with Alaska Harbors Consulting LLC:

- Advance design drawings to 50% completion
- Initiate permit applications
- Develop a design-build Request for Proposals (RFP)

The design-build RFP is divided into two tasks:

Task 1 - Design Completion: Complete 100% design and specifications utilizing Denali Commission grant funds.

Task 2 - Construction: In the contract, this task is contingent upon securing construction funding. The City has applied for a FY25 Port Infrastructure Development Program (PIDP) grant through the Maritime Administration (MARAD). Construction will only proceed upon:

- Successful award of the PIDP grant, and

- City Council authorization to proceed.

III. Proposals Received:

In accordance with the Procurement Policy Manual, the City advertised a Request for Proposals (RFP) in the Homer News and in the Anchorage Daily News. Proposals were opened at 4:00 PM on November 7, 2025, and two proposals were received. These proposals were scored by a team of evaluators according to criteria established in the RFP documents. Below is a table showing the proposals received along with their respective scores and proposal prices.

	Design-Build Team (Prime)		Max Possible Points
	Knik	Turnagain	
Technical Proposal Evaluation			
Cover Letter & Executive Summary	8.8	8.2	10
Project Team Qualifications	47.4	49.0	55
Project Approach	45.0	54.4	55
Contract Management	21.2	23.4	30
Total Technical Score	122	135	150
Price Proposal	\$ 18,997,914	\$ 22,459,855	
Price Proposal Score	50	42	50
TOTAL SCORE:		172	177
			200

IV. Recommendation

The Public Works Department recommends that the City Council of Homer Alaska award a contract for design & construction of the Homer Harbor System 4 Float Replacement project to Turnagain Marine Construction of Anchorage Alaska in the amount of \$22,459,855. It is important to note that the initial Notice to Proceed (NTP) #1 (design engineering and permitting task) is estimated at \$515,000 with a second NTP for construction dependent on acquiring the MARAD grant funds described above.



MEMORANDUM

Resolution 25-105(s), a Resolution of the City Council of Homer, Alaska Awarding the Design-Build Contract of the Homer Harbor's System 4 Float Replacement to Turnagain Marine Construction of Anchorage Alaska in the Amount of \$515,000 for Phase 1 Engineering and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/City Engineer.

Item Type: Backup Memorandum
Prepared For: Mayor and City Council
Date: December 8, 2025
From: Bryan Hawkins, Port Director
Through: Melissa Jacobsen, City Manager

Purpose: This memorandum requests Council approval of a substitute Resolution 25-105(S) to award a Phase 1 design-build contract to Turnagain Marine Construction (TMC) in the amount of \$515,000 for the Homer Harbor Float System 4 Replacement project and authorize the City Manager to negotiate and execute the agreement.

Background: The City has been working toward System 4 replacement in phases. We have secured FY24 Denali Commission grant funding to complete the design and permitting phase with a performance period ending July 31, 2026. Under a Task Order with Alaska Harbors Consulting LLC, Denali Commission funds have allowed us to:

- advance design drawings to 35% completion
- initiate permitting and
- develop a design-build Request for Proposals (RFP) to complete design and construction. The RFP was publicly advertised in accordance with the Procurement Policy Manual.

The City has applied for construction funding through MARAD's FY25 Port Infrastructure Development Program (PIDP). While award announcements were delayed due to the government shutdown, they are expected to be announced after the first of the year. Because the City is currently seeking grant funding for construction, the contract is structured in two distinct phases with separate authorizations and Notices to Proceed (NTPs) required for each:

- Phase 1 (Current Request): Design, engineering, and permitting services - \$515,000. Design will proceed immediately upon Award and execution of the contract, following City Council approval.
- Phase 2 (Future/Contingent): Construction - To be awarded only if construction funding is secured and will require separate Council approval. An NTP for Construction will only proceed if/when construction funding is secured.

Proposals Received:

In accordance with the Procurement Policy Manual, the City advertised a Request for Proposals (RFP) in the Homer News and in the Anchorage Daily News. Proposals were opened at 4:00 PM on November 7, 2025, and two proposals were received. These proposals were scored by a team of evaluators according to criteria established in the RFP documents.

The following points address questions raised about the contract structure when the previous Resolution 25-105 was reviewed:

Why Design-Build for This Project

This delivery method is advantageous because construction costs are volatile. Working with a marine construction contractor during the design phase allows us to identify cost savings through their expertise in pricing materials selected as well as means and methods of construction. This is particularly valuable when we are designing to meet a future budget that is not yet fully determined where the design may be altered to meet the budget while simultaneously meeting the design goals.

City Retains Ownership of Design Documents

Upon payment for Phase 1 services, the City will own all design documents, plans, and work products. If construction funding is not secured, we retain these designs for future use and to pursue alternative funding sources and the City is not contractually obligated to complete Phase 2 unless adequate funding is secured.

Permit Validity and Timeline Risk

While there is some permit validity risk if construction is delayed years, particularly if new species are listed or regulations change. Having the permitting effort completed ahead of time provides substantial flexibility (two to five years) for typical grant funding timelines. Any permit modifications that may be required would take considerably less time than the original 12-18 month permitting process.

Financial Obligation is Limited to Design Services

This Resolution is only approving to enter contract negotiations for Phase 1 Engineering for \$515,000, with Phase 2 being contingent upon securing funding. There is no obligation beyond Phase 1 in the contract. Phase 2 construction will require separate Council approval if and when grant funding is secured. The contract explicitly requires separate Notices to Proceed (NTP) for design and construction phases.

No Construction Commitment Without Funding

The contract explicitly states that construction cannot proceed without: (1) secured funding, (2) a separate Notice to Proceed from the City, and (3) separate Council approval. The contractor cannot order materials or begin construction work without Phase 2 authorization. The RFP and contract language clearly establish that construction NTP (Phase 2) is contingent upon the City entering into a grant agreement with MARAD.

Protection Against Premature Material Procurement

The contract schedule specifies that any Notice to Proceed for materials procurement is contingent upon 75% design approval and either a grant agreement or pre-authorization from MARAD. This prevents the contractor from ordering long-lead items without authorization and protects the City

from liability for materials ordered prematurely. Resolution 25-105(S) authorizes the City Manager to negotiate final contract terms. Prior to execution the City Attorney will be consulted to ensure all protections discussed above are explicit and enforceable. Project managers have discussed this structure with the selected contractor and they understand and accept these terms.

Recommendation: Staff recommend approval of Resolution 25-105(S). This action allows us to meet our design grant deadline, advance the project to shovel-ready without committing to construction costs and stage the project for timelier PIDP grant obligation should our FY25 grant application prove successful.



3. Homer Harbor Critical Float System Replacement: Float Systems 4 & 1

Project Description & Benefit: The project replaces Systems 4 and 1 and their adjoining gangways in Homer Harbor. These float systems were constructed by the State of Alaska in 1964 for the original Homer Harbor and transferred to City ownership in 1999 with extensive deferred maintenance. Despite having completed major upgrades to harbor assets in the past ten years and increased maintenance expenditures, the City has been unable to keep pace with infrastructure deterioration.

The Systems range in age from 37 to 60 years old, are in serious to critical condition, do not meet current design or safety standards and will soon face load restrictions or decommissioning. Demand for moorage and regional freight movement has increased such that the harbor already cannot meet demand. Together, these float systems moor 503 of the 920 vessels the Harbor accommodates and they offer 4,100 linear feet of transient moorage for vessels up to 75 feet long. Decommissioning will displace vessels and create hardship for regional transportation networks that depend on safe and efficient operations at the Harbor, including the Seldovia Fast Ferry Kachemak Explorer for passenger and freight loading, 130 remote work sites and non-road connected communities throughout southcentral and western Alaska, and the commercial fishing fleet.

Major maintenance (added flotation to the main and stall floats and replacing timber piles and decking) has allowed continued use of these floats. But at over thirty years beyond their engineered life expectancy, the systems exhibit critical loss of structural capacity. A 2022 Harbor Condition Survey rated the systems in serious and critical condition, non-compliant with design, fire protection and safety standards and will soon face load restrictions or decommissioning.

Demand for moorage and regional freight movement has increased such that the harbor already cannot meet system demands. The loss of floats in Systems 4 and 1 will have a ripple effect, slow the entire harbor operations, and contribute to delayed shipments. Closing even one finger on a float, either for additional repairs or permanently, means that affected vessels have to raft, hot-berth, move to transient moorage, or most likely be displaced entirely from the facility. System-wide closure would affect 336 vessels for System 1 and 167 vessels for System 4, over half of the harbor's stall capacity. Decommissioning an entire system would increase harbor congestion and operational delays related to rafting and tidal draft constraints, costing the harbor and vessel operators time and fuel. A sudden float system failure that causes vessel damage is a life/safety concern and would likely cost a fisherman an entire season, disrupt freight delivery schedules, and block access to critical floats and services.

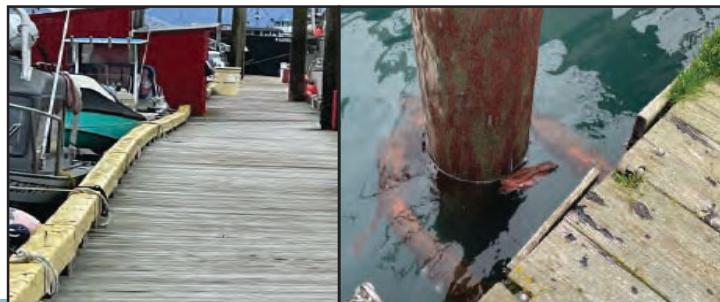
Plans & Progress: R&M Engineers provided a harbor-wide condition report and cost estimate for float replacement in 2023 that identified critical float replacement needs including upgrades to shore power, fire suppression and potable water systems. Phase 1 is replacing System 4, the oldest system. Alaska Harbors Consulting completed 50% design drawings and permitting work in 2025 to bring System 4 to construction ready status, which is estimated at \$17,053,846.

Phase 1 design funding was secured through a 2024 Denali Commission grant. A \$250,000 FY26 Community Project Funding request by Congressman Begich in the House Transportation, Housing and Urban Development Appropriations Bill is pending. A City grant application is pending with the FY25 Port Infrastructure Development Program for construction, and has committed \$4,473,856 for a 26% match to the PIDP funds. Phase 2 is design and construction of System 1.

System 4 Total Project Cost: \$60,240,898

Phase 1: Design, engineering & permits \$ 2,205,000

FY24 Denali Commission grant:	\$ 1,100,000 (confirmed)
City of Homer Match:	\$ 1,105,000 (confirmed)
FY26 Federal Appropriation:	\$ 250,000 (pending)
FY25 PIDP Federal Request	\$11,240,000 (pending)
City of Homer Match:	\$ 4,473,856



The warped Headwalk Float AAA (above) shows a failure in the structural members below the deck and lack of floatation. Low freeboard results in accelerated corrosion of the submerged pile collar and decaying connections to the float. Decking has rot and hardware connections protrude through it.

Systems 4 and 1 moor 503 vessels, over half the harbor's capacity.

CITY OF HOMER HOMER, ALASKA

City Manager
City Engineer

RESOLUTION 25-105

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AWARDING A TWO PHASE CONTRACT FOR DESIGN &
CONSTRUCTION OF THE HOMER HARBOR'S SYSTEM 4 FLOAT
REPLACEMENT TO TURNAGAIN MARINE CONSTRUCTION OF
ANCHORAGE ALASKA IN THE AMOUNT OF \$515,000 FOR PHASE 1
ENGINEERING AND DESIGN AND, CONTINGENT ON AWARD OF
THE FY25 PORT INFRASTRUCTURE DEVELOPMENT PROGRAM
(PIDP) GRANT TO THE CITY OF HOMER, \$21,944,855, FOR PHASE 2
CONSTRUCTION AND AUTHORIZING THE CITY MANAGER TO
NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The Request for Proposal (RFP) was advertised in the Homer News and in the Anchorage Daily News in accordance with the Procurement Policy; and

WHEREAS, The RFP was listed with three plans rooms in the State and on the City website; and

WHEREAS, Proposals were due by 4:00 p.m. on Friday, November 7, 2025, and two proposals were received; and

WHEREAS, The proposals were reviewed in accordance with the criteria established in the RFP documents which aligns with the City's Procurement Policy and it was determined Turnagain Marine Construction of Anchorage Alaska submitted the winning proposal that best matched the City's needs as identified in the RFP documents; and

WHEREAS, The first Notice To Proceed (NTP) #1 is for \$515,000 for Engineering Design only that is funded by a FY24 Denali Commission Transportation Grant that was accepted and appropriate by Ordinance 25-17(S);and

WHEREAS, The NTP #2 for Construction will be awarded only upon successful award of 2025 Port Infrastructure Development Program grant funds and upon City Council authorization to proceed with the amount adjusted by change order to meet the grant amount; and

WHEREAS, Turnagain Marine Construction is aware of the contingency regarding the construction phase of this project through the RFP documentation.

44 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, awards the
45 Contract for Design & Construction of the Homer Harbor's System 4 Float Replacement to
46 Turnagain Marine Construction of Anchorage Alaska in the Amount of \$22,459,855 and
47 authorizes the City Manager to negotiate and execute the appropriate documents.

48

49 PASSED AND ADOPTED by the Homer City Council this 24th day of November, 2025.

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51 CITY OF HOMER

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60 ATTEST:

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64 AMY WOODRUFF, CITY CLERK

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66 Fiscal Note: Ordinance 25-17(S) appropriated \$2,205,000 from Denali Commission FY24
67 Transportation Program Grant and Port Match Reserves; \$2,086,995 remains.

CITY OF HOMER HOMER, ALASKA

City Manager
City Engineer

RESOLUTION 25-105(S)

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AWARDING THE DESIGN-BUILD CONTRACT OF THE HOMER
HARBOR'S SYSTEM 4 FLOAT REPLACEMENT TO TURNAGAIN
MARINE CONSTRUCTION OF ANCHORAGE ALASKA IN THE
AMOUNT OF \$515,000 FOR PHASE 1 ENGINEERING AND
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE
THE APPROPRIATE DOCUMENTS.

WHEREAS, The Request for Proposal (RFP) was advertised in the Homer News and in the Anchorage Daily News in accordance with the Procurement Policy; and

WHEREAS, The RFP was listed with three plans rooms in the State and on the City website; and

WHEREAS, Proposals were due by 4:00 p.m. on Friday, November 7, 2025, and two proposals were received; and

WHEREAS, The proposals were reviewed in accordance with the criteria established in the RFP documents which aligns with the City's Procurement Policy and it was determined Turnagain Marine Construction of Anchorage Alaska submitted the winning proposal that best matched the City's needs as identified in the RFP documents; and

WHEREAS, The first Notice To Proceed (NTP) #1 is for \$515,000 for Engineering Design only that is funded by a FY24 Denali Commission Transportation Grant that was accepted and appropriated by Ordinance 25-17(S);and

WHEREAS, The NTP #2 for Construction will be awarded only upon successful award of the PIDP Grant and upon City Council authorization to proceed with the amount adjusted by change order to meet the grant amount; and

WHEREAS, Turnagain Marine Construction is aware of the contingency regarding the construction phase of this project through the RFP documentation.

41 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, awards the
42 Contract for Phase 1 Engineering of the Homer Harbor's System 4 Float Replacement to
43 Turnagain Marine Construction of Anchorage Alaska in the Amount of \$515,000 and authorizes
44 the City Manager to negotiate and execute the appropriate documents.

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46 PASSED AND ADOPTED by the Homer City Council this 12th day of January 2026.

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48 CITY OF HOMER

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52 RACHEL LORD, MAYOR

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57 ATTEST:

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61 AMY WOODRUFF, CITY CLERK

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63 Fiscal Note: Ordinance 25-17(S) appropriated \$2,205,000 from Denali Commission FY24
64 Transportation Program Grant and Port Match Reserves; \$2,086,995 remains.

CITY OF HOMER HOMER, ALASKA

Aderhold

RESOLUTION 26-007

A RESOLUTION OF THE OF CITY COUNCIL OF HOMER, ALASKA
PROVIDING COMMENTS ON THE BUREAU OF OCEAN ENERGY
MANAGEMENT'S 11th NATIONAL OUTER CONTINENTAL SHELF OIL
AND GAS LEASING PROGRAM FOR THE ALASKA REGION

WHEREAS, The Bureau of Ocean Energy Management (BOEM) is in the process of developing a five-year the 11th oil and gas lease sale program for the United States Outer Continental Shelf (OCS) called the National OCS Oil and Gas Leasing Program; and

WHEREAS, BOEM released its first proposal on the 11th National OCS Program on November 20, 2025 and comments on the proposal are due on January 23, 2026; and

WHEREAS, The first proposal includes 34 potential lease sale areas in three OCS regions, one of the regions is Alaska; and

WHEREAS, The Alaska region includes 21 proposed sales starting in 2026, and the proposed sale areas occur in the Gulf of Alaska, Bering Sea, and Chukchi Sea; and

WHEREAS, The Gulf of Alaska includes four proposed lease sale areas including Cook Inlet (proposed sales in 2027, 2028, 2029, 2030, and 2031), Shumagin, Kodiak, and the Gulf of Alaska from the tip of the Kenai Peninsula east and south to the Alaska border with Canada (proposed sales in 2030), Kodiak; and

WHEREAS, important documents related to the lease sale are available at the website <https://www.boem.gov/oil-gas-energy/national-program/national-ocs-oil-and-gas-leasing-program>, the Federal Register notice may be found at the link <https://www.federalregister.gov/documents/2025/11/24/2025-20760/notice-of-availability-of-the-11th-national-outer-continental-shelf-oil-and-gas-leasing-draft>, and the comment docket (BOEM-2025-0483) may be found at the link <https://www.regulations.gov/document/BOEM-2025-0483-0001>; and

WHEREAS, oil and gas leasing in the OCS in Alaska could result in impacts (positive and negative) on the livelihoods and economies of Homer residents.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska has the following comments on the 11th National OCS Oil and Gas Lease Sale for the Alaska region, particularly lease sales planned in the Gulf of Alaska, including Cook Inlet:

- 45 • Many residents of Homer and elsewhere on the southern Kenai Peninsula make their
46 living (whether commercially or for subsistence) from the fisheries resources of the
47 Gulf of Alaska, Cook Inlet, and the Bering Sea. Impacts to the fisheries resources in
48 these regions, directly affects our residents and the city's economy.
49
- 50 • Homer and southern Kenai Peninsula residents have expressed considerable concern
51 about the potential environmental harm of Cook Inlet Lease Sale 258, and these
52 concerns have not been adequately addressed. Conducting additional lease sales
53 while the issues of Cook Inlet Lease Sale 258 persist demonstrates a disrespect to local
54 residents.
55
- 56 • Many residents of the Homer area were harmed by the 1989 Exxon Valdez Oil Spill
57 (EVOS) and recognize the very real hazards of oil and gas industry spills into the
58 marine environment. Some species injured by EVOS have not recovered after more
59 than 30 years.
60
- 61 • Residents of the southern Kenai Peninsula have expressed concern about the impacts
62 of Northern Edge Navy training in the Gulf of Alaska on marine mammals, birds, and
63 fish. Some of the impacts of Navy training could be similar to that of oil and gas
64 development and should be fully evaluated before lease sales are conducted.
65
- 66 • The waters of the Gulf of Alaska are harsh and unforgiving, even in summer months,
67 and any emergency on oil or gas rig in the Gulf of Alaska would be extremely difficult
68 to control and respond to in a timely manner.
69
- 70 • Much of the Gulf of Alaska lease area is deep and far offshore, making oil and gas
71 exploration and development extremely expensive. Given the costs and risks
72 associated with deep water development, it seems impractical to offer these deep
73 waters for lease.
74
- 75 • We request BOEM conduct full National Environmental Policy Act (NEPA) review and
76 documentation for the proposed lease sales in Alaska. Following the NEPA process
77 would allow for evaluation of the practicalities and reasonable considerations of oil
78 and gas leasing and development in Alaska waters and the harsh environment in
79 which oil and gas facilities would operate, include consideration of the overall interest
80 of oil and gas development these regions by industry provide, and provide disclosure
81 of the potential impacts of lease sales and development. The NEPA process, as
82 outlined in law, would allow for public comment from the residents who depend on
83 these waters for their livelihoods, subsistence lifestyles, and economies.
84

85 BE IT FURTHER RESOLVED that the City of Homer will submit these comments to BOEM through
86 comment docket BOEM-2025-0483, <https://www.regulations.gov/document/BOEM-2025-0483-0001>, by the January 23, 2026 deadline.

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89 PASSED AND ADOPTED by the Homer City Council this __ day of ___, 2026.

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91 CITY OF HOMER

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95 RACHEL LORD, MAYOR

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97 ATTEST:

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100 AMY WOODRUFF, CITY CLERK

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102 Fiscal information: NA

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Amy Woodruff

From: Nina Faust <aknina51@gmail.com>
Sent: Tuesday, December 16, 2025 1:53 PM
To: Department Clerk
Subject: Letter for the City Council

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

Please forward this to the City Council and the Mayor. Thank you.

Nina Faust

P.O. Box 2994
Homer AK 99603

December 16, 2025

Homer City Council Members
City of Homer
Homer AK 99603

Dear Council Members:

I support open space in Homer. Homer continues to be a favorite destination for Alaskans because it is a “place of quiet beauty” with plentiful natural resources, stunning mountain and glacier views, city parks, a growing number of recreational attractions like hiking, biking, and skiing trails, and numerous state and borough lands set aside for multi-use recreation. Open space is key to sustaining this reputation and to enhancing quality of life. Protecting Homer’s open space is good for property values and protects natural systems of flood control, storm water sequestration, and filtration.

Over the years, I have commented on many projects before the City Council that would have filled wetlands, violated City codes, or approved projects that were not a good fit for Homer. Many of these projects affect not just the adjacent property owners but could affect property owners downslope or downstream. Some projects could even affect the whole community such as a big box store. The definition of “standing” must not be narrow. These should be community decisions simply because some projects can have huge repercussions.

PUD applications are a citizen's nightmare because of all the loopholes it opens for developers to get around city which is unfair to other's whose projects are much smaller scale and not eligible for a PUD and thereby cannot have the exceptions. I think it would be best to extinguish the PUD and let everyone play by the same rules.

One lesson from the last PUD for a large hotel on the base of the Spit highlighted is that the approval process needs revision. Big projects are complex. For the public, the Planning Commission, and the City Council to do an adequate assessment of a complex project, more time is needed to study the ramifications of a huge development on the surrounding area, particularly if located in the coastal zone or near a steep slope or in wetlands. These types of development need special engineering. The process on this last PUD was just too fast for everyone to thoroughly vet the project. It would have been helpful to have specific guidelines for the number of parking spaces for the size of this hotel and more specific regulations to determine walkable bike and pedestrian path quantity and quality to ensure connectable access.

Ground truthing is an important way to verify if the plans truly fit the land, especially for properties in sensitive areas. Understanding the lay of the land could potentially guide the planning commission to improve the site design to protect drainage, steep slopes, wetlands, or any number of other sensitive features. Doing a site visit can help promote good decision making. Encourage or require site visits.

If CUPs are to be granted, they should be in keeping with the notion of open space and protection of the environment. They should be done with emphasis on mitigations to protect streams, wetlands, forest, and vegetation. Water quality is important in Homer due to limited good water sources so preventing erosion, run-off, and unnecessary denuding of land can help maintain water quality.

I want to reiterate the need for providing layered GIS maps for public decision making. I think we are missing a basic link in this process for the public to understand what should be done within the Comprehensive Plan and to be able to comment more effectively on future projects. Having public access to a GIS map with layers would allow the public to look at the zoning map of current zoning and protected areas and add in one with all the existing properties lines and additional overlays for wetlands, vegetation cover, contours showing slopes, watersheds, and known special habitats for animals. This should be made available before more progress on the plan moves forward. This is an essential planning tool for the public. I would like to see more selective zoning designations around the sensitive open space in the Beluga Wetlands. These maps would make it easier to see which zoning class should be used on surrounding parcels.

Thank you for the opportunity to comment.

Sincerely,

Amy Woodruff

From: Sheryl Baechler <shere.baechler@gmail.com>
Sent: Thursday, January 8, 2026 3:45 PM
To: Department Clerk
Subject: Attn: City Clerk of Homer

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

I am emailing in support the idea of the cty acting sooner rather than later to fully assess the feasibility and best routing of a loop trail—one that connects hillside, meadow, and park into a complete and memorable experience.

Thank you for your consideration of the loop trail being proposed.

Sheryl Baechler,
resident of the city of Homer
295 E Fairview Avenue, Homer

Amy Woodruff

From: Sue Mitchell <alaskasue907@gmail.com>
Sent: Thursday, January 8, 2026 4:58 PM
To: Department City Manager
Cc: Department Clerk
Subject: Support for loop trail from Hornaday Park

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

I enthusiastically support the idea of creating a loop trail from Hornaday Park, as outlined by Jason Davis in his recent article. We live on Rangeview and I often walk through the campground at Hornaday or take the Reber Trail. I would welcome a longer loop. I encourage the council and the city to make this happen. Thank you!

Sue Mitchell

Amy Woodruff

From: Catriona Reynolds <catrionareynoldshomer@gmail.com>
Sent: Thursday, January 8, 2026 9:06 AM
To: Department City Manager; Department Clerk
Subject: Potential Karen Hornaday Park hiking trail

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

Dear Ms. Jacobsen, Mayor Lord, and Homer City Council Members,

Hiking trails are a key component of the Homer area infrastructure for both City and area residents, and visitors to Kachemak Bay.

For many years most of the public trails have been across the Bay - both cost and time prohibitive for many people. There has been an increase in trails on the north (Homer) side of Kachemak Bay in recent years, but there are not many trails of any length close to the city and accessible to people without vehicles.

The City-owned land above Karen Hornaday Park is ripe for a wonderful loop trail. Planning could start as early as this spring with routing and feasibility studies. Several area groups and individuals may be available for creation of public-private working groups to complete/consult on aspects of design and construction. Homer Trails Alliance, Homer Cycling Club, and Friends of Kachemak Bay State Park are all experienced with the development of trails close to Homer in recent years.

I encourage the City to consider commencing the necessary groundwork to start this planning process by May 2026. The ideal time for route planning is after snow and ice melt, and before the summer overgrowth of vegetation.

Thank you for your consideration,

Catriona Reynolds
she/they
907.299.3410

Amy Woodruff

From: Sherry Stead <sdstead@gmail.com>
Sent: Thursday, January 8, 2026 2:28 PM
To: Department City Manager; Department Clerk
Subject: City trail

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

Please continue to work hard and provide a loop trail at Karen Hornaday for Homerites as well as our visitors.

The more we can get outdoors, the healthier we all will be.

Thank you.

Sherry Stead

Imagine a map of our community. Imagine the map is full of **red dots**, each representing a moment **when someone uses words or actions to harm another person.**

Now imagine a **green dot** appearing on the map. A green dot is simply **a moment when someone uses words or actions to make our communities safer.** You mention violence prevention in your staff meeting. A green dot appears. A teen stands up to a bully. Another green dot. Each of these single moments matter deeply to the people whose lives you touch. **No one has to do everything, but everyone has to do something.** What's your GREEN DOT?

Amy Woodruff

From: Sallie Rediske <sallierediske@gmail.com>
Sent: Thursday, January 8, 2026 11:21 AM
To: Department City Manager; Department Clerk
Subject: Yes to timely assessment of feasibility of looping trail at Hornaday Park

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

Hello:

As a business owner in Homer and a long-time area resident, I strongly support the ideas proposed by Council Member Davis in his *Homer Independent Press* opinion piece, “*Imagining a Loop Above Hornaday Park.*” During my 30 years living here, I have witnessed the slow but steady growth of trails in the Homer area. While this progress is encouraging, our community would clearly benefit from additional, thoughtfully placed trails that allow both residents and visitors to fully experience our spectacular setting. Council Member Davis offers a well-reasoned case for a loop trail over an out-and-back design.

Most of us choose to live here because of the landscape and the outdoor opportunities it provides. Ensuring continued access to these remarkable areas, even as Homer grows and develops, is essential to preserving what makes this community so special. Delaying this project would unnecessarily deny both locals and visitors a valuable recreational opportunity and a connection to this awe inspiring place.

Sincerely,

Sallie Rediske

Amy Woodruff

From: Pamela Brodie <pbrodie@gci.net>
Sent: Thursday, January 8, 2026 8:55 AM
To: Department Clerk; Department City Manager
Subject: Karen Hornaday Park trail

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

To: Homer City Council and City Manager

Re: Karen Hornaday Park Trail

My deepest appreciation goes to the Homer City Council for the purchase of the Karen Hornaday Park trail land, and also to the private individuals who purchased the land for the purpose of selling it to the City. I hike this trail nearly everyday, walking to it from my home on Bonanza Avenue, near City Hall.

I hope very much that the City will take the necessary steps to designate a loop trail to continue the existing trail, as proposed by Council Member Davis in the *Homer Independent Press*. This would be a spectacular asset to the people of Homer. I encourage the City to use volunteer labor to help clear the trail, and I would be happy to help as a volunteer.

Thank you for your consideration.

Pamela Brodie, 369 Bonanza Avenue, PO Box 1139, Homer, pbrodie@gci.net

Amy Woodruff

From: Kelsea A <kelsea-rose@hotmail.com>
Sent: Thursday, January 8, 2026 12:55 PM
To: Department City Manager; Department Clerk
Subject: Proposed Loop Trail

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

Good Afternoon,

As a part time resident of Homer, Alaska, I fully support the proposed loop trail above Hornaday Park. One of my only personal disappointments with Homer has been the limited availability of accessible hiking trails. This project would encourage more people to stay active while providing additional options for those who enjoy the outdoors but may not always want to take on the more challenging hikes.

Thank you for your time and consideration,

Kelsea A.

Sent from my iPhone

Amy Woodruff

From: Susan Houlihan <4houlihan@gmail.com>
Sent: Thursday, January 8, 2026 9:57 AM
To: Department Clerk
Subject: Trail

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

I fully support a trail above Karen hornaday park and for a myriad of reasons I strongly feel the development is wise for the city of homer. As an avid outdoors person I know homer is known as the town without many trails. Let's change that!

Sincerely, Susan Houlihan
Resident since 1999