



# Agenda

## City Council Regular Meeting

Monday, August 12, 2024 at 6:00 PM

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

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### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

### Zoom Webinar ID: 205 093 973 Password: 610853

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### 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

### 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 July 17, 2024 and July 22, 2024. City Clerk. Recommend approval.
- b. Memorandum CC-24-155 from Mayor re: Appointment of Christine Zubeck to the Economic Development Advisory Commission and Reappointment of Nona Safra and Brad Parsons to the Americans with Disabilities Advisory Board. Recommend approval.
- c. Memorandum CC-24-156 from City Clerk re: Liquor License Renewals for Salty Dawg Saloon, Grace Ridge Brewery, Inc., and Save U More #6. Recommend approval.
- d. Ordinance 24-35, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Chapter 3.16 Procurements. City Manager. Introduction August 12, 2024 Public Hearing and Second Reading August 26, 2024.
- e. Ordinance 24-36, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Appropriating \$208,000 from the Sewer Capital Asset Repair and Maintenance Allowance (CARMA) Fund for Construction Work Associated with the Rehabilitation of the Beluga Slough Lift Station. City Manager/Public Works Director. Introduction August 12, 2024 Public Hearing and Second Reading August 26, 2024.

Memorandum CC-24-158 from Public Works Director as backup.

- f. Ordinance 24-37, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Accepting and Appropriating the Amended Alaska Fish and Game Cooperative Agreement #23-177 Construction Grant in the Amount of \$505,875 and Appropriating \$87,012 from the Port and Harbor Reserves Fund to Complete the 25% Match for the Fish Grinding Building Replacement Project. City Manger/Port Director. Introduction August 12, 2024 Public Hearing and Second Reading August 26, 2024.

Memorandum CC-24-159 from Port Director as backup.

- g. Ordinance 24-38, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget to Fund Maintenance to the Seawall by Establishing Authority in the Fiscal Year 2025 Budget for Routine Maintenance to the Seawall. City Manager/Public Works Director. Introduction August 12, 2024 Public Hearing and Second Reading August 26, 2024.

Memorandum CC-24-160 from Public Works Director as backup.

- h. Resolution 24-082, A Resolution of the City Council of Homer, Alaska, Commending the Kachemak Bay National Estuarine Research Reserve's 25 Years Studying the Kachemak Bay Ecosystem and Educating Area Residents and Visitors About the Importance of Our Natural Environment. Aderhold.
- i. Resolution 24-083, A Resolution of the City Council of Homer, Alaska Adopting the Revised Procurement Policy and Procedures Manual. City Manager.

Memorandum CC-24-161 from City Manager as backup.

- j. Resolution 24-084, A Resolution of the City Council of Homer, Alaska, Adopting A Joint Resolution of the Kenai Peninsula Borough Assembly and Councils of the Cities of Homer, Kenai, Seldovia, Seward and Soldotna for the Purpose of Amending the Memorandum of Agreement For Intergovernmental Administration of Borough and City Elections. City Clerk.
- k. Resolution 24-085, A Resolution of the City Council of Homer, Alaska, Awarding the Contract to Beachy Construction of Homer, Alaska for the Paintbrush Booster Pump Station Upgrade Project in the Amount of \$276,300 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Clerk/Public Works Director.

Memorandum CC-24-162 from City Engineer as backup.

- l. Resolution 24-086, A Resolution of the City Council of Homer, Alaska Confirming the City Manager's Appointment of Julie Engebretsen as the Acting City Manager Through December 31, 2024. City Manager.
- m. Resolution 24-087, A Resolution of the City Council of Homer, Alaska Authorizing Issuance of a Task Order to Seabright Survey & Design in the Not to Exceed Amount of \$12,500 to Replat of City and Private Property in the Bridge Creek Watershed Protection District and Authorizing



the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Community Development Director.

Memorandum CC-24-163 from Community Development Director as backup.

- [n.](#) Resolution 24-088, A Resolution of the City Council of Homer, Alaska Requesting the Alaska Municipal League to take up the Issue of Municipal Requirements to Publish as defined in Alaska Statutes 29.71.800 to Include Allowance for Web Base Public Notice. Erickson.

Memorandum CC-24-164 from Councilmember Erickson as backup.

- [o.](#) Resolution 24-089, 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.

## **VISITORS**

- [a.](#) J & H Consulting, LLC - End of Session Legislative Update
- b. South Peninsula Hospital - Ryan Smith, CEO and Derotha Ferraro, Director of Public Relations

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

- c. Special Meeting Report
- a. Committee of the Whole Report
- d. Mayor's Report
- g. Planning Commission
- k. Americans with Disabilities Act Compliance Committee
- j. Port and Harbor Advisory Commission
- f. Library Advisory Board
- e. Borough Report
- h. Economic Development Advisory Commission
  - i. Finance
  - ii. Harbor
  - iii. Recreation

## **PUBLIC HEARING(S)**

- [a.](#) Ordinance 24-31, An Ordinance of the Homer City Council Adopting the 2024 Homer Transportation Plan, Amending the Homer Comprehensive Plan to include the Transportation

Plan and Recommending Adoption by the Kenai Peninsula Borough. City Manager. Introduction July 22, 2024 Public Hearing and Second Reading August 12, 2024.

Memorandum CC-24-147 from Community Development Director as backup.

Ordinance 24-31(S), An Ordinance of the Homer City Council Adopting the 2024 Homer Transportation Plan, Amending the Homer Comprehensive Plan to include the Transportation Plan and Recommending Adoption by the Kenai Peninsula Borough.

- b. Ordinance 24-32, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Budget by Authorizing Transfers Totaling \$667,146 from Various Funds to make Necessary Adjustments to the Distribution of Unallocated Interest Income. City Manager/Finance Director. Introduction July 22, 2024 Public Hearing and Second Reading August 12, 2024.

Memorandum CC-24-152 from Finance Director as backup.

- c. Ordinance 24-33, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Appropriating an Additional \$73,300 from the Water Capital Asset Repair and Maintenance Allowance (CARMA) Fund for the Paintbrush Booster Pump Station Project. City Manager/City Engineer. Introduction July 22, 2024 Public Hearing and Second Reading August 12, 2024.

Memorandum CC-24-148 from City Engineer as backup.

- d. Ordinance 24-34, An Ordinance of the City Council of Homer, Alaska Amending the FY25 Capital Budget by Appropriating \$16,000 from the General Fund Capital Asset Repair and Maintenance Allowance (CARMA) Fund to Convert the Existing Fuel Boiler at the Homer Education and Recreation Complex (HERC) to Natural Gas. City Manager/Public Works Director. Introduction July 22, 2024 Public Hearing and Second Reading August 12, 2024.

Memorandum CC-24-149 from Public Works Director as backup.

## **ORDINANCE(S)**

### **CITY MANAGER'S REPORT**

- a. City Manager's Report
- b. Fiscal Year 2024 Quarterly Report

### **PENDING BUSINESS**

- a. Resolution 24-076, A Resolution of the City Council of Homer, Alaska Amending City of Homer Personnel Regulations, Chapter 10, Discipline - Causes and Actions and Chapter 11, Communication, Grievance and Appeal Procedures to Delegate Authority for Personnel Appeals to the State of Alaska Office of Administrative Hearings. City Manager/HR Director.

Memorandum CC-24-140 from HR Director as backup.

Memorandum CC-24-166 from Employee Committee as backup.

- [b.](#) Resolution 24-079, A Resolution of the City Council of Homer, Alaska, Providing Comments to the Alaska State Legislature Regarding the Impact of Tax Exemptions on Municipalities. Aderhold.

Resolution 24-079(S), A Resolution of the City Council of Homer, Alaska, Providing Comments to the Alaska State Legislature Regarding the Impact of Tax Exemptions on Municipalities. Aderhold.

## **NEW BUSINESS**

## **RESOLUTIONS**

## **COMMENTS OF THE AUDIENCE**(3 Minutes)

## **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, August 26, 2024 at 6:00 p.m. Committee of the Whole at 5:00 p.m. A Worksession at 4:00 p.m. A Joint Worksession with the ADA Advisory Board is scheduled for Monday, August 19, 2024 at 5:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 24-17 a Special Meeting of the City Council of Homer, Alaska was called to order on July 17, 2024 by Mayor Castner at 4:30 p.m. at the City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

**PRESENT:** COUNCILMEMBERS ERICKSON, DAVIS, ADERHOLD, VENUTI, LORD, HANSEN

**STAFF:** INTERIM CITY MANAGER JACOBSEN  
ACTING CITY CLERK KRAUSE

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

ADERHOLD/LORD MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA**

Mayor Castner opened the public comment period seeing no public present in the room or via Zoom he closed public comment.

There was a brief recess at 4:33 p.m. Councilmember Davis arrived at 4:36 p.m.

**NEW BUSINESS**

- a. Memorandum CC-24-143 Request for Executive Session Pursuant to AS 44.62.310 (a-c)(2) Matters, Subjects that tend to Prejudice the Reputation and Character of any Person, Provided the Person May Request a Public Discussion (City Manager Contract).

Mayor Castner requested a motion.

LORD/VENUTI MOVED TO REQUEST CITY COUNCIL ADJOURN FOR EXECUTIVE SESSION PURSUANT TO AS 44.62.310 (A-C) (2) MATTERS, SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION. (CITY MANAGER CONTRACT), AND TO HAVE MELISSA JACOBSEN PRESENT.

There was no discussion.

VOTE. YES. ADERHOLD, DAVIS, ERICKSON, HANSEN, LORD, VENUTI.

Motion carried.

Mayor Castner adjourned to executive session at 4:38 p.m.

Acting City Clerk ended the public portion of the meeting and opened the private meeting to allow Interim City Manager Jacobsen to participate via Zoom and stepped out of the conference room.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY CLERK**

**COMMENTS OF THE MAYOR**

**COMMENTS OF THE COUNCIL MEMBERS**

**ADJOURNMENT**

There being no further business to come before the Council Mayor Castner adjourned the meeting at 5:10 p.m. The next Regular Meeting is Monday, July 22, 2024 at 6:00 p.m. with Committee of the Whole at 5:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

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Renee Krause, MMC, Acting City Clerk

Approved:\_\_\_\_\_

Session 24-15 a Regular Meeting of the City Council of Homer, Alaska was called to order on July 22, 2024 by Mayor Castner at 5:00 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 ERICKSON, DAVIS, ADERHOLD, VENUTI, LORD, HANSEN

**STAFF:** INTERIM CITY MANAGER JACOBSEN  
ACTING CITY CLERK KRAUSE  
CITY ATTORNEY GATTI  
PUBLIC WORKS DIRECTOR KORT  
FINANCE DIRECTOR FISCHER  
PERSONNEL DIRECTOR BROWNING  
PORT DIRECTOR HAWKINS  
RECREATION MANAGER ILLG  
COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSSEN  
SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR CARROLL  
CHIEF TECHNOLOGY OFFICER JIRSA  
FIRE CHIEF KIRKO

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

Mayor announces supplemental items: CONSENT AGENDA Item g. Ordinance 24-34, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Appropriating \$16,000 from the General Fund Capital Asset Repair and Maintenance Allowance (CARMA) Fund to Convert the Existing Fuel Boiler at the Homer Education and Recreation Complex (HERC) to Natural Gas. Public Comment Received PENDING BUSINESS Item a. Ordinance 24-30, An Ordinance of the City Council of Homer, Alaska, Amending the FY24 Capital Budget by Appropriating \$900,000 from the Gas Line Fund for a Multi-Use Community Recreation Center Project. Memorandum CC-24-154 from Finance Director as backup.

LORD/VENUTI MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT

Motion carried.

**MAYORAL PROCLAMATIONS AND RECOGNITIONS**



## **PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA**

Terry Eubanks, City Manager for the City of Kenai, commented in support of Resolution 24-078 noting the benefits to having air service connecting the Kenai Peninsula to the Seattle/Tacoma airport.

Larry Slone, city resident, commented on the city manager's contract, specifically the termination clause and purported amount of \$50,000.

Robert Archibald, city resident, commented in support for Ordinance 24-30 and supported Resolution 24-077, stating that they needed to protect the water source.

Jan Keiser, city resident, supported Ordinance 24-30 and Resolution 24-077, reiterating the benefits and development of a water budget.

Karin Marks, city resident, commented on Ordinance 24-30 but expressed her concerns regarding usage of the funds for studies or designs that have already been done and asked for Council to provide guidance on how the funds were to be used.

## **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 May 13, 2024. Acting City Clerk. Recommend adoption.
- b. Memorandum CC-24-106 from Mayor re: Appointments to the Sister City 40th Anniversary Task Force and Comprehensive Plan Steering Committee. Recommend approval.
- c. Memorandum CC-24-107 from Acting City Clerk re: Liquor License Renewals for Sweetgale Meadworks & Cider House and The Broken Oar. Recommend approval.
- d. Memorandum CC-24-108 from Special Projects & Communications Coordinator re: Approving the 2025-2030 CIP and FY26 Legislative Priorities Development Schedule. Recommend approval.
- e. Memorandum CC-24-109 from Mayor re: Confirming Appointments to the City Manager Hiring Advisory Committee and Identifying their Charge. Recommend approval.
- f. Ordinance 24-23, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Operating Budget to Provide for Necessary Mid-Biennium Adjustments. City Manager. Introduction May 28, 2024 Public Hearing and Second Reading June 10, 2024.

Memorandum CC-24-113 from HR Director/Finance Director as backup.

Memorandum CC-24-111 from Employee Committee as backup.

Memorandum CC-24-112 from Community Development Director as backup.  
Memorandum CC-24-110 from Parks, Art, Recreation and Culture Advisory Commission as backup.

- g. Ordinance 24-24, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget to Provide for Necessary Mid-Biennium Adjustments. City Manager. Introduction May 28, 2024 Public Hearing and Second Reading June 10, 2024.

Memorandum CC-24-114 from PARCAC/Community Recreation as backup.

- h. Ordinance 24-25, An Ordinance of the City Council of Homer, Alaska, Amending the City of Homer Water and Sewer Rates and Updating the City Fee Schedule Accordingly. City Manager/Finance Director. Introduction May 28, 2024 Public Hearing and Second Reading June 10, 2024.

Memorandum CC-24-122 from Finance Director as backup.

- i. Resolution 24-058, A Resolution of the City Council of Homer, Alaska, Establishing a 2024 Mil Rate of 1 Mil for the Ocean Drive Loop Special Service District. City Manager. Recommend adoption.

Memorandum CC-24-116 from Acting City Clerk as backup.

- j. Resolution 24-059, A Resolution of the City Council of Homer, Alaska, Establishing the City of Homer Prop. Tax Mil Levy Rate at 4.5 Mils for 2024. City Manager. Rec. adoption.
- k. Resolution 24-060, A Resolution of the City Council of Homer, Alaska, Authorizing the City Manager to Dispose of Used and Surplus Equipment Pursuant to Homer City Code 18.30. City Manager. Recommend adoption.

Memorandum CC-24-117 from Public Works Director as backup.

- l. Resolution 24-061, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Execute the Clean Water State Revolving Loan Fund Loan Agreement #409361 for the Homer Bunnell-Charles Way Sewer Main Extension and the Drinking Water State Revolving Fund Loan Agreement #409351-S for the Bunnell-Charles Way Water Main Extension. City Manager. Recommend adoption.

Memorandum CC-24-118 from Public Works Director as backup.

- m. Resolution 24-062, A Resolution of the City Council of Homer, Alaska, Authorizing the City Manager to Execute a Loan Agreement with the State of Alaska Department of Environmental Conservation for an Alaska Drinking Water Fund Loan in the Not to Exceed Principal Amount of \$415,670 for the Bunnell Avenue/Charles Way Water Improvement Project. City Manager/Public Works Director. Recommend adoption.

Memorandum CC-24-119 from Public Works Director as backup.

- n. Resolution 24-063, A Resolution of the City Council of Homer, Alaska, Authorizing the Purchase of Playground Equipment and Surfacing Material in the Amount of \$39,753 to Install as Part of the Bayview Park Improvements Project and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/City Engineer. Recommend adoption.

Memorandum CC-24-120 from City Engineer/Parks Maintenance Coord. as backup.

Councilmember Aderhold moved Item i. Resolution 24-079 to Resolutions Item B. for discussion.

Acting City Clerk Krause read the Consent Agenda into the record as amended.

LORD/VENUTI MOVE TO ADOPT THE CONSENT AGENDA AS READ.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**VISITORS** (10 Minutes limit per visitor)

- a. Harbor Expansion Quarterly Update Presentation & Report - Jenny Carroll, Communication & Special Projects Coordinator and Bryan Hawkins, Port Director

Special Projects & Communications Coordinator Carroll and Port Director Hawkins presented an update on the Homer Harbor Expansion Project noting the following:

- Secured Federal Continuation Funding
  - o \$800,000 in US Corps of Engineers FY2024 Workplan
  - o \$800,000 pending in President's Draft FY25 Federal Budget for 3<sup>rd</sup> year funding
- Secured Additional State Match Funding
  - o \$288,523 in the FY24 Supplemental State Capital Budget
- Provided the differences since December 2023 and July 2024 with work and funding flow
- General Investigation Study Process Refresh
  - o General Investigation Tentative Schedule and Major Milestone Timeline
- Reviewed where they have been and what was accomplished
- Major Plan Components Identified
- Baseline Conditions Ongoing Work
  - o Environmental Stakeholders Working Group
  - o Ecological Modeling
  - o Environmental Fieldwork
  - o Ship Simulation
  - o Geotechnical Investigation and Bathymetric Mapping

- Fleet Identification and Economic Survey
- Reviewed Next Steps
  - Advance Development of Identified Alternatives
  - Public Scoping meeting to review alternatives
  - Alternative Design Comparative Analysis
    - All alternative plans are compared to the future without project condition
    - Alternative plans are compared to each other to identify differences in costs, benefits, risks, and impacts.
- Next Steps, Major Milestone Tentative Dates

Ronny McPherson, with HDR, provided technical details on the project.

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

a. Committee of the Whole Report

Councilmember Lord provided a brief summary of the items discussed by City Council

b. Mayor's Report

Mayor Castner reported visiting Kodiak to attend a 60<sup>th</sup> anniversary of the Tustemena and arriving back the next day. He attended the Planning Commission meeting on Wednesday, July 17, 2024 and spoke about the city policy of allowing only one water meter and should consider changing policy to allow multiple meters similar to Homer Electric so each residence has their own meter.

c. Borough Report – Brent Johnson

Mr. Johnson provided a brief update on the Kenai Peninsula Borough's meeting of July 9, 2024 and noted the following:

- Bed Tax implementation was postponed to the fall when they can have more public input
  - May create a working group for this issue
- Kachemak Selo School Building Fund moving forward
- Hospital Bonding will be on the August 6<sup>th</sup> Agenda and requested for the August 12<sup>th</sup> meeting
- Borough is using online as well as the local newspapers to advertise their meetings

d. Planning Commission – There was no report submitted and no commissioner present.

e. Parks Art Recreation and Culture Advisory Commission

Commissioner Archibald reported on the successful completion of the Strategic Plan which will be used for the development of the SWOT Analysis, worksessions are planned for the next several meetings to complete that document, development of individual park plans and needs to assist in biennial budget development, conducted a pre-CIP review, potential harbor pavilion mural and beach policy review in October.

f. ADA Advisory Board Report

i. ADA Advisory Board Report for July 11, 2024

Councilmember Venuti reviewed her written report for the Council.

g. Champions Report

- i. Finance – There have been no meetings scheduled.
- ii. Harbor – Councilmember Lord reported on a brief meeting conducted on Friday, July 19, 2024 for a meeting with the US Army Corps of Engineers for a site visit overview of the Harbor facilities. Councilmembers had other commitments and could not participate in the tour of the Harbor.
- iii. Recreation – There have been no meetings scheduled.

**PUBLIC HEARING(S)**

**ORDINANCE(S)**

**CITY MANAGER'S REPORT**

a. City Manager's Report

Interim City Manager Jacobsen noted that her report was in the packet. She commented on the following items of interest as follows:

- FY26-FY27 Proposed Budget Schedule
- Airport Sidewalk Renovation Project starting soon
- Review of the STIP by Community Development Director

City Manager Jacobsen facilitated brief comments on:

- Difference in the reduction of sales tax revenues, was this starting a downward trend and how they would address budget concerns, especially noting the previously conservative approaches the city has employed; and
- Recommending a worksession to discuss the issue; and
- Presentation of departments regarding increasing expenses, educational opportunity, similar to but not as intense to what is done at the Borough level and what deferred maintenance is required should be a priority.

b. Monthly Expenditure Report Actuals through June 2024

**PENDING BUSINESS**

- a. Ordinance 24-30, An Ordinance of the City Council of Homer, Alaska, Amending the FY24 Capital Budget by Appropriating \$900,000 from the Gas Line Fund for a Multi-Use Community Recreation Center Project. Mayor. Introduction June 10, 2024 Public Hearing and Second Reading June 17, 2024. Postponed to July 22, 2024.

## Public Comment Received

LORD/ADERHOLD MOVED TO ADOPT ORDINANCE 24-30 BY READING OF TITLE ONLY.

LORD/VENUTI MOVED TO AMEND LINE 21 TO ADD, “WHEREAS, A DEDICATED INVESTMENT ACCOUNT WILL BE ESTABLISHED FOR THE MULTI-USE COMMUNITY RECREATION CENTER PROJECT” AND AMEND LINE 32 TO CHANGE THE TRANSFER TO FUND NAME TO “YET TO BE DETERMINED”.

There was discussion by Council on amending code related to creation of new accounts for projects so that interest is earned right from the start; the use of money from the fund established was for the construction of the building but not restricting the use solely for that purpose since there was no location for the proposed project at this time and that there should be referenced that the use was not for the new roof at the HERC or to demolish HERC 2.

VOTE. (Amendment) YES. HANSEN, VENUTI, LORD, DAVIS, ADERHOLD, ERICKSON

Motion carried.

Mayor Castner briefly commented on the intent of the ordinance.

## NEW BUSINESS

- a. Memorandum CC-24-150 from Councilmembers Lord and Aderhold re: Accessible/Disabled Parking on the Homer Spit.

LORD/ADERHOLD MOVED TO APPROVE THE RECOMMENDATION AND FORWARD TO THE ADA ADVISORY BOARD AND PORT AND HARBOR ADVISORY COMMISSION.

Discussion included clarification on bringing this topic forward to discuss options regarding parking on the Spit for Accessible Parking recommendations to make it the most accessible. Information on the Parking authority and who has that authority how the decision is made and that Council does not set fees and anecdotal information on parking lots in Arizona reporting that for a ball game in a 40-acre parking lot, the first 20 acres are ADA Accessible parking spots.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## RESOLUTIONS

- a. Resolution 24-077, A Resolution of the City Council of Homer, Alaska, Supporting a Partnership Between the City, University of Alaska and the Kachemak Bay National Estuarine Research Reserve to Submit a Grant Application to the National Oceanic and Atmospheric Administration for Funding to Acquire and Protect Lands Within the Bridge Creek Watershed Protection District. Aderhold.

Memorandum CC-24-144 from Community Development Director as backup.



ADERHOLD/LORD MOVED TO ADOPT RESOLUTION 24-077 BY READING OF TITLE ONLY.

Discussion ensued on the presentation during Committee of the Whole and reiterated the available funding with no match required to protect ecologically important lands.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- b. Resolution 24-079, A Resolution of the City Council of Homer, Alaska, Providing Comments to the Alaska State Legislature Regarding the Impact of Tax Exemptions on Municipalities. Aderhold.

ADERHOLD/LORD MOVED TO ADOPT RESOLUTION 24-079 BY READING OF TITLE ONLY.

Councilmember Aderhold stated the intent of the resolution was to allow the Council the ability to comment on legislation that would be moved forward that impacts the ability of the city to collect property taxes or sales taxes and when the legislature does something like that they are impacting the city. She noted that the Alaska Municipal League is working on an information packet to be able to present to the legislature. Ms. Aderhold would like to postpone it to complete the missing information to provide clarification, provide statements to reflect that it does not impact the Senior Tax Exemption, which affects approx. 10% of the city residents. Further discussion points made were:

- relieve one group, it impacts another.
- Adding a breakdown of sales tax collected and the mil rate for the city as information
- related actions of the legislature regarding food as an example
- Partnership that needs to be maintained with the State

ADERHOLD/VENUTI MOVED TO POSTPONE TO RESOLUTION 24-079 TO THE AUGUST 12, 2024 REGULAR MEETING.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **COMMENTS OF THE AUDIENCE**

Charles Barnwell, city resident, commented on the Department of Transportation has a separate step item for the Diamond Creek Underpass Trail, noting that this was not funded, but Council did support it and there is strong interest from residents of Homer to have this built and Council needs to take action as the AKDOT is interested in what the City is going to do. Mr. Barnwell then stated that he has an interest in the Harbor studies as he has been here since the 1964 quake and expressed concerns on HDR designing boreholes with possible seismic reactions depending on the placement and depth of

the boreholes. He further commented that he did not need to remind people of the devastating tsunami that was caused by underground avalanche in 1964 and the geological survey that was provided by DGGs in 2022 pointed out that Homer has some concerns in that regard. He hoped that HDR has that information and is including it in their consideration or processes used.

#### **COMMENTS OF THE CITY ATTORNEY**

City Attorney Gatti had no comments.

#### **COMMENTS OF THE CITY CLERK**

Acting City Clerk Krause provided information on the vacancies on the Economic Development Advisory Commission, and Sister City Task Force. She announced the timing of the Candidacy Period for upcoming City Elections and availability of the documents on the city website.

#### **COMMENTS OF THE CITY MANAGER**

City Manager Jacobsen noted that there were several job openings and the information on each position was available on the city website. The positions were for permanent part time, full time and seasonal temporary positions.

#### **COMMENTS OF THE MAYOR**

Mayor Castner commented jokingly that City Manager Jacobsen was not going to get a new name plate, that she could tape over the word “interim”. He then announced that he was getting excited for a possible delegation visit to Teshio, Japan in late May 2025 and announced the visitor scheduled for September 9, 2024 regular meeting of the Japanese General Counsel was planning a visit.

#### **COMMENTS OF THE COUNCIL MEMBERS**

Councilmember Erickson expressed her appreciation for the City Manager of Kenai to come to their meeting tonight to speak to the Joint Resolution regarding air service from Kenai to the Lower 48 and believed that it was really important as they have experienced this summer the lack of air service in and out of Homer has affected everyone, especially with the number of fatalities on the road. It is really critical that we have a dependable airline. She noted that back in the 80’s or 70’s they had a triangle from Seattle, Anchorage, Homer, Kodiak and all those planes were full and she expressed confidence in having enough passengers from Kenai to the Lower 48 to make that worthwhile. Ms. Erickson then commented on her recent visit to Jack Gist Park and how beautiful the park was down there noting that the contractor and public works department has done a great job with the parking, drainage and will be complete once the bathrooms are in place. She provided some feedback on the ongoing traffic with gravel trucks and asphalt up and down the Baycrest Hill and the resulting noise and smells acknowledging the efforts of the drivers to make it as minimal as possible.

Councilmember Davis commented on the Mayor’s consternation with having a regulation on the books allowing only one water meter, even if there are 25 structures on a lot. He provided his personal experience when developing his business on Main Street. He agreed with the Mayor on fixing that.

Councilmember Aderhold commented that she was very excited to be working with Melissa in her new capacity and noted that while reading the Anchorage Daily News the Department of Labor has new statistics out for the Alaska population and are predicting over the next ten years that the population is going to decline for Alaska. The population has been on a downward trajectory except places like the Kenai Peninsula and Mat-su Borough, but moving forward that should be considered as they revise the Comprehensive Plan and make code changes they need to consider what that means since Homer does not seem to follow the state trend. She then commented on the many events around Homer such as the Concert on the Lawn, the performance of the Addams Family and Spit Toons during July and the number of people supporting these events, its really great to see people getting out and enjoying summer and doing things that make us laugh as we need laughter right now.

Councilmember Venuti expressed her appreciation for the Mayor traveling to Kodiak for the Tustemena anniversary event, the incident with CrowdStrike and appreciation to IT being right on the issue and sending notifications and updates to Council, thanked Shelly for her sharing her talents in Spit Toons as she is a very talented keyboardist and encouraged everyone to see the show as it was wonderful and funny. She commented on the reminder regarding the Assembly meeting being held in Homer on August 6<sup>th</sup>. Ms. Venuti congratulated Renee on taking on the role of City Clerk and Melissa becoming their City Manager and how the city did not have to look far for the best was right here looking at us.

Councilmember Lord Congratulated Melissa and delighted to be able to keep working with her in her new capacity and with all city staff. She reported on attending the Addams Family production and stated it was awesome, that Homer is a great community and Spit Toons was great with a live music, performers of all ages, really delightful community and then this weekend in Soldotna there will be the 4H Expo and Progress Days celebration, her and her children will be camped out at the spots complex as they have their chickens entered in to show, not sell, just show, but there is a livestock auction. She commented on the exhibits and her children's exhibits will include dog training and Japan.

City Manager Jacobsen wished Mayor Castner a Happy Birthday and City Council and a few of those present in the audience sang Happy Birthday to the Mayor.

## **ADJOURNMENT**

There being no further business to come before the Council Mayor Castner adjourned the meeting at 8:20 p.m. The next Regular Meeting is Monday, August 12, 2024 at 6:00 p.m. and Committee of the Whole at 5:00 p.m. Special Meeting at 4:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

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Renee Krause, MMC, Acting City Clerk

Approved: \_\_\_\_\_



# MEMORANDUM

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## **Appointment of Christine Zubeck to the Economic Development Advisory Commission and Re-appointment of Nona Safra and Bradley Parsons to the ADA Advisory Board**

**Item Type:** Action Memorandum  
**Prepared For:** Homer City Council  
**Date:** August 12, 2024  
**From:** Mayor Castner

---

Christine Zubeck is appointed to fill the remainder of the term for the seat vacated by Gordon Pitzman on the Economic Development Advisory Commission. Term will expire April 1, 2027.

Nona Safra and Bradley Parsons are hereby reappointed to the Americans with Disabilities Act Advisory Board. Terms will expire on August 31, 2027.

### **Recommendation**

Confirm the appointment of Christine Zubeck to the Economic Development Advisory Commission, Nona Safra and Bradley Parsons to the Americans with Disabilities Act Advisory Board.

### **Attachments:**

Christine Zubeck Application  
Nona Safra Reappointment Application  
Bradley Parsons Reappointment Application

**From:** [Application for Appointment to an Advisory Body](#)  
**To:** [Department Clerk](#)  
**Subject:** \*\* Application for Appointment \*\*  
**Date:** Thursday, August 1, 2024 8:53:51 AM

---

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

Submitted on Thursday, August 1, 2024 - 8:53am

Submitted by anonymous user: 146.71.67.33

Submitted values are:

#### Applicant Information

Full Name Christine Zubek

Physical Address Where you Claim Residency 1850  
Highland Dr Homer AK 99603

Mailing Address PO Box 257 Homer AK 99603

Phone Number(s) 7274813035

Email cnzubek@gmail.com

Advisory Bodies Economic Development Advisory  
Commission – Meetings held on the 2nd Tuesday of  
each month at 6:00 p.m.

#### Residency

Are you a City Resident? Yes

If yes, how long have you been a City Resident? 1

year

How long have you been a resident of the South Peninsula Area? 1 year

### Background Information

Have you ever served on a similar advisory body?

No

Other memberships None

Special Training & Education I have a Bachelor's of Science in Sociology.

Why are you interested in serving on the selected Advisory Body?

I have always wanted to get into local politics and think that this is a good way to get involved and be informed with what is going on. As a millennial trying to build a life here, I am very aware of the various housing and inflation issues going on around the country, which Homer is not immune to, especially concerning the summer influx of visitors and residents. I am passionate about the opportunities provided to people of all ages and backgrounds.

The results of this submission may be viewed at:

<https://www.cityofhomer->



[ak.gov/node/9051/submission/52363](http://ak.gov/node/9051/submission/52363)



## Advisory Body Application For Reappointment 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](mailto: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 reappointed by the Mayor and your reappointment is confirmed by the City Council.

### Applicant Information

Full Name: Nona Safra

Physical Address Where you Claim Residency: 4048 Bartlett St. #5 Homer AK 99603

Mailing Address: 4048 Bartlett St. #5

City: Homer State: AK Zip: 99603

Phone Number(s): 907-299-1908

Email: nonasaf@aol.com

### Advisory Body You Are Requesting Reappointment To

- ☐ Planning Commission
- ☐ Parks, Art, Recreation & Culture Advisory Commission
- ☐ Port & Harbor Advisory Commission
- ☐ Economic Development Advisory Commission
- ☐ Library Advisory Board
- ☒ ADA Advisory Board
- ☐ Other – Please Indicate \_\_\_\_\_

### Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? ☒ Yes ☐ No

What resident type is your current seat? ☒ City Resident ☐ Non-City Resident

Has your residency changed since your last appointment? ☐ Yes ☒ No

How long have you served on this advisory body? 2 years 4 months

## Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

Statewide Independent Living Center; Governor's Council on Disabilities and Special Education,

Alaska Commission on Aging, Homer Senior Citizens, American Legion Post 16, VFW Post 10221,

Brain Injury Council of Alaska, Alzheimers Desease and Related Dementia Advisory Board,

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

I enjoy working on this Board as each member seems to hold the vision of having Homer become as fully accessible as possible for both our residents and our tourists.

This Board understands it concerns issues individuals deal with on a day-to-day basis and also that it can have an impact on our economic growth if it is planned thoughtfully and done well as part of a long range solution.

I am honored to be a part of the group and look forward to continuing the work we have started.



# Advisory Body Application For Reappointment 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](mailto: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 reappointed by the Mayor and your reappointment is confirmed by the City Council.

## Applicant Information

Full Name: BRADLEY JOHN PARSONS  
Physical Address Where you Claim Residency: 136 W FAIRVIEW AVUE  
Mailing Address: \_\_\_\_\_  
City: HOMER State: AK Zip: 99603  
Phone Number(s): (734) 353-5477 ; (907) 435-7217  
Email: bradleyjohnparsons@gmail.com

## Advisory Body You Are Requesting Reappointment To

- ☐ Planning Commission
- ☐ Parks, Art, Recreation & Culture Advisory Commission
- ☐ Port & Harbor Advisory Commission
- ☐ Economic Development Advisory Commission
- ☐ Library Advisory Board
- ☒ ADA Advisory Board
- ☐ Other - Please Indicate \_\_\_\_\_

## Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? ☒ Yes ☐ No

What resident type is your current seat? ☒ City Resident ☐ Non-City Resident

Has your residency changed since your last appointment? ☐ Yes ☒ No

How long have you served on this advisory body? Two Years

## Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

Employed at Independent Living Center in Homer.

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

My service on the ADA Advisory board has been rewarding and impactful. The board has committed and knowledgeable staff and community members focused on ensuring all members of our community have the opportunity to fully participate. I look forward to future efforts to make Homer the inclusive and welcoming community for individuals of all ages and abilities.



# MEMORANDUM

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## Liquor License Renewal Applications for Save U More Liquor #6, Grace Ridge Brewing, Inc., and Salty Dawg Saloon

**Item Type:** Action Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** August 7, 2024  
**From:** Renee Krause, MMC, City Clerk

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The City Clerk's Office has been notified by the Alcohol and Marijuana Control Office of a Liquor License Renewal within the City of Homer for the following:

License Type: Package Store  
License #: 4221  
DBA Name: Save U More Liquor #6  
Service Location: 3611 Greatland Street,  
Homer, AK 99603  
Licensee: Castle Liquor, Inc.  
Contact Person: Valentin Caspaar

License Type: Brewery Manufacturer  
License #: 5433  
DBA Name: Grace Ridge Brewing, Inc.

Service Location: 870 Smokey Bay Way,  
Homer, AK 99603  
Licensee: Grace Ridge Brewing, Inc.  
Contact Person: Don Stead/Sherry Stead

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

### Recommendation:

Voice non-objection and approval for the Liquor License Renewal.

### Attachments:

AMCO Applications  
City of Homer Police Non-Objections





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

July 18, 2024

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) ; [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Licensee: Castle Liquor Inc.

DBA: Save-U-More Liquor #6

VIA email: [inorex@comcast.net](mailto:inorex@comcast.net)

Local Government 1: Kenai Peninsula Borough

Local Government 2: Homer

Via Email: [micheleturner@kpb.us](mailto:micheleturner@kpb.us); [jkasper@kpb.us](mailto:jkasper@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscalett@kpb.us](mailto:nscalett@kpb.us);

[mjenkins@kpb.us](mailto:mjenkins@kpb.us); [mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rraidmae@kpb.us](mailto:rraidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us);

[mquainton@kpb.us](mailto:mquainton@kpb.us); [mjacobsen@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us); [rkrause@ci.homer.ak.us](mailto:rkrause@ci.homer.ak.us); [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

Community Council: N/A

Via Email: N/A

RE: Package Store License #4221 Combined Renewal Notice

<b>License Number:</b>	4221
<b>License Type:</b>	Package Store
<b>Licensee:</b>	Castle Liquor Inc.
<b>Doing Business As:</b>	Save-U-More Liquor #6
<b>Physical Address:</b>	3611 Greatland
<b>Licensee Contact Tel</b>	Valentin Caspaar tel 253-854-0208

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and 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(ies), your community council if your proposed premises is 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(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 10, 2024**, 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](mailto: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 endorsement, 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 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 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](mailto:amco.localgovernmentonly@alaska.gov).

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

We have received a completed 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 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](mailto:Alcohol.licensing@alaska.gov)

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan M. Wilson, Director  
907-269-0350



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

July 29, 2024

From: [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) ; [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Licensee: **Sdawg, Inc.**

DBA: Salty Dawg Saloon

VIA email: [saltydawgsaloonak@gmail.com](mailto:saltydawgsaloonak@gmail.com); [akjohn64@gmail.com](mailto:akjohn64@gmail.com)

CC: None

Local Government 1: Homer

Via Email: [mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us); [rkrause@ci.homer.ak.us](mailto:rkrause@ci.homer.ak.us); [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

Local Government 2: Kenai Peninsula Borough

Via Email: [micheletturner@kpb.us](mailto:micheletturner@kpb.us); [jkasper@kpb.us](mailto:jkaspar@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscarlett@kpb.us](mailto:nscarlett@kpb.us);  
[mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rraidmae@kpb.us](mailto:rraidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us);

Community Council: n/a

Re: Beverage Dispensary #1002 Combined Renewal Notice

<b>License Number:</b>	#1002
<b>License Type:</b>	Beverage Dispensary
<b>Licensee:</b>	Sdawg, Inc.
<b>Doing Business As:</b>	Salty Dawg Saloon
<b>Physical Address:</b>	4380 Homer Spit Rd, Homer, AK 99603
<b>Designated Licensee:</b>	John L Warren
<b>Phone Number:</b>	(907) 235-6718; (907) 299-5564
<b>Email Address:</b>	<a href="mailto:saltydawgsaloonak@gmail.com">saltydawgsaloonak@gmail.com</a> ; <a href="mailto:akjohn64@gmail.com">akjohn64@gmail.com</a>

☒ License Renewal Application

☐ Endorsement Renewal Application

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and 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(ies), your community council if your proposed premises is 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(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 10<sup>th</sup>, 2024**, 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](mailto: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 endorsement, 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 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 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](mailto:amco.localgovernmentonly@alaska.gov).

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan M. Wilson, Director  
907-269-0350

License Renewal

Is this application being made by you for the benefit of someone else? If “YES,” indicate below or attach explanation.

No

Has the applicant, applicant’s spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If “YES,” indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If “YES,” indicate below or attach explanation.

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?

No

Have any Notices of Violation been issued for this license in 2022 or 2023?

No

#

License Number:  
1002


#

License Expiration Date:  
12/31/2023

#

License Trade Name:  
Salty Dawg Saloon

Mailing Address:



PO Box 2581  
Homer , AK  
99603



Document reference ID : 358

## Licensing Application Summary

<b>Application ID:</b>	358
<b>Applicant Name:</b>	Sdawg Inc.
<b>License Type applied for:</b>	Beverage Dispensary License(BDL) (AS 04.09.200)
<b>Application Status:</b>	In Review
<b>Application Submitted On:</b>	11/02/2023

### Entity Information

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<b>Business Structure:</b>	Corporation
<b>Alaska Entity Number (CBPL):</b>	60345D

### Entity Contact Information

---

<b>Entity Address:</b>	PO Box 2581, Homer, AK, 99603, USA
------------------------	------------------------------------

### Ownership / Principal Party Details

---

Principal Parent Entity	Principal Party	Role	%Ownership
Sdawg Inc.	John L Warren	President	100

### Premises Address

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<b>Nearest municipality, city, and/or borough:</b>	Homer
<b>Country, State, Zip:</b>	AK, United States, <div data-bbox="776 1969 847 2032">32</div>

# Basic Business information

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**Business/Trade Name:**

Salty Dawg Saloon

## Local Government and Community Council Details

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**City/Municipality**

Homer

**Borough**

Kenai Peninsula Borough

## Public Notice Posting Attestation and Publishers Affidavit

### Attestations

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I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

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.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in 33 business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

## Signature

---

Electronic Signature not collected; application submitted based on paper form.

## Payment Info

---

Payment Type : Check

Check Number: 10286





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Police Department

625 Grubstake Avenue  
Homer, Alaska 99603

[police@cityofhomer-ak.gov](mailto:police@cityofhomer-ak.gov)

(p) 907-235-3150

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

July 31, 2024

TO: City Clerk, City of Homer

RE: Non-Objection of Application

Licensee/Applicant	/	Sdawg, Inc.
Business Name	/	Salty Dawg Saloon
License Type	/	Beverage Dispensary
License Location	/	4380 Homer Spit Road, Homer, AK 99603
License Number	/	1002
Application Type	/	License Renewal

This serves to advise that the Homer Police Department has reviewed the above referenced application and has no objection to the license renewal.

If there are any questions or additional information is needed, please contact us directly.

Sincerely,

Mark Robl  
Police Chief



Wednesday, July 31, 2024

**Sent via email:** [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us)

Renee Krause, City Clerk  
City of Homer

RE: Non-Objection of Application

Licensee/Applicant	:	Sdawg, Inc.
Business Name	:	Salty Dawg Saloon
License Type	:	Beverage Dispensary
License Location	:	4380 Homer Spit Road, Homer, AK 99603, City of Homer
License No.	:	1002
Application Type	:	License Renewal

Dear Ms. Krause,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Michele Turner, CMC  
Borough Clerk

cc: [saltydawgsaloonak@gmail.com](mailto:saltydawgsaloonak@gmail.com);

<mailto:amco.localgovernmentonly@alaska.gov>



THE STATE  
of ALASKA  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

July 22, 2024

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) ; [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Licensee: Grace Ridge Brewing, Inc.

DBA: Grace Ridge Brewing

VIA email: [don.stead.53@gmail.com](mailto:don.stead.53@gmail.com)

Local Government 1: Kenai Peninsula Borough

Local Government 2: Homer

Via Email: [micheleturner@kpb.us](mailto:micheleturner@kpb.us); [jkaspar@kpb.us](mailto:jkaspar@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscalett@kpb.us](mailto:nscalett@kpb.us);

[mjenkins@kpb.us](mailto:mjenkins@kpb.us); [mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rmaide@kpb.us](mailto:rmaide@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us);

[mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us); [rkruse@ci.homer.ak.us](mailto:rkruse@ci.homer.ak.us); [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov) Community Council:

N/A

Via Email: N/A

RE: Brewery Manufacturer License #5433 Combined Renewal Notice

<b>License Number:</b>	5433
<b>License Type:</b>	Brewery Manufacturer
<b>Licensee:</b>	Grace Ridge Brewing Inc.
<b>Doing Business As:</b>	Grace Ridge Brewing
<b>Physical Address:</b>	870 Smokey Bay Way
<b>Licensee Contact Tel</b>	907-399-5222; 907-435-0601

☒ License Renewal Application

☐ Endorsement Renewal Application

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and 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(ies), your community council if your proposed premises is 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(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 10, 2024**, 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](mailto: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 endorsement, 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 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 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](mailto:amco.localgovernmentonly@alaska.gov).

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

We have received a completed 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 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](mailto:Alcohol.licensing@alaska.gov)

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first name "Joan" being the most prominent.

Joan M. Wilson, Director  
907-269-0350

## License Renewal

Is this application being made by you for the benefit of someone else? If “YES,” indicate below or attach explanation.

No

Has the applicant, applicant’s spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If “YES,” indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If “YES,” indicate below or attach explanation.

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?

No

Have any Notices of Violation been issued for this license in 2022 or 2023?

No

#

License Number:  
5433

#

License Expiration Date:  
12/31/2023

#

License Trade Name:  
Grace Ridge Brewing

#

Mailing Address:  
870 Smoky Bay Way  
Homer , AK  
99603



Document reference ID : 959

# Licensing Application Summary

<b>Application ID:</b>	959
<b>Applicant Name:</b>	Grace Ridge Brewing, Inc.
<b>License Type applied for:</b>	Brewery Manufacturer License (BML) (AS 04.09.020)
<b>Application Status:</b>	In Review
<b>Application Submitted On:</b>	12/04/2023

## Entity Information

<b>Business Structure:</b>	Corporation
<b>Alaska Entity Number (CBPL):</b>	10028849

## Entity Contact Information

<b>Entity Address:</b>	870 Smokey Bay Way, Homer, AK, 99603, USA
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## Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Grace Ridge Brewing, Inc.	Donald Stead	President, Stockholder/Shareholder	81.25
Grace Ridge Brewing, Inc.	Donald Stead	Stockholder/Shareholder	81.25
Grace Ridge Brewing, Inc.	Sherry Ann Stead	Stockholder/Shareholder, Vice President	6.25

Grace Ridge Brewing, Inc.	Sherry Ann Stead	Stockholder/Shareholder	6.25
Grace Ridge Brewing, Inc.	Scott Michael Stead	Officer	5
Grace Ridge Brewing, Inc.	Steven Paul Stead	Treasurer	5
Grace Ridge Brewing, Inc.	Meagan Crystal Sanborn Stead	Secretary	5

## Premises Address

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**Nearest municipality, city, and/or borough:** Homer

**Country, State, Zip:** AK, United States, 99603

## Basic Business information

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**Business/Trade Name:** Grace Ridge Brewing

## Local Government and Community Council Details

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**City/Municipality** Homer

**Borough** Kenai Peninsula Borough

## Public Notice Posting Attestation and Publishers Affidavit

## Attestations

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I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

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.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

## Signature

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Electronic Signature not collected; application submitted based on paper form.

## Payment Info

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Payment Type : CC

Payment Id: ede54e29-b816-4790-90c0-457cd8e6ac1f

Receipt Number:

Payment Date: 12/4/2023 2:58:23 PM





THE STATE  
of ALASKA  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

July 18, 2024

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) ; [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Licensee: Castle Liquor Inc.

DBA: Save-U-More Liquor #6

VIA email: [inorex@comcast.net](mailto:inorex@comcast.net)

Local Government 1: Kenai Peninsula Borough

Local Government 2: Homer

Via Email: [micheleturner@kpb.us](mailto:micheleturner@kpb.us); [jkasper@kpb.us](mailto:jkasper@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscalett@kpb.us](mailto:nscalett@kpb.us);

[mjenkins@kpb.us](mailto:mjenkins@kpb.us); [mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rraidmae@kpb.us](mailto:rraidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us);

[mquainton@kpb.us](mailto:mquainton@kpb.us); [mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us); [rkrause@ci.homer.ak.us](mailto:rkrause@ci.homer.ak.us); [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

Community Council: N/A

Via Email: N/A

RE: Package Store License #4221 Combined Renewal Notice

<b>License Number:</b>	4221
<b>License Type:</b>	Package Store
<b>Licensee:</b>	Castle Liquor Inc.
<b>Doing Business As:</b>	Save-U-More Liquor #6
<b>Physical Address:</b>	3611 Greatland
<b>Licensee Contact Tel</b>	Valentin Caspaar tel 253-854-0208

☒ License Renewal Application

☐ Endorsement Renewal Application

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and 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(ies), your community council if your proposed premises is 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(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 10, 2024**, 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](mailto: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 endorsement, 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 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 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](mailto:amco.localgovernmentonly@alaska.gov).

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

We have received a completed 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 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](mailto:Alcohol.licensing@alaska.gov)

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan M. Wilson, Director  
907-269-0350



# MEMORANDUM

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## Liquor License Renewals for Save U More Liquor #6 and Grace Ridge Brewing, Inc.

**Item Type:** Action Memorandum  
**Prepared For:** Renee Krause, MMC, City Clerk  
**Copy:** Lisa Linegar, Communications Supervisor  
**Date:** July 29, 2024  
**From:** Lt Ryan Browning, Homer Police

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The Police Department does not have any objections to the following Liquor License renewals:

License Type: Package Store  
License #: 4221  
DBA Name: Save U More Liquor #6  
Service Location: 3611 Greatland Street, Homer, AK 99603  
Licensee: Castle Liquor, Inc.  
Contact Person: Valentin Caspaar

License Type: Brewery Manufacturer  
License #: 5433  
DBA Name: Grace Ridge Brewing, Inc.  
Service Location: 870 Smokey Bay Way, Homer, AK 99603  
Licensee: Grace Ridge Brewing, Inc.  
Contact Person: Don Stead/Sherry Stead

CITY OF HOMER  
HOMER, ALASKA

City Manager

ORDINANCE 24-35

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
AMENDING HOMER CITY CODE CHAPTER 3.16 PROCUREMENTS.

WHEREAS, Homer City Code 3.16 Procurements was last amended in 2001; and

WHEREAS, City Staff, with the assistance of a consultant, have undertaken a re-write of the  
City's Procurement Policy manual; and

WHEREAS, This code amendment brings code and policy into alignment.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code Chapter 3.16 Procurements, is hereby amended as follows:

Sections:

- |                 |   |
|-----------------|---|
| 3.16.010        | <del>Contract and</del> <b>Purchase</b> procedure               |
| 3.16.020        | <del>Limitation on</del> <b>City</b> Manager's authority.       |
| 3.16.030        | <del>Small procurement procedures</del> Open market procedures. |
| <b>3.16.035</b> | <b><u>Intermediate procurement procedure.</u></b>               |
| 3.16.040        | Advertising for bids.   |
| 3.16.050        | Processing of bids.   |
| 3.16.060        | Exceptions to bidding requirements.                             |
| 3.16.070        | Lowest responsive and responsible bidder.                       |
| 3.16.080        | Local Bidder Preference   |
| 3.16.090        | Requirements mandatory.   |
| 3.16.100        | Change orders – <del>Manager authority.</del>                   |
| 3.16.110        | Competitive sealed proposals - Negotiated procurement.          |
| 3.16.120        | Policy and Procedure Manual.                                    |

3.16.010      ~~Contract and~~ **Purchase** procedure.

The City Manager or his designee may **authorize any department of the City to** may carry out  
any of the following:

- A. Contract for, purchase or issue purchase authorizations for all supplies, materials,  
equipment and services for the offices, departments, and agencies of the City;
- B. Contract for the construction, repair, or improvements of City facilities.

3.16.020 Limitation on City Manager's authority.

- A. **The City Manager will have the authority to and will establish administrative procedures and provide for procurement of needed supplies, materials, or services for the City.**
- B. **The City Manager or designee will sign all contracts on behalf of the City. Designee may include the Acting City Manager or a Department Director signing within their budget authority as outlined in the procurement policy.**
- C. The City Manager may not make authorize an acquisition or contract authorized by Section 3.16.010 of this chapter if the value of the property, service or contract exceeds ten thousand dollars **fifty thousand dollars (\$50,000)**, without first obtaining City Council approval of the appropriation or unless the property, service, or contract is listed in the City's annual budget.
- D. ~~If the value of the property, service or contract exceeds ten thousand dollars but does not exceed twenty five thousand dollars, the Manager may authorize the acquisition or contract with the written concurrence of the Finance Director if appropriated funds are available, and upon seeking at least three competitive bids from a minimum of three vendors. The acquisition or contract will be awarded to the lowest responsive and responsible bidder as determined in 3.16.070 and without observing the procedure prescribed for the award of formal sealed bids. Written notice of such an acquisition or contract must be given to the City Council within 24 hours and at the next regular Council meeting.~~
- E. ~~If the value of the property, service or contract exceeds twenty five thousand dollars, and is not listed in the City's annual budget, the acquisition or contract must be approved in advance by the City Council. (Ord. 01-06(a), 2001) (Ord. 84-32 (part) 1984)~~

3.16.030 **Small procurement procedures** Open market procedures.

- A. ~~Purchases or contracts authorized by Section 3.16.010 having an estimated value that does not exceed twenty five thousand dollars may be made in the open market without publishing notice in a newspaper.~~
- B. ~~A purchase or contract authorized by Section 3.16.010 having an estimated value that exceeds ten thousand dollars but does not exceed twenty five thousand dollars will be based on at least three competitive written bids and be awarded to the lowest responsive bidder as determined in 3.16.070 and without observing the procedure prescribed for the award of formal sealed bids.~~
- C. All purchase **Purchases** or contracts less than two thousand dollars **five thousand dollars (\$5,000) are incidental purchases and** will be made on the open market with such competition as is reasonable and practical in the circumstances. **These purchases require authorization by the department director.**
- D. Small procurements ~~greater than two thousand dollars~~ **five thousand dollars (\$5,000)** but not exceeding ten thousand dollars **(\$10,000)** will, whenever practical, be based on at least two written or oral price quotations without observing the procedure prescribed for the award of formal sealed bids. **Small procurements require**

**authorization by the department director before purchase is made.** (Ord. 01-06(a), 2001) (Ord. 87-29 § 1, 1988)

### **3.16.035 Intermediate Procurement Procedures**

- A. Procurement greater than ten thousand dollars (\$10,000) but less than fifty thousand dollars (\$50,000) will be based on three price quotations.**
- B. If reasonable efforts to obtain three price quotations are unsuccessful, the City Manager may authorize the procurement based on the lowest and best price obtainable.**
- C. The department director, Finance Director, and City Manager must authorize intermediate procurements and notify the City Council at the next regular meeting.**

#### **3.16.040 Advertising for bids.**

- A. Purchases or contracts ~~authorized by Section 3.16.010~~ having an estimated value of more than ~~twenty-five thousand dollars~~ **fifty thousand dollars (\$50,000)** may be made only after a notice calling for bids is printed in a newspaper of general circulation within the city **limits** once a week for not less than two consecutive weeks prior to the date for the bid award unless another form of media is authorized by the City Manager. The notice will contain a general description of the property, work, or service; state where the bid forms and/or specifications may be obtained; specify the place for submission of bids and the time by which they must be received.
- B. The bid closing date will be no sooner than five working days after the last date of advertisement.
- C. The purchase or contract will be awarded to the lowest responsive bidder as determined in 3.16.070. (Ord. 01-17, 2001) (Ord. 01-06(a), 2001) (Ord. 84-32 (part), 1984)

#### **3.16.050 Processing of bids.**

Notwithstanding other provisions of this chapter relating to the award after competitive bid for purchases and contracts, the City **Manager** may:

- A. Reject defective or nonresponsive bids;
- B. Waive any irregularities in any and all bids;
- C. Reject all bids;
- D. Readvertise for bids with or without making changes in the plans, specifications, or scope of work. (Ord. 84-32 (part), 1984)

#### **3.16.060 Exceptions to bidding requirements.**

Unless otherwise authorized by law, all procurement actions will be by competitive bidding. Authorized exceptions include:

- A. Negotiated procurement following unsuccessful efforts to obtain competitive bidding.
- B. Small and intermediate procurements, below twenty-five thousand dollars fifty thousand dollars (\$50,000).**
- C. Emergency procurement.

- D. Procurement of consultant and technical services.
- E. Procurement of real estate.
- F. Procurement of architect-engineer, construction manager, or construction completion services.
- G. Interagency agreements.
- H. Utilization of State or Local government contracts.
- I. Sole source procurement.
- J. Procurement resulting from competitive sealed proposals as defined in Section 3.16.100.
- K. Placement of insurance coverage.
- L. Electronic data processing software and hardware.

Competition will be sought to the maximum extent practicable.

**“Sole Source” for the purposes of this section means the procurement of supplies, materials, services, or construction through a sole source in the following situations:**

- 1. Based on documented research, the goods or service is only available from one source.**
- 2. When competitive procurement procedures have been followed, but a limited number, or no bids, quotations, or proposals have been received.**
- 3. Products or services that support existing software or data exchange between public or private agencies are required for compatibility with existing equipment.**
- 4. Purchase of patented articles.**
- 5. When the federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the City.**

3.16.070 Lowest responsive and responsible bidder.

In determining the lowest responsive and responsible bidder, the City **Manager** will consider:

- A. The price;
- B. The ability, capacity and skill of the bidder to perform the contract within the time and price specified;
- C. The reputation and experience of the bidder;
- D. The bidder performance and payment under previous contract. (Ord. 01-17, 2001) (Ord. 01-06(a), 2001) (Ord. 84-32 (part), 1984)

3.16.080 Local Bidder Preference

- A. It is the Policy of the City of Homer to give preference to City of Homer residents, workers, businesses, contractors, producers, and dealers to the extent consistent with law **or funding source.**
- B. A contract or purchase will be awarded to a local bidder where the bid by such local bidder is, in all material respects, comparable to the lowest responsible non-local bid if the amount bid by such local bidder does not exceed the lowest non-local bid by more than the following percentages, unless such an award is contrary to state or federal law or regulation or unless the Council, at its discretion, determines prior to giving notice

soliciting bids that the provisions of this section will not apply to the contract or purchases:

Non - local bid is:	Local bid is not more than:
\$0 - \$ 500,000.00	5 percent higher than non-local bid
<b><u>\$500,000+</u></b>	5 percent higher than non-local bid on first \$500,000.00 and 2.5 percent higher than non-local bid on amount in excess of \$500,000.00 to \$1,000,000.00. No additional adjustment for bids above \$1,000,000.00

C. "Local bidder," for purposes of this section, means a person or firm who:

1. Holds a current Alaska Business License to provide such goods or services, and such other Alaska regulatory licenses as are required to provide such goods or services; and
2. Submits a bid for goods or services under the name appearing on the person's or firm's current Alaska Business License; and
3. Has maintained and staffed a place of business within the boundaries of the City of Homer for a period of at least six (6) months immediately preceding the date of the bid and intends to permanently maintain such place of business in the future; and
4. Is registered in the Kenai Peninsula Borough to collect sales tax and locally provides the products and services sought; and
5. Is not delinquent in the payment of any taxes, charges, or assessments owing to the City of Homer on account of that business.

D. The City Manager may require such documentation or verification by the person or firm claiming to be a local bidder as is deemed necessary to establish the requirements of this section.

E. Local bidder's preference does not apply to sale or other disposal of personal property in chapter 18.30 of the City Code.

#### 3.16.090 Requirements mandatory.

Except as provided in Section 3.16.100, a purchase, contract, or sale subject to the provisions of this chapter will not be valid, enforceable, or binding upon the City unless the established requirements have been satisfied and the contract or purchase is approved by the City Council. (Ord. 84-32 (part), 1984)

#### 3.16.100 Change orders ~~Manager authority.~~

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



**A change order to an existing city contract shall require the approval of the city council when the proposed modification or change order increases the contract amount by fifty thousand dollars (\$50,000) or more. No work may proceed under a modification or change order requiring city council approval prior to approval by the city council. The council shall be notified by written report at its next regular meeting of any modification or change order in excess of ten thousand dollars (\$10,000). Such notification shall include:**

- A. The dollar amount of the original contract;**
- B. The number of previous modifications or change orders;**
- C. The dollar amount of each previous modification or change order and the total aggregated dollar amount of the previous modifications and change orders;**
- D. The total dollar amount of the contract as modified or changed; and**
- E. A statement explaining the justification or need for the modification or change order.**

**Modifications and change orders shall not be arbitrarily divided into smaller amounts to avoid council approval thereof.**

**The city may make modifications or change orders in any city contract without council approval where in the judgment of the city manager an emergency or disaster exists which requires immediate action to remedy and where there is insufficient time or it is impractical to obtain council approval. Notice of such emergency or disaster modifications or change orders containing the information set forth in Section 3 of the procurement policy.**

3.16.110 Competitive sealed proposals - Negotiated procurement.

- A. If The City Manager **may** determines that **elect to** use a competitive sealed **proposal process when the bidding process** bidding is not practicable. ~~The City may procure supplies, services or construction by competitive sealed proposals under this section.~~
- B. The City Manager will solicit competitive sealed proposals by issuing a request for proposals. The request for proposals will state, or incorporate by reference, all specifications and contractual terms and conditions to which a proposal must respond and will state the factors to be considered in evaluating proposals and the relative important of those factors. Public notice of a request for proposals will be given in accordance with Section 3.16.040 (a) and (b).
- C. Sealed proposals will be designated as such on an outer envelope and will be submitted by mail or in person at the place no later than the time specified in the request for proposals. Proposals not submitted at the place or within the time so specified will not be opened or considered.
- D. Proposals will be received at the time and place designated in the request for proposals and will be opened so as to avoid disclosing their contents to competing **proposers** ~~proponents~~ during the process of negotiation. Proposals, tabulations, and evaluations thereof will be open to public inspection only after the contract award. The City Manager will issue a notice of recommendation to award to all responding **proposers**

- proponents at least four days prior to approval by the final decision-making authority.
- E. In the manner provided in the request for proposals, the City Manager may negotiate with those **proposers** ~~proponents~~ whose proposals are determined to be responsive to the request for proposals. Negotiations will be used to clarify and assure full understanding of the requirements of the request for proposals after submission and prior to award to obtain best and final offers. **Proposers** ~~proponents~~ deemed eligible for negotiations will be treated equally regarding any opportunity to discuss or revise proposals. In conducting negotiations or requesting revisions, no city officer or employee will disclose any information derived from proposals of competing **proposers** ~~proponents~~.
- F. If fair and reasonable compensation, contract requirements and contract documents can be agreed upon with the most qualified **proposer** ~~proponent~~, the contract will be awarded to that **proposer** ~~proponent~~.
- G. If fair and reasonable compensation, contract requirements and contract documents cannot be agreed upon with the most qualified **proposer** ~~proponent~~, the City Manager will advise the **proposer** ~~proponent~~ of the termination of negotiations. If the proposals were submitted by one or more other **proposers** ~~proponents~~ determined to be qualified, negotiations may be conducted with such other **proposers** ~~proponents~~ in the order of their respective rankings. The contract may be awarded to the **proposer** ~~proponent~~ then determined to be most qualified and advantageous to the City.
- H. Awards will be made by written notice to the **proposer** ~~proponent~~ whose final proposal is determined to be most advantageous to the City if satisfactory compensation, contract requirements and contract documents are agreed upon pursuant to subsection ~~For~~ G. No criteria other than those set forth in the request for proposals may be used in proposal evaluation. If the ~~City Council, or the City Manager (if the contract is within the Manager's authority to award),~~ determined that it is in the best interest of the City to do so, the City **Manager** may reject all proposals.
- I. When the service is routine and repetitious, the cost of the anticipated service will be considered during evaluation of proposals. This paragraph will not apply to a qualifications-based selection process. (Ord. 01-06(a), 2001) (Ord 92-38 § 1, 1992; (Ord. 84-32 (part), 1984)

3.16.120 Procurement Policy-~~Procedure~~ Manual.

- A. The City Council herein incorporates by reference procurement policies and procedures specified in the City of Homer Procurement Policy and Procedures Manual.
- B. The Manual may be revised with Council approval.
- C. A copy of the Manual will be available to the public at all times at the Homer City Hall.

Section 2. This Ordinance is of a permanent and general character and will be included in the City Code.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this \_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF HOMER

---

KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:



# MEMORANDUM

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**Ordinance 24-36, An Ordinance of the City Council of Homer, Alaska, Appropriating \$208,000 from the Sewer CARMA Fund for the Construction of the Beluga Lift Station Rehabilitation Project.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** August 5, 2024  
**From:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, City Manager

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**Summary:**

Appropriation of \$208,000 from the Sewer CARMA Fund is needed for the construction of the Beluga Lift Station Rehabilitation Project

**Background:**

The Beluga Sewage Lift Station is a major piece of the City's sewer system, transporting all sewage from the Spit as well as the Lakeshore Drive/Ocean Drive neighborhoods. The mechanical/electrical components as well as the concrete structure comprising this lift station, have seriously corroded and are continuing to do so.<sup>1</sup> Rehabilitation is necessary to extend the useful life of this lift station and protect the neighborhoods it serves. In late 2020, the City commissioned HDL Engineering (HDL) to provide a preliminary design, which was completed in April 2021. RESPEC Engineering was hired to perform the final design, which they completed in May 2024.

The project has some, but not all, of the funding needed for construction. Resolution 24-004 approved Public Works to apply for a loan from the Alaska Department of Environmental Conservation through their State Revolving Fund Program. This loan comes with \$500,000 in principal forgiveness subsidy, which is a portion of the loan that the City won't have to pay back, and, for all practical purposes, functions as a grant. However, the latest estimate for construction of the lift station improvements is \$708,000, which leaves the project \$208,000 short of the needed funds.

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<sup>1</sup> All the sewage from the Spit flows through this lift station. In the winter, flows on the Spit are substantially reduced, which means sewage sits in the pipes longer than it does in the summer. This pooling gives the sewage time to generate substantial volumes of hydrogen sulfide. In the presence of water, the hydrogen sulfide gas creates sulfuric acid. Over time, the acid has caused the concrete structure of the lift station to crack, spall and otherwise deteriorate. This is putting the structure at increasing risk of failure. Likewise, the acid adversely affects the valves, pipes, controls and other mechanical/electrical systems, decreasing their useful life.

**Recommendation:**

That the City Council approves an amendment to the FY25 Capital Budget appropriating \$208,000 from the Sewer CARMA Fund for the construction of the Beluga Lift Station Rehabilitation Project.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**ORDINANCE 24-36**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE FY25 CAPITAL BUDGET BY APPROPRIATING  
\$208,000 FROM THE SEWER CAPITAL ASSET REPAIR AND  
MAINTENANCE ALLOWANCE (CARMA) FUND FOR CONSTRUCTION  
WORK ASSOCIATED WITH THE REHABILITATION OF THE BELUGA  
LIFT STATION.

WHEREAS, The Beluga Lift Station is a major piece of the City's sewer system  
transporting all sewage from the Spit as well as the Lakeshore Drive/Ocean Drive  
neighborhoods; and

WHEREAS, For a variety of reasons, the hydrogen sulfide gas in this wastewater produce  
sulfuric acid, which is an acid that eats metal and concrete, causing the structure of the lift  
station as well as the mechanical/electrical components to corrode; and

WHEREAS, Rehabilitation is necessary to extend the useful life of this lift station and  
protect the neighborhoods it serves; and

WHEREAS, Final design work was completed for the rehabilitation of the lift station by  
RESPEC Engineering, LLC on 8/7/2024; and

WHEREAS, The revised estimated cost for construction is \$708,000; and

WHEREAS, Public Works has secured \$500,000 of principal forgiveness subsidy through  
a loan from the Alaska Department of Environmental Conservation;

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY25 Capital Budget by  
appropriating \$208,000 as follows:

Transfer from:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
256-0379	Sewer CARMA	\$208,000

43           Transfer to:  
44           Fund                      Description                      Amount  
45           215-xxx                      Beluga Lift Station Rehabilitation      \$208,000  
46  
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48           ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of \_\_\_\_\_, 2024.  
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50    CITY OF HOMER  
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52    \_\_\_\_\_  
53    KEN CASTNER, MAYOR

54   ATTEST:  
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56   \_\_\_\_\_  
57   RENEE KRAUSE, MMC, CITY CLERK  
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60   YES:

61   NO:

62   ABSTAIN:

63   ABSENT:  
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66   Introduction:

67   Public Hearing:

68   Second Reading:

69   Effective Date:  
70  
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# CITY OF HOMER FINANCIAL SUPPLEMENT

PROJECT NAME	Rehabilitation of Beluga Lift Station	DATE	08/08/2024
DEPARTMENT	Public Works	SPONSOR	City Manager/PW Director
REQUESTED AMOUNT	\$ 208,000		

DESCRIPTION	<p>The Beluga Lift Station is a major piece of the City's sewer system transporting all sewage from the Spit as well as the Lakeshore Drive/Ocean Drive neighborhoods. For a variety of reasons, the hydrogen sulfide gas in this wastewater produce sulfuric acid, which is an acid that eats metal and concrete, is causing the structure of the lift station as well as the mechanical/electrical components to corrode. Rehabilitation is necessary to extend the useful life of this lift station and protect the neighborhoods it serves. Final design work was completed for the rehabilitation of the lift station by RESPEC Engineering, LLC on 8/7/2024.</p> <p>The revised estimated cost for construction is \$708,000. Public Works has secured \$500,000 of principal forgiveness subsidy through a loan from the Alaska Department of Environmental Conservation.</p>
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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%	0%	0%	0%	100%

FUNDING SOURCE 1: SEWER CARMA (256-0379)		FUNDING SOURCE 2:		FUNDING SOURCE 3:	
Current Balance	\$ 1,225,224	Current Balance	_____	Current Balance	_____
Encumbered	\$ 433,202	Encumbered	_____	Encumbered	_____
Requested Amount	\$ 208,000	Requested Amount	_____	Requested Amount	_____
Other Items on Current Agenda	\$ 0	Other Items on Current Agenda	_____	Other Items on Current Agenda	_____
Remaining Balance	\$ 584,024	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	_____





# MEMORANDUM

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**Ordinance 24-37, Amending the FY25 Capital Budget by Accepting and Appropriating the Amended Alaska Department of Fish and Game Cooperative Agreement #23-177 construction grant in the amount of \$505,875 and Appropriating \$87,012 from the Port and Harbor Reserve Fund to complete the 25% match for the Fish Grinding Building Replacement Project.**

**Item Type:** Backup Memorandum  
**Prepared For:** Homer City Council & Mayor Castner  
**Date:** August 5, 2024  
**From:** Bryan Hawkins, Port Director  
**Through:** Melissa Jacobsen, City Manager

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The City's Fish Grinding Building processes fish waste generated by commercial sport fishing activity for environmentally sound disposal. With the assistance of grant funds from the Alaska Department of Fish and Game (ADF&G), the City is in the process of replacing the 22-year old, metal clad Fish Grinding Building because it is rusting out in several areas, compromising its structural integrity and severely degrading electrical fixtures. The replacement building will be more resilient concrete block construction and the project will also include site drainage improvements to meet Department of Environmental Conservation permitting requirements.

Under an ADF&G Cooperative Agreement (COOP) #23-177 (approved via Ordinance 24-16), funding for the replacement project is proceeding in two phases. The COOP initially provided State and Federal grant funds in the amount of \$41,950 toward Phase I, design and permitting. The City also expended \$28,039.50 to complete Phase I. The City's design cost was covered by the \$115,000 that was originally appropriated for the project in the FY22 Capital Budget (and renewed in the FY24 Capital Budget). Once the design was complete, the project went out to competitive bid and came in at a total construction cost of \$674,500 from a local contractor.

Phase II is construction. Under COOP #23-177, ADF&G will provide 75% of the construction cost (\$505,875). The City of Homer provides a 25% local match of \$168,625. The remaining balance of funds appropriated for the project is \$81,613. It is necessary to appropriate an additional \$87,012 from the Port Reserve to fully fund the local match.

ADF&G has submitted an amended application for Federal Assistance to request the additional funds needed for construction, and is amending the COOP to include the Phase II funding. The timing of the Phase II grant funding is good, as fall and winter (when the cleaning tables are closed) is the only available construction window.

**RECOMMENDATION:**

Approve Ordinance 24-37 accepting the amended COOP #23-177 and appropriating additional Dingell-Johnson Sport Fish Restoration Act grant funds in the amount of \$505,875 for Phase II construction of the Fish Grinder Building project; and amending the FY25 Capital Budget by appropriating additional funds from the Port and Harbor Reserve fund in the amount of \$87,012 for the local match requirement.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Port Director

**ORDINANCE 24-37**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA AMENDING THE FY25 CAPITAL BUDGET BY ACCEPTING AND APPROPRIATING THE AMENDED ALASKA FISH AND GAME COOPERATIVE AGREEMENT #23-177 CONSTRUCTION GRANT IN THE AMOUNT OF \$505,875 AND APPROPRIATING \$87,012 FROM THE PORT AND HARBOR RESERVE FUND TO COMPLETE THE 25% MATCH FOR THE FISH GRINDING BUILDING REPLACEMENT PROJECT.

WHEREAS, The City's Fish Grinding building annually processes hundreds of thousands of pounds of fish waste generated by commercial sport fishing activity and collected from the City's public fish cleaning tables for environmentally sound disposal; and

WHEREAS, Replacing the twenty-two-year-old, badly-corroded metal clad Fish Grinding Building with corrosion-resistant materials and correcting a site drainage/water quality issue is a project in the City's Capital Improvement Plan; and

WHEREAS, On March 11, 2024 the City Council passed Ordinance 24-16 which approved entering into Cooperative Agreement #23-177 with the Alaska Department of Fish and Game (ADF&G) to accept \$41,950 in Dingell-Johnson Sport Fish Restoration Act grant funds to complete project design and permitting (Phase I) for the Fish Grinding Building Replacement project; and

WHEREAS, The Cooperative Agreement stated that after completion of Phase I and receipt of a final construction budget, ADF&G will submit an amended application for Federal Assistance to request the funds needed for Construction Phase of the project (Phase II); and

WHEREAS, Phase I of the project is complete and the Phase II construction competitive bid process closed on July 2 2024, with a final construction cost of \$674,500; and

WHEREAS, The ADF&G will amend Cooperative Agreement #23-177 to add Phase II construction with a construction budget of \$674,500, of which \$505,875 (75%) is covered by Federal Dingell-Johnson Sport Fish Restoration Act grant funds and \$168,625 (25%) is City match; and

WHEREAS, Council approved \$115,000 in the City's Capital Budget for the replacement of the Fish Grinding Building, of which there is an unexpended balance of \$81,613 available to help meet the City of Homer Phase II grant match requirement; and

WHEREAS, An additional in the amount of \$87,012 from the Port Reserve Fund is required to complete the 25% match.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY25 Capital Budget by accepting and appropriating the Amended Alaska Fish and Game Cooperative Agreement #23-177 Construction Grant in the amount of \$505,875 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
415-xxx	Fish Grinding Building Replacement Project	\$505,875

Section 2. The Homer City Council hereby amends the FY25 Capital Budget by appropriating a total of \$168,625 from the Port & Harbor Reserves to fulfill the Dingell Johnson Phase II 25% match requirement. This includes the remainder of an existing appropriation of \$81,613 and a new appropriation of \$87,012:

Transfer from:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
456-0380	Grant Matching Funds – Existing Appropriation	\$81,613
456-0380	Grant Matching Funds – Port & Harbor Reserves	\$87,012

Transfer to:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
415-xxx	Fish Grinding Building Replacement Project	\$168,625

Section 3. The total project cost budget is \$674,500, with 75% funding from Federal Dingell-Johnson Sport Fish Restoration Act grant and 25% from Port & Harbor Reserves:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
415-xxx	Dingell-Johnson Sport Fish Restoration Act Grant	\$505,875
456-0380	Grant Matching Funds – Existing Appropriation	\$81,613
456-0380	Grant Matching Funds – Port & Harbor Reserves	\$87,012

Section 4. The City Manager is authorized to execute the appropriate documents

Section 5. This Ordinance is a budget Ordinance only, is not permanent in nature, and shall not be codified.

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ENACTED BY THE HOMER CITY COUNCIL this 26th day of August, 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

# CITY OF HOMER FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Additional Funding - Fish Grinding Building Replacment</u>	DATE	<u>08/08/2024</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>City Manager/Port Director</u>
REQUESTED AMOUNT	<u>\$ 87,012</u>		

DESCRIPTION	<p>Phase I of the project is complete and the Phase II construction competitive bid process closed on July 2 2024, with a final construction cost of \$674,500. The ADF&amp;G will amend Cooperative Agreement #23-177 to add Phase II construction with a construction budget of \$674,500, of which \$505,875 (75%) is covered by Federal Dingell-Johnson Sport Fish Restoration Act grant funds and \$168,625 (25%) is City match.</p> <p>Council approved \$115,000 in the City's Capital Budget for the replacement of the Fish Grinding Building, of which there is an unexpended balance of \$81,613 available to help meet the City of Homer Phase II grant match requirement. An additional \$87,012 from the Port Reserve Fund is needed to complete the 25% match.</p>
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	100%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: PORT RESERVES		FUNDING SOURCE 2:		FUNDING SOURCE 3:	
Current Balance	<u>\$ 1,653,600</u>	Current Balance	<u>          </u>	Current Balance	<u>          </u>
Encumbered	<u>\$ 676,183</u>	Encumbered	<u>          </u>	Encumbered	<u>          </u>
Requested Amount	<u>\$ 87,012</u>	Requested Amount	<u>          </u>	Requested Amount	<u>          </u>
Other Items on Current Agenda	<u>\$ 0</u>	Other Items on Current Agenda	<u>          </u>	Other Items on Current Agenda	<u>          </u>
Remaining Balance	<u>\$ 890,405</u>	Remaining Balance	<u>          </u>	Remaining Balance	<u>          </u>
FUNDING SOURCE 4:		FUNDING SOURCE 5:		FUNDING SOURCE 6:	
Current Balance	<u>          </u>	Current Balance	<u>          </u>	Current Balance	<u>          </u>
Encumbered	<u>          </u>	Encumbered	<u>          </u>	Encumbered	<u>          </u>
Requested Amount	<u>          </u>	Requested Amount	<u>          </u>	Requested Amount	<u>          </u>
Remaining Balance	<u>          </u>	Remaining Balance	<u>          </u>	Remaining Balance	<u>          </u>



# MEMORANDUM

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**Ordinance 24-38, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget to Fund Anticipated Maintenance to the Seawall by Establishing Authority in the FY25 Budget for Routine Maintenance to the Seawall. City Manager/Public Works Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** August 5, 2024  
**From:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, City Manager

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**Background:**

The Homer City Council created the Ocean Drive Loop Special Service District to raise tax revenues from benefited property owners to support maintenance and repair of the Seawall they own. The City of Homer is a tax-exempt property owner along the Seawall and, as such, contributes \$10,000 annually through the budget to the Seawall Reserve for the City's portion of repairs.

Now, the City of Homer needs the authority to spend from the Special Service District and reserve to address any routine maintenance or repairs to the Seawall for the fiscal year.

This is an annual ordinance that comes before the City Council to establish authority to spend up to a dollar amount on routine maintenance or repairs. An ordinance will be brought forward if additional funding is needed before the end of the fiscal year. All funds not spent within the fiscal year will be returned back to the Special Service District and Seawall Reserve, as appropriate, for future use.

**Recommendation:**

Therefore, the Public Works Department is recommending the City Council pass the Ordinance authorizing up to \$5,000 to be spent on routine maintenance or repair needs associated with the Seawall.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**ORDINANCE 24-38**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE FY25 CAPITAL BUDGET TO FUND MAINTENANCE  
TO THE SEAWALL BY ESTABLISHING AUTHORITY IN THE FISCAL  
YEAR 2025 BUDGET FOR ROUTINE MAINTENANCE TO THE  
SEAWALL.

WHEREAS, The Homer City Council created the Ocean Drive Loop Special Service District; and

WHEREAS, The Special Service District was created to raise tax revenues from benefited property owners to support maintenance and repair of the Seawall they own, which is located on their properties; and

WHEREAS, As a tax-exempt property owner along the Seawall, the City contributes \$10,000 annually to the Seawall Reserve for the City's portion of repairs to the Seawall; and

WHEREAS, The FY25 Mid-Biennium appropriated \$900 from the Seawall Maintenance Reserves, but did not appropriate funds from the Ocean Drive Loop Special Service District accounts; and

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY25 Capital Budget by appropriating \$4,100 from the Ocean Drive Loop Special Service District accounts for the purpose of maintaining the Seawall as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
808-0375	Ocean Drive Loop Special Service District (82%)	\$4,100

Section 2. The Homer City Council previously appropriated \$900 through the FY25 Mid-Biennium, which brings the total appropriation for the purpose of maintaining the Seawall to \$5,000 as follows:



43	<u>Fund</u>	<u>Description</u>	<u>Amount</u>
44	808-0375	Ocean Drive Loop	\$4,100
45		Special Service District (82%)	
46			
47	156-0369	Seawall Maintenance Reserve (18%)	\$900

48  
49 Section 3. This is an annual appropriation that will lapse at the end of the fiscal year.

50

51 Section 4. This is a budget amendment ordinance, is temporary in nature, and shall  
52 not be codified.

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54 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of August, 2024.

55

56 CITY OF HOMER

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59 \_\_\_\_\_  
KEN CASTNER, MAYOR

60 ATTEST:

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63 \_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

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66 YES:

67 NO:

68 ABSTAIN:

69 ABSENT:

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71 Introduction:

72 Public Hearing:

73 Second Reading:

74 Effective Date:

75

76

**CITY OF HOMER  
HOMER, ALASKA**

Aderhold

**RESOLUTION 24-082**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
COMMENDING THE KACHEMAK BAY NATIONAL ESTUARINE RESEARCH  
RESERVE'S 25 YEARS STUDYING THE KACHEMAK BAY ECOSYSTEM AND  
EDUCATING AREA RESIDENTS AND VISITORS ABOUT THE IMPORTANCE  
OF OUR NATURAL ENVIRONMENT

WHEREAS, The Kachemak Bay National Estuarine Research Reserve (KBNERR) was established  
by the National Oceanic and Atmospheric Administration and State of Alaska partner, Department of  
Fish and Game, in February 1999; and

WHEREAS, Kachemak Bay residents were instrumental in advocating for the creation of  
KBNERR; and

WHEREAS, Of the 30 Research Reserve's across the country, KBNERR is the only one in Alaska,  
and selected because of the diversity of habitats represented by Kachemak Bay; and

WHEREAS, KBNERR's goals are research, monitoring, education, training, providing a natural  
field laboratory and living classroom for improving the scientific understanding and management of  
natural resources in and around Kachemak Bay; and

WHEREAS, The City of Homer has received numerous benefits from KBNERR's research and  
coastal training program activities; and

WHEREAS, KBNERR transitioned to the University of Alaska Anchorage, Alaska, Center for  
Conservation Science as the state partner in July 2015.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, commends the  
KBNERR's 25 years studying the Kachemak Bay ecosystem and educating area residents and visitors  
about the importance of our natural environment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 12th day of August, 2024.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

Fiscal Note: N/A

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 24-083**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
ADOPTING THE REVISED CITY OF HOMER PROCURMENT POLICY  
MANUAL.

WHEREAS, The City of Homer Procurement Policy was last revised in 2013; and

WHEREAS, A Finance Working Group made up of staff from all City departments was developed in 2023 and one of their tasks was to review and make recommendations for updates to the existing procurement policy; and

WHEREAS, The City worked with Carmen Jackson, LLC, a term contract holder, to consider and implement the Finance Working Group's proposals, update outdated procedures and language, and include necessary verbiage regarding state and federal requirements; and

WHEREAS, The Council Member finance champions spent time with the City Manager and Finance Director in reviewing and further refining the manual.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council hereby adopts the revised City of Homer Procurement Policy Manual included with this resolution as Attachment A.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 12<sup>th</sup> day of August, 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

Fiscal Note: N/A

# Procurement Policy



**Adopted by Resolution 24-083:**

City Clerk's Office  
491 E. Pioneer Avenue  
Homer, AK 99603  
(907) 235-3130  
clerk@cityofhomer-ak.gov  
[www.cityofhomer-ak.gov/cityclerk](http://www.cityofhomer-ak.gov/cityclerk)

UPDATED 9/25/13; 07/31/2023



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## 1. General Policies

This manual is provided as guidance to all procurement activity in the City of Homer. It has been developed to ensure compliance with the direction of the City Council, the Homer City Code, and sound business practices. Policies and procedures in this manual assume procurement amounts have been approved by City Council through the budgeting process. All amounts that exceed departmental budgets and that were not a part of the budget process require approval by the City Council. The manual will be developed, maintained, and implemented by the Finance Director. The City Manager will be responsible for ensuring compliance throughout City functions. Updates to the manual will be approved by City Council. The procurement manual shall be reviewed annually by the Finance Department to ensure compliance with state and federal laws and regulations.

### 1.1 Purpose

The purpose of the contained policies and procedures is to ensure that supplies, materials, services, and construction are procured efficiently, effectively, and at the most favorable prices available without creating unreasonable administrative burdens and restrictions.

The City aims to provide for the fair and equitable treatment of all persons or organizations involved in the provision of goods and services to the city while maximizing the purchasing value of public funds. The City's purchasing actions shall be in compliance with applicable state and federal standards, regulations and laws. This manual is intended to be used alongside Homer City Code.

### 1.2 Compliance

When a procurement involves the expenditure of state or federal grant, assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory local, state, or federal law and regulation. Nothing in this manual shall prevent the City from complying with the terms and conditions of any grant, gift, or bequest which is otherwise consistent with the law.

### 1.3 Changes in Policy/Procedure

The City Manager and Department directors are authorized by the City Council to take limited procurement actions necessary to implement approved budgets, and they may further delegate this authority, in whole or in part, to such delegates as they may appoint in writing. These actions include signing and making changes to contracts/purchase orders.

### 1.4 Authorization and Approvals

Levels of authority to commit funds or perform related procurement activities of the City have been established by the City Council. Depending on the situation as outlined in this manual and/or City Code, Procurement actions outside prescribed limits set for department directors and the City Manager shall be submitted to the City Council for approval.

Department directors or the City Manager may grant spending authority to designated staff for amounts up to the director's own maximum authority. A memorandum appointing a designee must be on file with the Finance Department. The memorandum shall include justification for the designation, period of designation, specific approval limitations, and shall be signed by the Department Director, City Manager and Finance Director, as outlined in 2.1 Procurement Matrix.

Purchase Authorization Levels:	Maximum
Departmental Staff	\$1,000
Division Director/Second in Command	\$5,000





Department Director (single signature)	\$10,000
Department Director, Finance Director, & City Manager (combined signatures)	\$50,000
City Council	\$50,000+

### 1.5 Documentation of Purchase Process

Every undertaking of the City involving the expenditure of City money, no matter the amount, shall be in writing in the form of a purchase order, check request, P-Card, written communication, travel voucher or contract, as may be appropriate. Required documentation is referenced in 2.1 Procurement Matrix.

#### 1.5.a Clarifications

- A. No officer or employee of the City shall have the authority to enter into any oral agreement involving the expenditure of money.
- B. Separate purchase orders shall not be issued for the purpose of circumventing the requirements and limitations of this title.
- C. References in this manual to matters required to be in "writing" or to be "written" may include electronic communication unless procedures are otherwise prescribed.

### 1.6 Verification of Funds Available and Budgeted

The department director is responsible for ensuring funds are available and allocated within the appropriate departmental budget before purchases are made. The Finance Department will verify availability of funds and encumber procurements as appropriate.

## 2. Procurement Policies

### 2.1 Procurement Matrix

Purchase Type & Amount	Procurement Process	Documentation Required	Authorization	Council Notification
Incidental <\$5,000	On open market with reasonable and practical competition	Purchase Order or Check Request as appropriate  Receipt, Packing Slip, Invoice	Division Director/Second in Command	none
Small \$5,000 - \$10,000	On open market with such competition ( <b>2 quotes</b> ) as reasonable and practical.  Award to lowest qualified quote.	Purchase Order or Check Request as appropriate  All quotes gathered  Receipt, Packing Slip, Invoice	Department Director	none



Intermediate \$10,000 - \$50,000	On open market with such competition ( <b>3 quotes</b> ) as reasonable and practical.  Award to lowest qualified quote.	Purchase Order or Check Request as appropriate  All quotes gathered  Receipt, Packing Slip, Invoice	City Manager Finance Director Department Director	At next scheduled meeting
Large >\$50,000	Competitive bids or proposals	Bid or proposal  Documented selection process/decision making  Contract	City Manager Finance Director Department Director	Council notification of bid/proposal process.  Council <b>Approval</b> Required BEFORE purchase

## 2.2 Incidental (less than \$5,000)

Incidental purchases are those purchases less than \$5,000 for one item or in aggregate. These purchases may require a purchase order (PO) and/or check request. Items may also be purchased using a Procurement Card (P-Card) as indicated in the respective section of this manual. Division Director/Second in Command must approve purchases over \$1,000 and up to \$5,000.

## 2.3 Small Purchases (less than \$10,000)

Small purchases are those between \$5,000 and \$10,000 for one item or in aggregate. Small purchases require at least two quotes with the purchase being made from the vendor with the lowest qualified quote. See 2.1 Procurement Matrix for examples. Small purchases must be approved by the department director before purchasing.

## 2.4 Intermediate Purchases (\$10,000 - \$50,000)

Purchases between \$10,000 and \$50,000 that are allocated for in the current operating and capital budget shall be approved by the department director, Finance Director, and City Manager. Procurement procedures should include the collection of at least three quotes as is reasonable and practical. The purchase will be made from the vendor with the lowest qualified quote. Refer to HCC 3.16.060 for exceptions to bidding requirements and [HCC 3.16.080](#) for local bidder preference guidelines. Purchases not budgeted for in the current fiscal year operating and capital budget require an ordinance for appropriation by council.

However, to create a more competitive environment to ensure the best possible value for the City, the department director or City Manager may determine that a sealed bid process is to be used instead.

## 2.5 Large Purchase (\$50,000+)

Purchases over \$50,000 require the City Manager to request competitive bids or proposals with notification to the City Council.

The City Manager may determine that a proposal process is the preferred method of procurement when the City would benefit from contractor/supplier to propose unique or innovative approaches to meet the procurement requirement and where a negotiated agreement is in the best interest of the City.

## 2.6 Purchasing Procedures



### 2.6.a Purchase Order Procedure

A purchase order will be used to purchase material, equipment, and supplies at the discretion of the department or at the request of the vendor. A purchase order may be used in conjunction with project contracts to obligate necessary funds.

A contract must be provided for all leases (e.g., machinery and equipment) rents and maintenance agreements on an annual basis to encumber the necessary funds for the entire accounting period.

Department directors or designees are expected to promptly:

- A. notify the Finance Department, in writing, of any irregularities in the receipt of goods or services.
- B. advise the Finance Department of any alterations to a purchase order such as availability, price, quantity, or substitutions.
- C. verify items received match the purchase order by price, quantity, and assuring quality.
- D. submit all required documentation to the Finance Department in a timely manner.

Upon receipt of all required documentation for a purchase made through a purchase order, the Finance Department will ensure all information is documented and coded correctly. Once confirmed, the Finance Department will await vendor invoicing to process payment.

### 2.6.b Check Request Procedure

Check requests may be used for the following reasons:

- A. urgent or impromptu purchases
- B. an installment type of disbursement in connection with an annual PO (e.g., allowances, service contracts, rents)
- C. a request for payment to other agencies (interagency transfer, e.g., federal revenue sharing disbursement)
- D. any type of refunds for utilities, service connects, overcharges to utility customers
- E. reimbursement requests should be documented with appropriate receipts
- F. disbursement requests for dues, fees
- G. petty cash reimbursements.

The appropriate department director and Finance Director must approve the request before the Finance Department processes for payment as outlined in 2.1 Procurement Matrix. **See Appendix 2 – Check Request.**

### 2.6.c Purchase Quotes

Purchase quotes should be obtained through the open market and documented with the following information:

- A. vendor name and contact information
- B. date quote obtained
- C. item description
- D. price per unit, including shipping



- E. transportation mode
- F. evaluation of performance of vendor
- G. quote sheet (**See Appendix 3 – Quote Sheet**)

## **2.7 Invitation to Bid and Request for Proposal Process**

### **2.7.a Bid/Proposal Announcement and Collection Process**

When the determination has been made to collect competitive bids or proposals, the following steps will be taken by the department director, or designee:

1. Develop Invitation to Bid (ITB) or Request for Proposal (RFP)–

*The ITB/RFP shall state or reference all specifications and contractual terms and conditions that must be responded to and the factors that will be considered in evaluation.* Also included will be requirements for two part submissions (Part A/B), for any announcements or addendums, submission requirements, submission date, and expected date of announcement of lowest bidder/winning proposal.

Bids are required to be submitted in two parts; Part A shall consist of bid price information and bid bond/checks, whereas Part B shall consist of the remainder of the submittals required by the Invitation to Bid.

Bidders/Proposers will be required to submit a plan holder's registration form to the City Clerk to be added to the City's Plan Holders List.

2. Advertising ITB/RFP - The minimum requirement for advertising for bids/proposals shall be a notice calling for bids/proposals printed in a newspaper of general circulation within the City once a week for not less than two consecutive weeks prior to the date for the bid award unless another form of media is authorized by the City Manager. The ITB/RFP shall be on file at the City for public inspection. The ITB/RFP shall also be listed on the City's website.

In addition to the minimum requirement for advertising, the ITB/RFP may be sent directly to perspective bidders/proposers and relevant established trade association by the City Manager, or designee, as appropriate.

3. Plan Holders List - The City Clerk's Office shall maintain an official plan holders list of all bidders/proposers.

- a. This list shall contain the bidder/proposer's name, contact person, mailing and physical address, phone number, fax number and E-mail address.

- b. The list shall contain the date the bidder/proposer was mailed, faxed, or received the ITB/RFP documents, any addenda and etcetera.

- c. The official list shall note the date payment was received for ITB/RFP documents, if the plan holder owns the City Standard Construction Specs and bidding status, i.e., general contractor, sub-contractor, etc. - whenever pertinent.

- d. A general bidder/proposer not listed on the Official Plan Holders List shall be deemed non-responsive.

4. Bid/Proposal Closing

- a. The closing date shall be no sooner than five working days after the last date of



advertisement.

- b. Submissions shall be turned in at the City Clerk's office to be time stamped and retained until the date of opening.

#### 5. Sealed Bid Opening Procedure

- a. The applicable Department Director and Finance Director or their designees shall conduct the bid opening.

- b. The bid opening shall generally be conducted in the following manner:

- Introduction of staff.
- Announce dates of bid period.
- Announce the expiration of the period.

- c. Determine responsiveness of bids by:

- Opening bidders Part B portion of the bid in the order received.
- Read aloud/announce: Name of bidder, address of bidder and date and time received.
- Determine if Bidder provided all submittals in the form specified by the Invitation to Bid (e.g., Business License Number, Addendum Acknowledgment, EEO Form, etc.).
- Bids which do not include the submittals in the form specified by the Invitation to Bid shall be determined to be non-responsive and shall be set aside along with the unopened Part A of the bid.

- d. Part A (Price) of the bids which are determined to be responsive to the Invitation to Bid, will be opened at which time the Bid Price will be read aloud.

- e. Record bid information on Bid Register.

- f. Read aloud Fair Cost Estimate, if appropriate.

- g. Announce the Close of Bid Opening and that an award would be made after concluding the technical evaluation of the bids and determining the respective responsibility of the apparent low bid.

#### 6. Sealed Proposal Opening Procedure

- a. The applicable department director and Director of Finance or their designees shall conduct the proposal opening.

- b. The proposal opening shall generally be conducted in the following manner:

- Introduction of staff.
- Announce dates of proposal period.
- Announce the expiration of the period.

- c. Determine responsiveness of proposals by:

- Opening proposals in the order received.
- Read aloud/announce: Name of proposer, address of proposer and date and



time received.

- Determine if proposer provided all submittals in the form specified by the Request for Proposal (e.g., Business License Number, Addendum Acknowledgment, EEO Form, etc.).
- Proposals which do not include the submittals in the form specified by the Request for Proposal shall be determined to be non-responsive and shall be set aside.

d. Record proposer information on Proposal Register.

e. Announce the Close of Proposal Opening and that an award will be made after concluding the technical evaluation of the proposals.

#### 2.7.b Procurement Bid/Proposal Evaluation Policy

Bids/proposals shall be evaluated by the department director in accordance with the specific terms and evaluation criteria set forth in the ITB/RFP. Terms and criteria may vary from project to project. Bids/proposals shall be reviewed for completeness, price, commercial responsiveness, technical responsiveness, and responsibility. Packages must be evaluated to the extent necessary to determine that correctable errors would not reduce the bid/proposal price to within the acceptable range. Packages shall be unconditionally accepted without alteration or correction, except that pricing ambiguities will be corrected.

The City Manager shall determine if a bidder/proposer has been responsive and is to be considered responsible under the conditions of the bid/proposal as described in [HCC 3.16.070](#).

To prevent the perception that the bid/proposal process involves collusion or anti-competitive practices, communication with bidders/proposers shall be discontinued during the evaluation period. If contact is essential, then it shall be for a specific purpose and be provided to all bidders/proposers.

Bids that exceed the Engineer's Estimate by more than 15% may be rejected.

Proposals remain confidential until a contract is approved by City Council by Resolution.

#### 2.7.c Fair Cost Estimate

In contracts for public improvements exceeding fifty thousand dollars (\$50,000), the design engineer shall prepare fair cost estimates prior to bid/proposal opening or initiation of negotiations for procurement. Also, significant change orders require some form of pricing estimate as follows:

- Engineer's cost estimates may be used at any time and are preferred prior to negotiation of changes with a defined scope.
- Proposal evaluations may be used for negotiation of all complex changes not suited for fair cost estimate preparation.
- Proposal evaluations may be used for contractor claims.

#### 2.7.e Notice of Intent to Award

After the responses to bids have been opened and evaluated the Department Director will prepare a Notice of Intent to Award that includes a bid tabulation. This serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the city's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be emailed to each company or person who responded to the ITB. Bidders identified as the apparent low responsive



bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the city. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the contracting officer does so without a contract and at their own risk.

After the responses to a request for proposals have been opened and evaluated the Department Director will prepare a Notice of Intent to Award that includes only the total proposed cost without a breakdown in fees that may be identified within the proposal. Proposers identified as submitting the winning proposal are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the city. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the contracting officer does so without a contract and at their own risk.

#### 2.7.f Bid/Proposal Award Notification

Upon review and evaluation of the submitted bids/proposals, the City Manager proposes the selected winner to the City Council for approval and resolution of award. Once approved by the City Council, the City Manager or department director will provide a written notice of award to the City Clerk's office and the bidder/proposer. The department director, or City Manager, will then start the contracting process for the project.

Once awarded, all proposals may be available for public inspection.

#### 2.7.g Contracts

Subject to stated limitations, any form of contract which, in the opinion of the department director, will promote the best interests of the City may be used, except a contract which is cost-plus-a-percentage-of-cost.

A cost-reimbursement contract, or time-and-materials contract, may be used only when a determination has been made in writing that such a contract is likely to be less costly to the City than any other type or that it is impractical to obtain the supplies, services, or construction required except under such a contract.

Standardized baseline documents should be utilized for development and award of contracts.

#### 2.7.h Contract Retained Percentage Policy

During contract negotiations, the City Manager or designee will determine if a retainage percentage is necessary. If a retainage is required, the amount and schedule will be determined during negotiations. Retainage will be no more than 10 percent. The City shall pay the contractor interest on retainage in accordance with Alaska State Statute 36.90.250.

In contracts for public improvement or work where payments to the contractor are at fixed prices and are measured on estimates during the progress of the work, the percentage to be retained shall be on the entire payment as prescribed by contract.

In contracts for public improvement or work where payments to the contractor during the progress of the work are partly to reimburse for actual costs and partly for earned fee and/or lump sum items, the percentages prescribed by contract may be retained on the earned fee and lump sum parts only, provided that billings for actual costs are subject to audit by the City.

In contracts where the work is on schedule and in accordance with specifications, the City Manager or designee may exempt the contractor from the retainage requirement.





### 2.7.i Change Orders

A change order to an existing city contract shall require the approval of the city council when the proposed modification or change order increases the contract amount by fifty thousand dollars (\$50,000) or more. No work may proceed under a modification or change order requiring city council approval prior to approval by the city council.

The council shall be notified by written report at its next regular meeting of any modification or change order in excess of ten thousand dollars (\$10,000). Such notification shall include:

- A. The dollar amount of the original contract;
- B. The number of previous modifications or change orders;
- C. The dollar amount of each previous modification or change order and the total aggregated dollar amount of the previous modifications and change orders;
- D. The total dollar amount of the contract as modified or changed; and
- E. A statement explaining the justification or need for the modification or change order.

Modifications and change orders shall not be arbitrarily divided into smaller amounts to avoid council approval thereof.

The city may make modifications or change orders in any city contract without council approval where in the judgment of the city manager a emergency or disaster exists which requires immediate action to remedy and where there is insufficient time or it is impractical to obtain council approval. Notice of such emergency or disaster modifications or change orders containing the information set forth in Section 3.

### 2.7.j Contract Bond Policy

In contracts for public improvements, a Bid Bond and Payment Bond and Performance Bond shall be required for all publicly bid work exceeding \$10,000.

Each bid shall be accompanied by a Bid Bond consisting of a certified or cashier's check payable to the City for a sum not less than five percent of the amount of the bid or accompanied by a bid bond in an amount not less than five percent of the bid with a corporate surety licensed to do business in the State of Alaska. Checks and Bid Bonds will be returned to unsuccessful bidders.

The successful bidder is required to submit a Performance Bond and a Payment Bond with a Surety meeting the standards of AS 36.25.010(a), or as determined by federal funding agency, and satisfactory to the City. The amount of the Performance Bond and the amount of the Payment Bond shall be specified in the bid documents.

If the bidder fails to enter into the contract and furnish the Performance Bond and Payment Bond within ten (10) working days from the date on which the bidder is notified of being the successful bidder, the Bid Bond or check and the amount thereof shall be forfeited to the City.

### 2.7.k Exceptions to Competitive Bid/Proposal Process

A department director may recommend an alternative procurement procedure to the City Manager if such a procedure will best serve the needs of the City and is allowable under Homer City Code and other applicable laws. The City Manager shall review the recommendation and approve it before the procurement process proceeds. Depending upon the estimated amount of purchase, City Council approval or notification may be required (see procurement matrix).





The City Manager shall notify the City Council of the decision to use any procedure other than competitive sealed bids and the reasons for this decision at the next regularly scheduled City Council meeting.

The City Council may determine and make written findings that the public interest would be best served by not requiring competitive bids/proposals. The best interest determination may be based upon, but is not limited to, a finding that the services or articles can be procured at a lower cost without competitive bidding.

Authorized exemptions to bidding requirements include:

1. Negotiated procurement following unsuccessful efforts to obtain competitive bidding.
2. Small procurement, below \$25,000.
3. Emergency procurement.
4. Procurement of consultant and technical services.
5. Procurement of real estate.
6. Procurement of architect-engineer, construction manager, or construction completion services.
7. Interagency agreements.
8. Utilization of State or local government contracts.
9. Sole source procurement (see 2.8.c)
10. Procurement resulting from competitive sealed proposals as defined in HCC [3.16.110](#).
11. Placement of insurance coverage.
12. Electronic data processing software and hardware. Competition will be sought to the maximum extent practicable.

#### 2.7.I Protest

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the City Clerk at least ten days prior to the deadline for receipt of bids.

If a bidder or proposer wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the City Clerk within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a bid in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.



All bidders will be notified of any protest.

If a protest is filed the award may be made unless the City Manager and Department Director determines in writing that a reasonable probability exists that the protest will be sustained; or stay of the award is not contrary to the best interests of the city.

The City Manager will issue a written response to the protest within 15 days after a protest has been filed. The response will set out the contracting officer's decision and contain the basis of the decision.

The decision of the City Manager may be appealed to the Superior Court within 30 days after the date the decision was issued. For the purposes of this section the date of issuance is the date upon which the decision was mailed or delivered to the parties.

## **2.8 Other Procurement Procedures**

### **2.8.a Professional Services**

The department director may request the City Manager to engage consultants/contractors or Architectural/Engineering (A/E) firms to perform services of a specialized scientific, technical, or administrative nature for short-term or periodic requirements. Consultant, technical, and A/E contracts may be initiated for peak or limited-time work requirements, work requiring special talents, license or equipment for which the hiring of permanent employees would not be practical or would not provide independent objectivity or be in the best financial interests of the City.

The department director will follow 2.1 Procurement Matrix for consultant, technical or A/E services, stating concisely the general scope and nature of the project or work.

The department director will seek competition in contracting for these specialized services whenever practical. Normally, these contracts will be negotiated based on demonstrated competence and qualification for the type of professional services required at fair and reasonable prices. The general policy is to select firms on a competitive basis that are qualified technically and that meet commercial competitive requirements. This shall be done through evaluations of proposals, and/or interviews, ranking of performance capability statements submitted by the perspective consultants. Justification for determinations for all such actions shall be documented. Negotiation of commercial terms and price or cost shall then be accomplished.

Upon review and evaluation of the submitted bids/proposals, the City Manager proposes the selected winner to the City Council for approval and resolution of award. Once approved by the City Council, the City Manager or department director will provide a written notice of award to the City Clerk's office and the bidder/proposer. The department director, or City Manager, will then start the contracting process for the project.

### **2.8.b Capital Equipment Procurement**

Capital equipment procurement shall be based upon an analysis of City needs in consideration of alternative sources, cost of ownership and cost of money.

Contracts or procurement providing for the long-term lease or rental of capital equipment should contain provisions for the City to obtain ownership rights, including application of all or part of payments credited to ownership when available or appropriate.

### **2.8.c Sole Source Procurement**

Department directors may present for approval the procurement of supplies, materials, services, or construction through a sole source in the following situations:



1. Based on documented research, the goods or service is only available from one source.
2. When competitive procurement procedures have been followed, but a limited number, or no bids, quotations, or proposals have been received.
3. Products or services that support existing software or data exchange between public or private agencies are required for compatibility with existing equipment.
4. Purchase of patented articles.
5. When the federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the City.

Approval requirements are based on standard procurement procedures.

#### 2.8.d Emergency Procurement

A department director shall determine and recommend to the City Manager the need for emergency purchases for items or services or both provided that such emergency procurement shall be made with such competition as is practical under the circumstances. The City Manager has the authority to proclaim an emergency and to authorize emergency procurement. A written determination of the basis for the emergency procurement and for the selection of the supplier is to be included in the procurement file. The City Manager will notify council of emergency procurements below \$50,000 by memorandum and an emergency ordinance will be adopted to ratify procurements over \$50,000.

#### 2.8.e Legal Review

All procurement actions having a significant impact on the City's legal rights or obligations will require legal review prior to implementation. Examples include:

- Capital Project contract agreements.
- Procurement actions over \$50,000 requiring City Council approval.
- Exceptions or modifications to standard terms and conditions.
- Lease or rental documents for capital equipment.
- Additional reviews as requested by department director, Finance Director, or City Manager.

In addition, suitable expressed warranty provisions will be considered for inclusion in terms of procurement through contract.

#### 2.8.f Creation of Information Memorandum

An Information Memorandum is intended to ensure that the City Council is presented with relevant, accurate, timely, and complete information and recommendations. Further, it ensures that all parties that may assist with clarifying the issues, or affected by the outcome, may participate in the development of recommendations.

The body of an Information Memorandum should contain each of the sections described below, when appropriate.

- A. Procurement Description - Describe concisely the nature of the procurement action.
- B. Background - Summarize relevant background material. Information provided may include the origin, history, and importance of the procurement. If essential to understanding the



procurement requirement, additional background material may be provided in attachments and referenced in the text.

C. Justification - Summarize why and how long it is needed and what its use will be. State who will benefit from it, and what will happen if it is not available.

D. Alternatives - If appropriate, each option for meeting the procurement requirement shall be described succinctly.

E. Discussion - Comment on the implications of selecting an alternative procurement approval, if applicable, to clarify the basis for the recommendations. Summarize the positions of other personnel if they disagree with the alternative recommended. Additional comments may be provided in attachments. If the issue is a unique proposal, such as a proposal for a singular course of action, the "Alternatives" section should be omitted and this section should discuss the reasons for -or implications, pro and con - of taking or not taking the proposed action.

F. Fiscal Note – Explain-if the item is budgeted. If not budgeted, show the source from which monies should be made available. Include advantages of this action. Future cost or savings if applicable.

G. Bid/Proposal Evaluation - State briefly why, or why not, a bid/proposal cycle was employed. Explain the evaluation method used and the outcome of the evaluations.

H. Recommendation - State concisely the action recommended to the Council, and reference the option number listed under "Alternatives," if applicable.

I. Next steps - A list shall be made of the actions needed to implement the decision, including when the action must be completed and by whom. When additional Council actions are foreseen, these should be described, including estimated dates and costs.

### 3. Procurement under Local Disaster Emergency Declaration

#### 3.1 Introduction

When a local disaster happens and a declaration of emergency has been made in accordance with the City's Emergency Operations Plan by the Mayor, or the next person in the line of succession if the Mayor is not available to act, the procurement policy permits the waiving or suspension of standard procurement policies. These provisions only apply following the declaration of a local emergency.

#### 3.2 Purpose and Goal

This section is limited to emergency protective measures, debris removal and other critical immediate needs to protect life and property or to restore essential services as well as preparing preliminary damage assessments and cost estimates.

The goal is maximum flexibility to meet critical needs with a concurrent understanding that the use of this authority will be reasonable and used with appropriate discretion.

This section does not apply to permanent repair work which is generally larger projects to repair or replace damaged or lost infrastructure.



### 3.3 Immediate Procurement Matrix under Local Disaster Declaration of Emergency

Purchase	Procurement Process	Documentation Required	Authorization	Council Notification
<\$50,000	Reasonable attempt should be made to seek 3 bids or proposals.	Verbal agreements are allowed, written documentation must follow for immediate emergency procurement	City Manager	none
50,000 - \$300,000	Reasonable attempt should be made to seek 3 bids or proposals.	Verbal agreements are allowed, written documentation must follow for immediate emergency procurement	City Manager	Within 72 hours
\$300,000 - \$500,000	Reasonable attempt should be made to seek 3 bids or proposals.	Verbal agreements are allowed, written documentation must follow for immediate emergency procurement	City Manager	Within 24 hours
>\$500,000	Reasonable attempt should be made to seek 3 bids or proposals.	Verbal agreements are allowed, written documentation must follow for immediate emergency procurement	City Manager	Council Approval Required BEFORE purchase

### 3.4 City Manager's spending authority under a local disaster emergency declaration

3.4a. The City Manager or their designee has the maximum expenditure authority of up to \$500,000 without prior City Council approval.

1. The City Manager or their designee must notify the City Council within 72 hours of procurements or contracts over \$50,000 and within 24 hours for expenditures over \$300,000.

2. Procurements would apply only when immediate attention is required and only to work/costs arising for costs directly related to the disaster.

3. This procurement authority is not permitted for ongoing regular business occurring during the declaration.

### 3.5 Exception to the bid and proposal process under a local disaster emergency declaration



3.5a. Reasonable attempts should be made to seek 3 bids or proposals for all work when immediate attention is required.

1. Verbal agreements with vendors or contractors with written documentation of the proposal and a written contract to follow for critical emergency work.

2. If time permits, documentation should be completed before the notice to proceed.

3. Documentation at the time of or shortly after the event occurs is required to record actions taken, reasons that verbal agreements were used, and/or reasons less than 3 bids or proposal was reasonably necessary.

## 4. Definitions

**Architectural/Engineering Services (A/E)** - A/E services rendered by persons other than employees of the City contracted to perform activities normally related to the Architectural or Engineering profession. The end product is normally plans, specifications and estimates or a report.

**Agreement** - A binding contractual obligation between two organizations or parties as witnessed by signatures of responsible persons from each organization or party.

**Approval** - Recorded support or endorsement (including the date and signature, stamps, or initials of the person) of a document or activity.

**As-Built Data** - Documented data that describes the condition actually achieved in a product (generally used with reference to drawings).

**Audit** - An activity usually performed by an independent group to determine, through investigation, the adequacy of, and adherence to, established procedures, instructions, specifications, codes, and standards or other applicable contractual and licensing requirements and the effectiveness of implementation.

**Award** - The act of communicating a judgment or decision to accept a seller's offer; the acceptance must be communicated to the seller.

**Bid** - An offer to perform a contract for work and labor or supplying materials at a specified price. A bid is usually in response to an invitation for bid or a solicitation. (Also see Proposal)

**Bid Bond** - A written obligation that the contractor will execute the contract for the price bid.

**Bid Package** - The drawings, specifications, standards, and other documents specifying requirements that completely describe the task or item on which a prospective contractor will bid.

**Bid Evaluation** - The technical, financial, and commercial evaluation or appraisal of a bid to determine if the bid is responsive to needs and requirements.

**Buyer/Owner** - The City or department responsible for issuance or administration of procurement documents.

**Capital Equipment** - Equipment valued at over \$5,000 per unit.

**Certification** - The action of determining, verifying, and attesting in writing to the qualifications of personnel or materials.

**Change Order** - A formal change to a contract or the purchase order that is reviewed and approved by the City. (See Contract Modification)

**Check Request** - a disbursement request from authorized source.



- 523 **City Contract, Purchase Order and/or Change Order** - A legally binding document, when fully executed,  
524 committing both the City and a contractor, vendor and/or a supplier.
- 525 **Contractor Claim** - An assertion or demand by one contracting party on another for monies, time, support  
526 and work due him for exposure (e.g., damage, shortage, error in shipment) not specifically defined in the  
527 contract.
- 528 **Consultant Services** - Services of an individual or organization engaged in an advisory capacity on an  
529 intermittent basis to provide scientific, technical, or administrative expertise. The end product is normally  
530 a report or recommendation (s) based upon data obtained from the City or others.
- 531 **Contract** - A legally binding agreement between two parties or organizations for the provisions of items  
532 or services from one to the other. (See also Purchase Order)
- 533 **Contract Administration** - The activity of administering contracts, including those acts to determine  
534 conformance, communications regarding contractual matters, and processing of contract modifications.
- 535 **Contract Modification** - Any written alteration in the specification, delivery point, rate of delivery,  
536 contract period, price, quantity, or other contract provisions to an existing contract, whether  
537 accomplished by unilateral action in accordance with a contract provision or by mutual action of the  
538 parties to the contract. It includes (i) bilateral actions such as supplemental agreements and (ii) unilateral  
539 actions such as change orders, orders for provisioned items, administrative changes, notices of  
540 termination, and notices of the exercise of a contract option.
- 541 **Contractor** - Any organization under contract to furnish items or services. It includes the terms vendor,  
542 supplier, subcontractor, and fabricator and the sub-tier levels of these, where appropriate.
- 543 **Cost-Reimbursement Contract** - A contract where the contractor is reimbursed for actual cost incurred in  
544 the performance of the contract.
- 545 **Delegated Authority** - The authority given by formal agreement to perform designated activities.
- 546 **Delivery** - The physical and/or legal transfer of a shipment from consignor to consignee. In determining  
547 whether a component has been delivered, the basic element is if or when the purchaser has taken legal  
548 possession of the item. (See also Receiving)
- 549 **Designated Representative** - An individual or organization authorized by the purchaser or vendor to  
550 perform functions in the procurement process.
- 551 **Documentation** - Any written or pictorial information describing, defining, specifying, reporting, or  
552 certifying activities, requirements, procedures, or results.
- 553 **Emergency Purchases** - A requirement which arises from a situation where a threat to public health,  
554 welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failure or such other  
555 reason may be proclaimed by the City Manager or his authorized delegate. The existence of such condition  
556 creates an immediate and serious need for supplies, services or construction that cannot be met through  
557 normal public bidding methods and the lack of which would seriously threaten (a) the health or safety of  
558 any person, (b) the prevention or protection of property.
- 559 **Earned Fee** - The contractor's compensation for completing a specific task or providing a specific work  
560 product.
- 561 **Equipment** - The articles or implements used in an operation, activity, or process.
- 562 **Exception** - Any article, item, material, or configuration in which objectionable points are noted or  
563 recorded.





- 564 **General Scope** - That work which is fairly and reasonably within the contemplation of the parties when  
565 the contract was entered into.
- 566 **Guaranty** - Promissory obligations of one party to undertake to be secondary liable for the obligations of  
567 another party.
- 568 **Invitation for Bid** - The complete assembly (bid package) or related documents (whether attached or  
569 incorporated by reference) that is furnished to prospective bidders for the purpose of bidding. The notice  
570 to bidders is a means of publicizing the invitation for bids.
- 571 **Lump Sum** - The total amount to be paid to a contractor for completing a given contract scope of work  
572 ("Lump Sum Contract") or for completing a specific task or providing a specific work product.
- 573 **Material** - A substance or combination of substances forming components, parts, pieces, and equipment  
574 items. (Intended to include machinery, castings, liquids, formed steel shapes, aggregates and cement).
- 575 **Negotiation** - A process of conferring with another to arrive at a mutual settlement of some matter.
- 576 **Notice to Bidders** - A formal notification to prospective suppliers, usually published in local newspapers,  
577 of the City's intention to purchase specific equipment, materials, supplies, or services.
- 578 **Payment Bond** - A written obligation that a contractor will pay all labor, materialmen and subcontractors  
579 amounts due them so that liens are not filed.
- 580 **Performance Bond** - A written obligation that a contract will be completed as bid and the end product will  
581 be free of liens.
- 582 **Pricing** - To determine or set the amount of money to be paid for an item, material, or service.
- 583 **Procedure** - A document that specifies or describes how an activity is to be performed by a division,  
584 department, operation, or function and includes interface relationships between organizations. It assigns  
585 responsibility for performance of the activity. It may include methods to be employed, equipment or  
586 materials to be used, and sequence of operation. Procedures are approved by the appropriate issuing  
587 authority.
- 588 **Procurement** - An activity that includes purchasing, contracting, renting, leasing, or otherwise obtaining  
589 materials, equipment, supplies, or services. It includes all functions that pertain to the obtaining of  
590 supplies and services, including description (but not determination) of requirements, selection and  
591 solicitation of sources, preparation and award of contracts, and related phases of contract administration.
- 592 **Procurement Documents** - Purchase orders, drawings, contracts, specifications, or instructions used to  
593 define requirements for purchase.
- 594 **Procurement Function** - The responsibility to deal with contractor/suppliers on behalf of the City and  
595 perform staff work in support of final actions taken by persons with assigned signature authority.
- 596 **Proposal** - An offer by one party or organization to another of terms and conditions with reference to  
597 some work or undertaking. A proposal is in response to a solicitation for proposals and is usually  
598 associated with procurement by negotiations. (See also Bid).
- 599 **Proprietary Information** - Information considered by the originator or holder in due course to be of value,  
600 the disclosure of which may result in financial harm, loss of competitive advantage, deterioration of  
601 market share, or other detriment to the holder.
- 602 **Proprietary Information Handling Agreement** - An agreement between the City and a contractor  
603 concerning the disclosure and handling of proprietary information.





- 604 **Purchase Order** - A contract for the purchase of goods or services. The purchase order established the  
605 binding requirements with the supplier for goods or services delivered. (See also Contract)
- 606 **Purchaser** - The organization responsible for establishment of procurement requirements and for  
607 issuance and administration of procurement documents.
- 608 **Quality** - The degree of conformance of an item or material to the specified requirements.
- 609 **Receiving** - The action of taking delivery of an item at a designated location.
- 610 **Receiving Inspection** - The activity encompassing observation, examination, measurement, testing, and  
611 documentation of an item, part, or materials at the time it is received to assure that it conforms to the  
612 procurement requirements.
- 613 **Reject** - A disposition that provides that the item is unsuitable for its intended purpose and rework, or  
614 repair is not economically feasible; the item is, therefore, removed from possible use.
- 615 **Repair** - The process of restoring a nonconforming characteristic to a condition such that the capability of  
616 an item to function reliably and safely is unimpaired, even though that item still may not conform to the  
617 original requirements.
- 618 **Responsible** - Ready, willing, and able to perform the work.
- 619 **Responsive** - Complies in all material respects with the essential provisions of the Invitation for Bids or  
620 the Request for Proposals.
- 621 **Rework** - The process by which a nonconforming item is made to conform to a prior specified requirement  
622 by completion, re-machining, reassembling, or other corrective means.
- 623 **Seller** - Any individual or organization under contract for furnishing goods or services, including the terms  
624 vendor, supplier, contractor, subcontractor, fabricator, and consultant and the lower-tier levels.
- 625 **Services** - The performance by a contractor of activities such as design, fabrication, inspection, repair, or  
626 installation.
- 627 **Signature Authority** - The authority to sign a document that formally commits the City.
- 628 **Solicitation** - The act of inviting prospective bidder to bid.
- 629 **Specification** - A concise statement of a set of requirements to be satisfied by a product, a material, a  
630 service, or process indicating, whenever appropriate, the procedure by which it may be determined  
631 whether the given requirements are satisfied.
- 632 **Supplement Agreement** - A contract modification that is accomplished by mutual action of the parties or  
633 organizations to the original agreement.
- 634 **Supplies** - The quantities of goods and services offered for sale at a particular time or at one price.
- 635 **Surety** - A third party who has become legally liable for the debt, default or failure of performance by a  
636 City contractor.
- 637 **Technical Services** - The performance of work or by activities that generate data/information. Technical  
638 Services can be categorized either as professional or non-professional, depending upon that nature of the  
639 service provided. End product is usually a report or service but may be a physical thing such as a model.
- 640 **Testing** - The determination or verification of capability of an item to meet specified requirements by  
641 subjecting the item to a set of physical, chemical, environmental, or operating conditions.



- 642 **Travel Authorization** – An authorization that permits an employee of the City of Homer or City Council  
 643 Member to conduct business or to attend training beneficial for the City.
- 644 **Travel Advance Request** - A request by an employee or City Council Member who requires per diem in  
 645 advance, is using a personal vehicle or payment method, and should be submitted in conjunction with the  
 646 Travel Authorization form.
- 647 **Travel Expense Report** - A daily log of expenses while on business or training for the City of Homer.  
 648 Expense receipts, travel itinerary and event schedule are to be attached.
- 649 **Travel Report Narrative** - A written account of the trip, which contains the dates, people, and topics of  
 650 discussion had by Department Directors, the Mayor, and members of the Homer City Council, along with  
 651 any recommendations for follow-up, while conducting business or receiving training beneficial for the City  
 652 of Homer.
- 653 **Travel Status** – The time an authorized trip begins until it ends in accordance with the Travel Authorization  
 654 Form. If travel is delayed or adjusted outside the timeline on the Travel Authorization Form, a Travel  
 655 Narrative is required to explain added time and/or expenses incurred.
- 656 **Warranty** - Promissory obligations of one party to undertake to be secondary liable for the obligations of  
 657 another party.

## Appendix 1 - Purchase Order

City of Homer requires purchase orders be entered into the accounting system directly. Below are screenshots of the current system's purchase order entry screens. Questions should be directed to the Accounts Payable Technician.

Caselle Connect® 2022.11.103 (Licensed to City of Homer, AK)

File Edit Inquiry Other Settings Document Management Zoom Help

Close .00

Caselle Connect® > Accounts Payable > Purchases and Requisitions > Enter Purchase Orders

Caselle Connect® Enter Purchase Orders

PO: 9708 Type: Regular GL period: 06/23 PO total: .00  
 PO date: 06/14/2023 Vendor: Input date: 06/14/2023 Status:

Purchase Order User-Defined Details Attachments Notes

Input date: 06/14/2023  
 GL period: 06/23 (06/30/2023)  
 PO number: 9708  
 PO date: 06/14/2023  
 PO type: Regular  
 Vendor:   
 Remit to:   
 Requisitions: 

Requisition Number	Date	Amount
--------------------	------	--------

  
 Department:   
 Vendor information:   
 Vendor number:   
 Name:   
 Address:   
 Remittance information:   
 Name:   
 Address:





## Appendix 2 – Check Request

### CITY OF HOMER

#### CHECK REQUEST FORM

CHECK REQUEST DATE \_\_\_\_\_

PLEASE MAKE CHECK PAYABLE TO:

DESCRIPTION/REASON FOR REQUEST:

ACCOUNT NUMBER \_\_\_\_\_

AMT\$ \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

AMT\$ \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

AMT\$ \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

AMT\$ \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

AMT\$ \_\_\_\_\_

AMOUNT TOTAL \$ \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

DATE CHECK NEEDS TO BE MAILED \_\_\_\_\_

OR

PERSON TO RETURN CHECK TO \_\_\_\_\_



---

## Appendix 3 – Price Quotes

### CITY OF HOMER

#### PRICE QUOTES FOR GOODS AND SERVICES OVER \$2000

VENDOR NAME/ VENDOR CONTACT	DATE	DESCRIPTION	PRICE INCLUDING SHIPPING CHARGE	MODE TRANS	VENDOR EVALUATE
--------------------------------	------	-------------	------------------------------------	---------------	--------------------

1)

2)

3)

Purchasing Agent: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

**(Attached to encumbrance copy or PO)**



## Appendix 4 – Procurement Card Request

### CITY OF HOMER

#### Procurement Card Request

<u>First Name</u>	<u>Middle Initial</u>	<u>Last Name</u>
<u>Department:</u>		
<u>Email Address</u>	<u>Office Phone Number</u>	
<u>Department Director Name</u>		
<u>Department Director Email</u>	<u>Department Director Phone Number</u>	
<u>Reason for Request:</u> <input type="checkbox"/> New P-Card User <input type="checkbox"/> Expired Card <input type="checkbox"/> Lost/Stolen Card <input type="checkbox"/> Limit Increase/Decrease		
<u>Purchase Authorization Limit:</u> <input type="checkbox"/> Department Director: \$10,000 <input type="checkbox"/> Division Director: \$5,000 <input type="checkbox"/> <del>Administrative Lead: \$2,000</del> <input type="checkbox"/> Departmental Staff: \$1,000	<u>Monthly Limit:</u> <input type="checkbox"/> Department Director: \$20,000 <input type="checkbox"/> Division Director: \$10,000 <input type="checkbox"/> <del>Administrative Lead: \$10,000</del> <input type="checkbox"/> Others: \$5,000	
<u>If Requesting Limit Increase, please explain:</u>           		
<u>Cardholder Signature</u>	Date:	
<u>Department Director Signature</u>	Date:	
<u>Finance Notes:</u>		



## Appendix 5 – Appointment of Designee for Spending Authority



**City of Homer**

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

**Office of the City Clerk**

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

### Memorandum

TO: FINANCE DEPARTMENT

THROUGH: CITY MANAGER

FROM: DEPARTMENT HEAD NAME

DATE: MM/DD/YYYY

SUBJECT: SPENDING AUTHORITY DESIGNATION ABOVE AUTHORIZATION LEVEL

Employee Name: \_\_\_\_\_

Purchase Authorization: \_\_\_\_\_

Justification of spending authority increase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of designation: \_\_\_\_\_

Specific approval limitations: \_\_\_\_\_

\_\_\_\_\_

Signatures required:

Department Head: \_\_\_\_\_

City Manager: \_\_\_\_\_

Finance Director: \_\_\_\_\_

**CITY OF HOMER  
HOMER, ALASKA**

City Clerk

**RESOLUTION 24-084**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
ADOPTING A JOINT RESOLUTION OF THE KENAI PENINSULA  
BOROUGH ASSEMBLY AND COUNCILS OF THE CITIES OF HOMER,  
KENAI, SELDOVIA, SEWARD AND SOLDOTNA FOR THE PURPOSE  
OF AMENDING THE MEMORANDUM OF AGREEMENT FOR  
INTERGOVERNMENTAL ADMINISTRATION OF BOROUGH AND CITY  
ELECTIONS.

WHEREAS, The City of Homer has collaborated with the Kenai Peninsula Borough  
(KPB) on the administration of the annual regular elections for the past four three years; and

WHEREAS, The Borough and City have common goals to serve the public interest to  
minimize costs, increase efficiencies and ensure municipal elections are conducted in a fair  
and consistent manner; and

WHEREAS, The City of Homer entered into a Memorandum of Agreement under Joint  
Resolution 2021-001 via Resolution 21-049 for the intergovernmental administration, including  
cost and equipment sharing of borough and city elections; and

WHEREAS, The Clerks for the City and KPB continue to address updates to election  
processes and associated costs; and

WHEREAS, These election updates and associated costs necessitate the amendments  
to the Memorandum of Agreement previously adopted.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby  
Adopts the Joint Resolution of the Kenai Peninsula Borough and the Councils of the Cities of  
Homer, Kenai, Seldovia, Seward and Soldotna for the Purpose of Amending the Memorandum  
of Agreement for Intergovernmental Administration of Borough and City Elections.

PASSED AND ADOPTED by the Homer City Council this 12<sup>th</sup> day of August, 2024.

CITY OF HOMER

---

KEN CASTNER, MAYOR



44 ATTEST:

45

46

47 \_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

48

49

50 Fiscal information: 100-0102-5210

51

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Members, KPB Assembly

**THRU:** Brent Johnson, Assembly President

**FROM:** Michele Turner, Borough Clerk

**DATE:**

**RE:** Resolution 2024-0 : Approving an Updated Memorandum of Agreement Between the Kenai Peninsula Borough and the Cities of Homer, Kenai, Seldovia, Seward and Soldotna, for the Purpose of Intergovernmental Administration of Borough and City Elections (Johnson at the Request of the Borough Clerk)

---

In July 2021, KPB Resolution 2021-055 approved Joint Resolution 2021-001 of the Assembly of the Kenai Peninsula Borough and Councils of the Cities of Homer, Kenai, Seldovia, Seward and Soldotna, for the purposes of Intergovernmental Administration of Borough and City Elections. The Memorandum of Agreement (MOA) was also approved under the same resolution.

Our election processes have changed since 2021. We are respectfully requesting to update the Memorandum of Agreement accordingly.

This Resolution will approve updates to the MOA, as shown in the accompanying redline version of the MOA. The substantive updates are: identifying KPB's software vendor responsibility for setting up the election database and ballot layouts; operations of the absentee voting sites at the cities respective clerk offices and the management of those election workers; and updated fees associated with programming city special election.

Your consideration is appreciated.

Introduced by: Johnson at the Request of  
the Borough Clerk  
Date:  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2024-XXX**

**A RESOLUTION ADOPTING A REVISED MEMORANDUM OF AGREEMENT  
BETWEEN THE KENAI PENINSULA BOROUGH AND THE CITIES OF HOMER,  
KENAI, SELDOVIA, SEWARD AND SOLDOTNA, FOR THE PURPOSE OF  
INTERGOVERNMENTAL ADMINISTRATION OF BOROUGH AND CITY  
ELECTIONS**

**WHEREAS**, historically the borough and five (5) of the cities within the borough (Homer, Kenai, Seldovia, Seward, and Soldotna) have collaborated on the administration of the annual regular municipal election; and

**WHEREAS**, the Borough and the Cities share a common goal and find that it serves public interest to work together to minimize costs, increase efficiencies and to ensure municipal elections are conducted in a fair and consistent way throughout the borough; and

**WHEREAS**, the original Memorandum of Agreement was approved by the borough and the cities of Homer, Kenai, Seldovia, Seward and Soldotna in July of 2021; and

**WHEREAS**, the clerks continue to address updates to election processes and associated costs;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI  
PENINSULA BOROUGH:**

**SECTION 1.** Revisions to the Memorandum of Agreement, as shown in the accompanying redline version of the agreement, amend the Memorandum of Agreement to satisfy updates to current election processes and associated costs.

**SECTION 2.** That this resolution takes effect immediately upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \* 2024.**

---

Brent Johnson, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

## Memorandum of Agreement

Between Kenai Peninsula Borough and the Cities of  
Kachemak, Kenai, Homer, Seldovia, Seward, and Soldotna  
For the Intergovernmental Administration of Borough and City Municipal Elections

This Memorandum of Agreement (hereinafter the “Agreement”) is by and between the Kenai Peninsula Borough, whose address is 144 North Binkley Street, Soldotna, AK 99669, (hereinafter “Borough”) and the participating Cities of Kachemak, Kenai, Homer, Seldovia, Seward, and Soldotna (hereinafter “Cities,” or “City”) whose addresses are included on the signatory page below, for the purpose of intergovernmental administration of the Borough and the Cities’ local municipal elections (hereinafter “municipal elections”).

WHEREAS, Article X, Section 13 of the Alaska Constitution authorizes local government to enter into agreements for the cooperative or joint administration of any function or power, unless otherwise prohibited by law or charter; and

WHEREAS, AS 29.35.010(13) provides authority for the Borough to enter into intergovernmental cooperative agreements for the joint administration of a borough function or power; and

WHEREAS, historically the borough and five (5) of the cities within the borough (Homer, Kenai, Seldovia, Seward, and Soldotna) have collaborated on the administration of the annual regular municipal election; and

WHEREAS, the Borough and the Cities share a common goal and find that it serves public interest to work together to minimize costs, increase efficiencies and to ensure municipal elections are conducted in a fair and consistent way throughout the borough; and

WHEREAS, the parties hereto wish to memorialize past practices and understandings through this written document which shall constitute their specific agreement on terms and conditions related to roles, responsibilities, permissions and fees associated with the Borough’s administration of municipal elections;

THE PARTIES THEREFORE AGREE, in consideration of the mutual promises contained in this Agreement and the services and fees provided, as set forth below:

### 1. PURPOSE AND INTENT

This Agreement is established and entered into between the parties for the purpose of jointly administering municipal elections. This Agreement contemplates basic and core election services for municipal elections, including special elections. The Borough Clerk’s Office will be primarily responsible for providing the basic and core election services as set out below. The Cities agree to pay the Borough for reasonable costs related to the election services pursuant to the fee schedule established below, or as amended by mutual written agreement of the parties. In-line with current and past practices, the Borough’s Clerk’s Office will collaborate with the City Clerk’s Offices regarding administration of municipal elections.

## 2. BOROUGH'S OBLIGATIONS

### a. Election and Ballot Programming:

- i. The Borough Clerk's Office will work with our election software vendor to program the election(s) and ballot(s) for all regular and special municipal elections.
- ii. Each City will pay an administration fee for this contracted service as set out in Section 3 below. Each City will provide final approval of ballot proofs to the Borough Clerk's Office.
- iii. Ballots shall be delivered to each City at least 15 days before each regular election and at least 10 days before each special or runoff election.

### b. Logic and Accuracy Testing

- i. The Borough Clerk's Office will ensure all ballots and equipment is tested and set for municipal elections.
- ii. Each City will pay an administration fee for this service as set out in Section 3 below.
- iii. Copies of the logic and accuracy testing will be provided to each City.

### c. Voter Pamphlet – to include Borough and Cities candidates and issues

- i. The Borough Clerk's Office will provide the Cities forms for candidate and ballot propositions submissions, and sample ballots, to be included in the Information Brochure (aka Voter Pamphlet). The completed forms will be submitted to the Borough Clerk's Office camera ready.
- ii. Each City will pay an administration fee for this service as set out in Section 3 below.

### d. Shared services for absentee voting

- i. The Borough Clerk's Office will open an absentee voting site two weeks prior to the regular election and provide for absentee voters to have access to borough and city ballots for all precincts within the borough.
- ii. This is an in-kind service; there is no administrative charge for this service.

### e. Election worker recruitment, training, and administration

- i. The Borough Clerk's Office will, in collaboration with each City, recruit, train, and provide for administration of all shared election workers, to include election judges, election officials, canvass board, election board, and any other similar terms in City or Borough codes referring to election workers. Election workers hired for a regular municipal election will be considered temporary employees of the Borough.
- ii. Each City will pay or cause to be paid an administration fee for this service as set out in Section 3 below.
- iii. For the purposes of Workers' Compensation and all other employment related matters Election Workers shall be considered temporary employees of the Borough.
- iv. Because City of Seldovia is within the Seldovia/Kachemak Bay voting precinct which is a by mail precinct for the borough, the Borough Clerk's

Office will only be responsible for hiring an absentee voting official to work on Seldovia/Kachemak elections.

f. Equipment delivery and storage

- i. The Borough Clerk's Office will provide for all necessary election equipment to be delivered to polling sites and absentee voting stations, unless specific arrangements are otherwise made with individual cities.

g. Precinct/Polling Site Rental

- i. In the event a polling site requires a rental charge, the KPB will handle all aspects of securing the site for use.
- ii. Each City will pay an administration fee for this service as set out in Section 3 below.

h. Special elections support

- i. Section 2(a) through (g) above do not apply to City special elections.
- ii. Unless specific arrangements are otherwise made with individual cities, the Borough Clerk's Office will work with our election software vendor to program ballots, provide assist the cities with their logic and accuracy testing, and provide for use of Borough election equipment for the City's special election which will include print ready artwork to printer, ballot tabulator, ADA compliant tablet, ballot printer, and ballot box per precinct for special elections conducted by a City.
- iii. Each City will pay an administration fee for this service as set out in Section 3 below. The Borough will not provide for an absentee voting site for special elections conducted by a City. Each City will pick up the Borough election equipment that it will use in its special election.

### 3. CITIES OBLIGATIONS AND FEES

- a. The Cities' respective Clerk's Office will open, organize and manage an absentee voting site two weeks prior to the regular election and provide for absentee voters to have access to borough ballots for precincts within or near the city limits. This includes maintaining the work schedules for the shared absentee election officials working at their site. Except that it is understood City of Soldotna and the KPB will share an absentee voting site at the Borough Administration Building located at 144 N. Binkley Street.
- b. The Cities' respective Clerk's Office will provide all candidate information and proposition language to the Borough Clerk's Office in order to accommodate within the set timelines for ballot programming and voter pamphlet information.
- c. By signing this Agreement, Cities consent to the following fee schedule:

<u>Service</u>	<u>Cost</u>	<u>Description</u>
Ballot Programming	\$500 per regular election	See description of services in 2(a) above.
Logic and Accuracy Testing	\$100 per regular election	See description of services in 2(b) above.

Voter Pamphlet	\$100 per page	See description of services in 2(c) above.
Shared services for absentee voting	No charge, in kind service provided	See description of services in 2(d) above.
Election worker recruitment, training, and administration	50% of wages and employer's share of FICA for all election officials working at polling locations within city's jurisdiction.	Wages are based on the current election worker hourly rate as set by the Division of Elections  See description of services in 2(e) above.
Equipment delivery and storage	No charge	See description of services in 2(f) above.
Precinct rental or lease fees	50/50, with a maximum charge to the city of \$50 if charged by the site	See description of services in 2(g) above.
City's Special Elections	<del>\$1500 flat rate</del> <u>Actual costs billed by election software vendor.</u>	See description of services in 2(h) above.

#### 4. ELECTION WEBPAGES AND LOCAL INFORMATION

The parties agree that the Borough and each City shall continue to maintain, with each party continuing to bear respective associated costs, its own election webpage and other information items regarding municipal elections.

#### 5. WITHDRAWAL

- a. If the Borough or a City wants to withdraw from agreement They must provide 4 months' written notice.
- b. The Borough or a City cannot cancel or terminate this agreement within 90 days of the regular municipal election.

#### 6. TERM OF AGREEMENT

This Agreement shall be in effect for five (5) years beginning \_\_\_\_\_, 2020~~4~~ and terminating \_\_\_\_\_, 2025. This Agreement is eligible for two (2) 5-year renewals by mutual written consent of the parties.



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170 **7. CITY AND KPB CODE AND STATE LAW**  
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172 This Agreement does not supersede any City or KPB code or state law. If a provision of  
173 this Agreement conflicts with KPB or City code or state law, the respective code and state  
174 law controls.  
175

176 **8. WORKERS' COMPENSATION; LIABILITY INSURANCE**  
177

178 Each Party shall be responsible for the purchase and maintenance of minimum insurance  
179 coverage as specified in paragraphs (a) and (b) of this section. Insurance coverage shall be  
180 in acceptable form, and for the amounts specified by the Borough, or as required by law,  
181 whichever is greater.

182 Insurance coverage shall remain in effect for the life of this Agreement, and any extensions  
183 thereto. This insurance shall be primary.

184 a. Commercial general/automobile liability insurance of not less than \$1,000,000  
185 combined single limit bodily injury and property damage per occurrence.

186 b. Worker's Compensation and Employer's Liability insurance shall be provided  
187 for all employees and volunteers as per Alaska State Statutes.  
188

189 **9. DEFAULT**  
190

191 Failure of either party to fully perform its obligations under the terms of this Agreement  
192 will constitute a default. If default is not cured, within 30 days, by full performance under  
193 this Agreement, then the non-defaulting party may immediately terminate the Agreement  
194 by delivering written notice to the defaulting party.  
195

196 **10. AMENDMENT OF AGREEMENT**  
197

198 This Agreement may only be modified or amended by written agreement of the parties.  
199

200 **11. COUNTERPARTS; ELECTRONIC SIGNATURE**  
201

202 This Agreement may be executed in counterparts and may be executed by way of facsimile  
203 or electronic signature in compliance with AS 09.80, each of which when so executed shall  
204 constitute an original and all of which together shall constitute one and the same  
205 instrument.  
206

207 **12. ENTIRE AGREEMENT**  
208

209 This Agreement constitutes the entire agreement between the parties. There are no other  
210 understandings or agreements between the parties, either oral or memorialized in writing  
211 regarding the matters addressed in this Agreement. The parties may not amend this

Agreement unless agreed to in writing with both parties signing through their authorized representatives.

### 13. SAVINGS CLAUSE

If any provision of this Agreement shall be invalidated on any ground by any court of competent jurisdiction, then the invalidated provision shall remain in force and effect only to the extent not invalidated and the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

### 14. OBLIGATIONS

All of the Borough's and the Cities obligations as specified in Sections 1 and 2 are subject to lawful appropriations, if necessary, for the specific purpose of carrying out the Borough and City's obligations.

**KENAI PENINSULA BOROUGH**  
**144 N BINKLEY STREET**  
**SOLDOTNA, AK 99669**

By: ~~Charlie Pierce~~ Peter A. Micciche, Mayor

Date: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

~~John Blankenship~~ Michele Turner, Borough Clerk  
Attorney

Sean Kelley, ~~Deputy~~ Borough

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248 **KACHEMAK CITY**  
249 **59906 BEAR CREEK DR.**  
250 **HOMER, AK 99603**  
251

252 \_\_\_\_\_

253 By: \_\_\_\_\_,

254 Date: \_\_\_\_\_

255

256 ATTEST:

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258 \_\_\_\_\_

259 ~~Erica Fitzpatrick~~ Lauri Wallace, City Clerk

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263 **CITY OF KENAI**  
264 **210 FIDALGO AVE.**  
265 **KENAI, AK 99611**

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269 By: ~~Paul Ostrander~~ Terry Eubank, City Manager

270 Date:

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273 ATTEST:

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277 ~~Jamie Heinz~~ Shellie Saner, City Clerk

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279 CITY OF HOMER  
280 491 E. PIONEER AVE.  
281 HOMER, AK 99603  
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284 \_\_\_\_\_  
285 By: ~~Rob Dumouchel~~ Melissa Jacobsen, Acting City Manager  
286 Date: \_\_\_\_\_

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288 ATTEST:  
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291 \_\_\_\_\_  
292 ~~Melissa Jacobsen~~ Renee Krause, Deputy Acting City Clerk  
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296 CITY OF SELDOVIA  
297 PO DRAWER B  
298 SELDOVIA, AK 99663  
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301 By: ~~\_\_\_\_\_~~ Heidi Geagel, City Manager  
302 Date: \_\_\_\_\_  
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305 ATTEST:  
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309 ~~Heidi Geagel~~ Elizabeth Diamant, City Clerk  
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327 CITY OF SEWARD  
328 PO BOX 167  
329 SEWARD, AK 99664

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331 By: ~~\_\_\_\_\_~~ Kat Sorensen, City Manager  
332 Date: \_\_\_\_\_  
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335 ATTEST:  
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339 ~~Brenda Ballou~~ Kris Peck, City Clerk  
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360 **CITY OF SOLDOTNA**  
361 **177 N BIRCH ST.**  
362 **SOLDOTNA, AK 99669**

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366 By: ~~Stephanie Queen~~Janette Bower, City Manager

367 Date: \_\_\_\_\_

368

369 ATTEST:

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373 ~~Shellie Sauer~~Johni Blankenship, City Clerk

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# MEMORANDUM

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**Resolution 24-085, A Resolution of the City Council of Homer, Alaska, Awarding the Contract to Beachy Construction of Homer, Alaska for the Paintbrush Booster Pump Station Upgrade Project in the Amount of \$276,300 and Authorizing the City Manager to Execute the Appropriate Documents.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 31, 2024  
**From:** Leon Galbraith, P.E., City Engineer  
**Through:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, City Manager

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**Background:**

The FY24/25 Capital Budget included \$250,000 to upgrade the Paintbrush Booster Station. A booster station is a pump that “boosts” or increases the water pressure in a water main that is below the desired water service pressure for a residential household.

A couple of years ago the pump in the Paintbrush Booster Station failed, leaving over a dozen homes located on Paintbrush Street without water. The problem identified was a burned out relay switch, which was so old that replacement parts were not available. The staff salvaged parts from other repair projects and found a relay switch that fit and water service was able to be restored. This experience identified to the Public Works Department (PWD) that the Paintbrush Booster Station was in need of a more comprehensive upgrade as soon as possible.

The City contracted with RESPEC, an engineering company with staff in Homer, to help the City design and estimate the costs of a complete upgrade to the Paintbrush Booster Station. RESPEC provided an engineer’s construction cost estimate prior to the project bidding. The engineer’s construction cost estimate was conducted prior to a more comprehensive upgrade to the control system for the Paintbrush Booster Station was added to the project.

The more comprehensive control system upgrade was identified by PWD staff and the City’s vendor who designed and maintains the control system for the water treatment plant and water distribution system. The additional costs for the controls was not factored into the Engineer’s original estimate. The updated control system is necessary and will increase the systems reliability, and reduce the frequency of overtime call outs to respond and restore proper function to the Paintbrush Booster Station.

At the completion of the competitive bidding process, the PWD received one bid of \$276,300 from Beachy Construction of Homer, Alaska.

**Recommendation:**

The PWD has considered the unique nature of this project, the proprietary water control systems and long lead time needed, and the inflationary environment we are still functioning in and recommends City Council approve awarding this project to Beachy Construction of Homer, Alaska in the amount of \$276,300.

**CITY OF HOMER  
HOMER, ALASKA**

City Clerk/  
Public Works Director

**RESOLUTION 24-085**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
AWARDING THE CONTRACT TO BEACHY CONSTRUCTION OF  
HOMER, ALASKA FOR THE PAINTBRUSH BOOSTER PUMP  
STATION PROJECT IN THE AMOUNT OF \$276,300 AND  
AUTHORIZING THE CITY MANAGER TO EXECUTE THE  
APPROPRIATE DOCUMENTS.

WHEREAS, In accordance with the Procurement Policy, the Invitation to Bid was  
advertised in the Homer News on May 16, 23, 2024; the Anchorage Daily News on May 19, 2024;  
sent to three in-state plans rooms, and posted on the City of Homer website; and

WHEREAS, A Pre-Bid meeting was held on Wednesday, May 29, 2024 and all registered  
plan holders attended; and

WHEREAS, Two addendums were issued in response to plan holder questions, one bid  
was received and determined to be responsive to the needs of the city; and

WHEREAS, This award is not final until written notification is received by the firm from  
the City of Homer; and

WHEREAS, This award is contingent on the adoption of Ordinance 24-33.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby  
awards the contract for the Paintbrush Booster Pump Station Project to the firm of Beachy  
Construction of Homer, Alaska for \$276,300.00 and authorizes the City Manager to execute  
appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 12<sup>th</sup> day of August, 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

42 ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

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47 Fiscal Note: Ordinance 23-23(A-3) \$250,000; Ordinance 24-33 \$73,300

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 24-086**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
CONFIRMING THE CITY MANAGER'S APPOINTMENT OF JULIE  
ENGBRETSSEN AS THE ACTING CITY MANAGER THROUGH  
DECEMBER 31, 2024.

WHEREAS, Melissa Jacobsen has been confirmed as City Manager by City Council in  
Resolution 24-080; and

WHEREAS, Homer City Code 2.04.010(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 2.04.010(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 the COVID-19 pandemic have  
highlighted a need for an order of succession beyond the Acting City Manager appointment  
required by Homer City Code 2.04.010(b).

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council that Julie Engebretsen  
is hereby appointed by City Manager Jacobsen and confirmed by the Homer City Council to  
serve as Acting City Manager in the City Manager's absence through December 31, 2024.

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. Police Chief Mark Robl
2. Port Director Bryan Hawkins
3. Special Projects and Communications Coordinator Jenny Carroll
4. Finance Director Elizabeth Fischer

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 12<sup>th</sup> day of August,  
2024.

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CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

Fiscal Note: N/A



# MEMORANDUM

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**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** August 7, 2024  
**From:** Julie Engebretsen, Community Development Director  
**Through:** Melissa Jacobsen, City Manager

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## Background

Ordinance 23-02(A) appropriated \$70,000, authorized the purchase of a parcel in the Bridge Creek Watershed Protection District, and the replatting of property lines to vacate an unused right of way. The ordinance included funds for the land purchase and the replatting. There is an adjacent land owner, Jay Farmwald, who will also benefit from the replatting. He has offered to split the replat costs with the City, up to \$5,000.

Staff requested bids from two firms that have a term contract agreement with the City. The bids were very close, with Seabright being slightly less expensive, and preferred under the local bidder preference in the procurement manual. Mr. Farmwald also agreed with this firm selection. Platting and right of way vacation will be complete in the next 8-12 months.

Of the original \$70,000 authorized, there is approximately \$14,000 remaining to cover the survey and recording costs. The task order not to exceed budget is \$12,500, and the adjacent land owner intends to contribute up to \$5,000. At the conclusion of this project, staff anticipates returning approximately \$6,500 to the Land Fund.

## RECOMMENDATION:

Authorize the task order by adoption of the resolution

## Attachments

Ordinance 23-02(A)

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Community Development Director

**RESOLUTION 24-087**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
AUTHORIZING ISSUANCE OF A TASK ORDER TO SEABRIGHT  
SURVEY & DESIGN IN THE NOT-TO-EXCEED AMOUNT OF \$12,500  
TO REPLAT CITY AND PRIVATE PROTERTY IN THE BRIDGE CREEK  
WATERSHED PROTECTION DISTRICT AND AUTHORIZING THE CITY  
MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE  
DOCUMENTS.

WHEREAS, City Council awarded term contracts to multiple surveying companies at the  
regular meeting on May 9, 2022 via Resolution 22-037; and

WHEREAS, Seabright Survey & Design was requested to submit a proposal to provide  
right of way vacation and replatting services on the Bridge Creek Replat project because they  
are located in Homer and have been working with the City; and

WHEREAS, Seabright Survey & Design proposed to provide all-inclusive services for the  
not-to-exceed price of \$12,500.

NOW THEREFORE BE IT RESOLVED that the Homer City Council hereby authorizes  
issuance of a Task Order to Seabright Survey and Design in the Not-To-Exceed amount of  
\$12,500.

PASSED AND ADOPTED by the Homer City Council this 12<sup>th</sup> day of August, 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

Fiscal note: Reference Ordinance 23-02(A)



CITY OF HOMER  
HOMER, ALASKA

Aderhold

ORDINANCE 23-02(A)

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
AMENDING THE FY23 CAPITAL BUDGET BY APPROPRIATING AN  
AMOUNT NOT TO EXCEED \$70,000 ~~DIVIDED EQUALLY BETWEEN~~  
~~THE HOMER ACCELERATED ROADS AND TRAILS (HART) TRAILS~~  
~~FUND AND~~ **FROM** THE LAND RESERVES TO PURCHASE A 4.53 ACRE  
PARCEL IN THE BRIDGE CREEK WATERSHED PROTECTION  
DISTRICT.

WHEREAS, Acquiring land in the Bridge Creek Watershed allows for protection to the  
City's water quality and quantity; and

WHEREAS, Lot 6, Bridge Creek Cooperative Subdivision is adjacent to two lots recently  
purchased by the City with Ordinance 22-01 and is a location where a trailhead can be created  
to access to the many acres surrounding the reservoir that are owned by the City; and

WHEREAS, The City will work with the neighboring property owner to complete a  
platting action to vacate the cul-de-sac that crosses a tributary to Bridge Creek; and

WHEREAS, This ordinance includes funds to purchase the land, including closing costs,  
and funds for the platting action.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The FY23 capital budget is hereby amended by appropriating not more than  
\$70,000 ~~divided equally between the HART Trails fund and~~ **from** the Land Reserves for the  
purchase of T6S R13W SEC4 Seward Meridian HM0810005 Bridge Creek Cooperative  
Subdivision Lot 6 as follows:

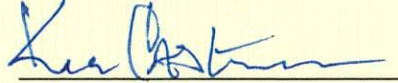
<u>Fund</u>	<u>Description</u>	<u>Amount</u>
150	Land Reserves	\$35,000 <b>\$70,000</b>
<del>165</del>	<del>HART Trails</del>	<del>\$35,000</del>

Section 2. The City Manager is hereby authorized to negotiate and execute the  
appropriate documents for the purchase of the property and to engage in the necessary  
platting action with the neighboring property owner to vacate the cul-de-sac that abuts  
subdivision lots 7, 6, 2 and 3.

Section 3. This is a budget amendment ordinance and shall not be codified.

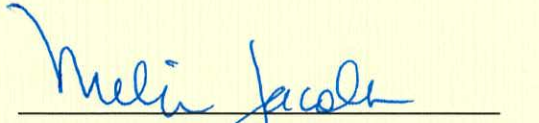
ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA THIS 13<sup>th</sup> day of February, 2023.

CITY OF HOMER



KEN CASTNER, MAYOR

ATTEST:

  
MELISSA JACOBSEN, MMC, CITY CLERK

YES: 6

NO: 0

ABSENT: 0

ABSTAIN: 0

First Reading: ~~1-23-23~~ 1-9-23

Public Hearing: ~~2-1-23~~ 1-23-23 + 2-13-23

Second Reading: 2-13-23

Effective Date: 2-14-23





# MEMORANDUM

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**Resolution 24-088, A Resolution of the City Council of Homer, Alaska Requesting the Alaska Municipal League Take up the Issue of Municipal Requirements to Publish as Defined in Alaska Statutes 29.71.800 to Include Allowance for Web Based Public Notice. Erickson/Davis.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** August 7, 2024  
**From:** Council Member Erickson

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Council,

The past few months we have had issues with the “noticing” of issues on our agenda causing us to postpone acting on them. Making government not as efficient, especially in matters of imminent importance.

Melissa and I have been working on a draft ordinance and Attorney Gatti has recommended that we request AML address this issue. While our ordinance is very good, and prepared for your decision, we do not want it to be challenged against state law.

The legislature had one in place at the end of the session, but many amendments came up and it was dropped at the last minute.

This resolution will address Attorney Gatti’s concern, and give AML the ability to talk about it as many communities are in the same situation. Hopefully, if they take this on, we will be able to move forward in getting our ordinance in place to allow us to notice effectively with the tools that are being used today and in the future.

**RECOMMENDATION:** Adopt this resolution and forward a copy to AML Executive Director Nils Andreassen, Senator Gary Stevens, and Representative Sarah Vance.

**CITY OF HOMER  
HOMER, ALASKA**

Erickson/Davis

**RESOLUTION 24-088**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
REQUESTING THE ALASKA MUNICIPAL LEAGUE TAKE UP THE  
ISSUE OF MUNICIPAL REQUIRMENTS TO PUBLISH AS DEFINED IN  
ALASKA STATUTES 29.71.800 TO INCLUDE ALLOWANCE FOR WEB  
BASED PUBLIC NOTICE.

WHEREAS, The Alaska Municipal League (AML) is a statewide non-partisan organization  
that advocates for cities and boroughs across the state; and

WHEREAS, As seen on their website, AML's advocacy is based on their Articles of  
Incorporation, to secure general and municipal legislation at the state and federal levels which  
will be beneficial to the municipalities and inhabitants thereof, and to oppose legislation  
injurious thereto; and

WHEREAS, Alaska Statutes (AS) Title 29 addresses municipal government and  
mandates many of the procedures that apply to municipalities; and

WHEREAS, There are a myriad of actions and processes that municipalities engage in  
that require public notice including public meetings, public hearings, elections, assessment  
districts, property taxes, and land sales, to name a few; and

WHEREAS, AS Title 29 mandates that public notices be published and section 29.71.800  
(18) states "published" means appearing at least once in a newspaper of general circulation  
distributed in the municipality or, if there is no newspaper of general circulation distributed in  
the municipality, posting in three public places for at least five days; and

WHEREAS, As newspapers throughout the state are reducing their physical paper  
publication dates or fail to publish public notices due to staff shortage it inhibits a  
municipalities governing body's ability to take action at their regularly scheduled meetings;  
and

WHEREAS, Many newspapers now publish online and municipalities publish public  
notices on their websites, a format that is becoming a common way the public accesses their  
information; and

WHEREAS, It would be of great service to all Alaska municipalities for section 29.71.800  
(18) "published" be amended to include allowance for online public notice to achieve public  
notice requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby requests the Alaska Municipal League take up the issue of municipal requirements to publish as defined in Alaska statutes 29.71.800 to include allowance for online publication.

PASSED AND ADOPTED by the Homer City Council this 12th day of August, 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

Fiscal Note: N/A

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Fiscal information: Budgeted or unbudgeted. Account No or other where funds are coming from and amounts. Note things such as grant is pending or applied for, funding not defined, etc. Staff and office supply impact. Advertising costs. Associated attorney fees unknown at this time. If the fiscal note is stated in the backup Memorandum it's okay to say: Fiscal Note: See Memorandum #-#.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Finance Director

**RESOLUTION 24-089**

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

WHEREAS, Melissa Jacobsen was appointed as City Manager via Resolution 24-080; and

WHEREAS, Julie Engebretsen was confirmed as Acting City Manager via Resolution 24-086.

NOW, THEREFORE, BE IT RESOLVED by the City Council 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:

KEN CASTNER, MAYOR  
RACHEL LORD, MAYOR PRO-TEMPORE  
MELISSA JACOBSEN, CITY MANAGER  
JULIE ENGBRETSSEN, ACTING CITY MANAGER  
ELIZABETH FISCHER, FINANCE DIRECTOR/TREASURER  
JENNA DELUMEAU, DEPUTY TREASURER

PASSED AND ADOPTED by the City Council of Homer, Alaska this 12<sup>th</sup> day of August, 2024.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

Fiscal Note: N/A





J&H Consulting

End of Session  
Legislative Update  
for City of Homer  
August 2024



# OPERATING AND CAPITAL BUDGETS:



On June 28, Governor Dunleavy signed HB 268, the operating budget bill, HB 270, the Mental Health appropriations bill, and SB 187, the capital budget bill.



Agency Operations increased by \$167.3 million (3.8%) UGF from FY24 to FY25, while Statewide Items increased by \$53.3 million (15.4%).



In the 2023 session, capital appropriations across FY23 and FY24 totaled \$377.2 million UGF, while in the 2024 session, capital appropriations across FY24 and FY25 totaled \$457.2 million UGF an increase of \$80.0 million (21.2%).



Based on the Spring 2024 forecast, both the FY24 and FY25 budgets are projected to have surpluses (\$128.8 million and \$146.5 million, need an average of \$73 per barrel to balance the budget.

# OPERATING AND CAPITAL BUDGETS::

The Homer Harbor Expansion GIS is fully funded at \$288,533, Harbor Matching funds, community assistance and community jails were all funded. Governor Dunleavy issued about \$232M in vetoes, leaves a \$150M surplus. The reason given for the vetoes is to preserve general funds for savings and fiscal stability.

- ❖ \$15M for short-term nursing facility
- ❖ \$10M seafood marketing
- ❖ \$9M for critical minerals mapping
- ❖ \$4M UA's drone program and other UA requests
- ❖ \$5.4 million UGF was vetoed from the effort to achieve research tier 1 status.
- ❖ \$720,000 was vetoed from vocational training programs for inmates including an expansion of a welding program and a stove repair program
- ❖ \$13.8 million in campus maintenance projects vetoed throughout the University of Alaska System.
- ❖ \$10 million of cruise ship head tax receipts to build out near-shore power facilities to reduce cruise ship emissions.
- ❖ \$4.2 million from three separate behavioral and mental health facilities projects.
- ❖ \$9.5 million from four renewable energy and energy efficiency projects.
- ❖ \$19.4 million UGF in housing development and homeless assistance projects.

# OPERATING AND CAPITAL BUDGETS:

- ❖ \$1 million UGF vetoed from projects at five senior centers in Fairbanks and Kenai.
- ❖ \$7.4 million UGF vetoed from 25 different trail and park development and maintenance projects.
- ❖ \$1.2M public radio \$
- ❖ \$20M Community Assistance Deposit
- ❖ \$10M backstop funding for AMHS but leaves \$10M
- ❖ \$1.25M AML grant assistance
- ❖ AEA Round 16 reduced by \$3.6 million but retains \$10.5 million.

On the good news front, the \$680 per student increase to K12 funding (\$174M) was not vetoed nor was the funding for major maintenance and construction projects at \$63M! However, he did veto \$5.2M for K-3 reading, \$820,000 for the Parents as Teachers Program, and \$11.8M for the federal maintenance of equity issues. He also vetoed \$11.1M in rural broadband assistance grants but that still leaves \$21M in funding for grants. He also cut funding for Mt. Edgecumbe High School Students to travel home and \$2.8M roof replacement for the Edgecumbe dorm roof.

# Vetoes Homer/Kenai Areawide:

- ▶ Kenai Areawide Funny River Community Association - Community Center Outside Toilets (10.0)
- ▶ Homer Electric Association, Inc. - Mt. St. Augustine Geothermal Exploration (700.0)
- ▶ Homer Society Of Natural History, Inc. - Roof System Replacement Project (250.0)
- ▶ Kenai - Lift Station Phase 1 Supplement (300.0)
- ▶ Kenai - Senior Center Canopy Roof Repair (50.0)
- ▶ Kenai - Street Lighting Improvements (400.0)
- ▶ Kenai - Water & Sewer Operator Truck (65.0)
- ▶ Kenai - Water & Sewer Operator Truck 3/4 Ton (80.0)
- ▶ Kenai Peninsula Borough - Improve Substandard Roads (700.0)
- ▶ Kenai Peninsula Borough - Solid Waste Department - Transfer Site Improvements (500.0)
- ▶ Nikiski Senior Citizens, Inc. - Senior Shores Senior Housing Septic Installation (65.0)
- ▶ Snowmads, Inc. - Caribou Lake Trail Access Mats for Wetlands (76.0)
- ▶ Soldotna - Soldotna Regional Sports Complex Conference Room Expansion Design (690.0)
- ▶ Sterling Area Senior Citizens Inc. - Sterling Senior Center & Moose River Manor Septic Replacement (130.0) -

# Bills:

Just starting to sign them. The big crime bill HB 66 signed.

- It increases the penalty for distributing fentanyl or methamphetamine that directly results in death. It will increase the crime from manslaughter to second degree murder.
- It closes a gap between our criminal justice system and our behavioral health system when a person is incompetent to stand trial and should be committed to the Alaska Psychiatric Institute. ([SB 53](#) by Sen. Claman)
- It ensures that out-of-state sex offenders who move to Alaska must register in Alaska ([SB 65](#) by the governor)
- It changes the term "child pornography" to "child sexual abuse material." ([HB 265](#) by Rep. Sarah Vance)
- Establishes the crime of assault in the presence of a child as a class A misdemeanor ([HB 11](#) by Rep. Andy Josephson) **Added on floor as amendment.**
- The bill allows police officers to summarize crime-victim statements in grand-jury proceedings. ([SB 65](#) by the governor)
- The bill directs the state to examine why minority groups are overrepresented in state prisons and make recommendations to reduce the number of people who commit crimes after being released from prison. *Hoffman added language regarding Alaska Natives only in Senate Finance. Floor amendment by Sen. Wilson added other minority groups.*
- A bipartisan compromise made it a Class B felony to induce someone into sex trafficking by withholding drugs or a passport. Floor amendment <sup>6</sup>

# Bills:

HB 148: The bill started as just the Alaska Performance Scholarship program. The bill amends the qualification criteria for an Alaska Performance Scholarship applicant by adding career and technical education (CTE) to the academic curriculum considered for a scholarship and creates career clusters where CTE credits can be substituted for core classes. For the postsecondary level, this bill raises the award amounts for all three levels to keep up with inflation and removes the requirement for a college entrance exam. Additionally, the eligibility period for receiving the scholarship is extended from six to eight years.

► *Added to the bill was HB 55 the Alaska Technical and Vocational Education Program (TVEP) funding bill and the extension of the education tax credit. The legislation permanently eliminates the sunset date, changes some funding allocations for grant distributions and adds additional grantees under AS 23.15.835(d) for the Alaska Technical and Vocational Education Program (TVEP). The state unemployment tax paid by employers and workers to fund training was increased from .16% to .25% which offsets the addition of new grantees.*

► *Added to the bill was HB 144 and SB 120 which expands the education tax credit to include donations made to nonprofit resource centers that support academic achievement in grades 9 through 12 for curricula and competition. The new provisions take effect July 1, 2024. This bill also increases the credit limit from \$1 million to \$3 million annually per taxpayer. The bill extends the sunset provisions to January 1, 2029.*

# Bills:

- ▶ HB 104: Expedites timber sales on state lands.
- ▶ HB 233: Addresses warranty work on vehicles.
- ▶ HB189: Bill expands the income threshold for families who can receive childcare assistance, and it allows corporations to claim tax credits for investing in childcare. Estimates are that an additional 18,000 Alaska kids under 12 will meet the new criteria costing an additional \$5.6 million per year.
- ▶ HB 237: Allows temporary permits for nurses renewing their lapsed licenses.
- ▶ HB 155: Establishes a Military Affairs Commission in the Governor's Office.

# POLITICAL LANDSCAPE:



Election year: House 9 are unopposed Reps. Story, Himschoot, Hannan, Fields, Saddler, Johnson, Prax, Rauscher, Tilton. Six open seats: Reps. McKay, Ortiz, Shaw, Carpenter, Armstrong, and Cronk.

14 seats are complicated/contested: Reps. Vance, Rufferidge, Johnson, Coulombe, Josephson, Groh, Mears, Wright, Eastman, Sumner, Diebert, McCormick, Foster, and Baker

House is too close to call for organization. Senate even if numbers shift the majority coalition is likely to hold but might be a smaller majority (Sens. Kawaski, Bjorkman, Bishop). Primary August 20<sup>th</sup>.



# Working together:

- ▶ Increased awareness and understanding of the statewide benefits of the Homer Harbor Expansion Project at both the state and federal level and other Homer needs (spit erosion, bathroom, HERC building)
- ▶ New start hurdle cleared for port working with federal delegation and Army Corp
- ▶ Last several years continuous state GIS funding that hasn't been vetoed. Also increased community jails funding, community assistance and Harbor Matching grants funded
- ▶ Federal GIS funding continuing and issues resolved over funding in FY 24
- ▶ Increased communication and cooperation with key state and federal players
- ▶ Great Washington, DC trip: Homer Harbor Critical Float Replacement \$1.54 mil. and \$1.42 mil. for a climate resiliency plan and coastal erosion mitigation measures for the Homer Spit
- ▶ Juneau legislative trips - several a year
- ▶ Monthly updates with Homer team more starting November through session



# **Quyanaqpak and Taikuu Working together to advance the priorities of the City of Homer**



# MEMORANDUM

---

**Ordinance 24-31, An Ordinance of the Homer City Council Adopting the 2024 Homer Transportation Plan, Amending the Homer Comprehensive Plan to include the Transportation Plan and Recommending Adoption by the Kenai Peninsula Borough.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 10, 2024  
**From:** Julie Engebretsen, Community Development Director  
**Through:** Melissa Jacobsen, City Manager

---

## Introduction

The City of Homer contracted with Kinney Engineering to update the Transportation Plan (ordinance 22-38). The new document is a major update to the 2005 Homer Area Transportation Plan and the Homer Non-Motorized Transportation and Trails Plan. This 2024 Homer Transportation Plan replaces both of those documents as part of the Homer Comprehensive Plan.

After consultation with appropriate City Departments, Commissions, Committees, and gathering extensive public input, the new plan was drafted and submitted to the Planning Commission. The Commission held a public hearing on May 1, 2024, reviewed the plan made minor edits and recommended approval.

After Council approval, the plan will be submitted to the Kenai Peninsula Borough Planning Commission and Assembly for review and adoption. The City of Homer holds zoning powers as delegated by the Kenai Peninsula Borough, but the Borough has retained area wide planning powers. Therefore, Borough approval is required as the final step in adoption.

## Recommendation:

Introduce the ordinance, conduct a public hearing at the first Council meeting in August, and make a recommendation of adoption to the Kenai Peninsula Borough.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**ORDINANCE 24-31**

AN ORDINANCE OF THE HOMER CITY COUNCIL ADOPTING THE 2024 HOMER TRANSPORTATION PLAN, AMENDING THE HOMER COMPREHENSIVE PLAN TO INCLUDE THE TRANSPORTATION PLAN AND RECOMMENDING ADOPTION BY THE KENAI PENINSULA BOROUGH.

WHEREAS, The Kenai Peninsula Borough as a Second Class Borough shall provide for planning on an area wide basis in accordance with AS 29.40; and

WHEREAS, As provided in Kenai Peninsula Borough Code 21.01.025, cities in the Borough requesting extensive comprehensive plan amendments may recommend to the Kenai Peninsula Borough Planning Commission a change to the city comprehensive plan; and

WHEREAS, The City of Homer has prepared an extensive comprehensive plan update in the form of the 2024 Homer Transportation Plan; and

WHEREAS, The 2024 Homer Transportation plan will guide the development motorized and non-motorized transportation for the City of Homer; and

WHEREAS, City of Homer Commissions participated in the plan creation and provided comments; and

WHEREAS, There was extensive public participation, including a yearlong focus of the grass roots group Homer Drawdown and a survey that included over five hundred responses; and

WHEREAS The Homer Planning Commission conducted a public hearing on May 1, 2024 and recommended approval by the Kenai Peninsula Borough; and

WHEREAS, The Homer City Council, based upon the recommendation of the Homer Planning Commission, recommends that the Kenai Peninsula Borough Planning Commission and Assembly adopt the 2024 Homer Transportation Plan.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The 2024 Homer Transportation Plan is hereby adopted as an element of the City of Homer Comprehensive Plan, superseding the 2004 Homer Non-Motorized Transportation and Trails Plan and the 2005 Homer Area Transportation Plan.

Section 2. The previously adopted Homer Master Roads and Streets Plan (1986), and the Homer Town Center Development Plan (2006), Homer Spit Plan (2010) and the Homer Comprehensive Plan (2018) remain part of the Homer Comprehensive Plan.

Section 3. Subsection (b) of Homer City Code 21.02.010, Comprehensive Plan—Adoption, is amended to read as follows:

b. The following documents, as initially approved and subsequently amended, are adopted by reference as comprising the Homer Comprehensive Plan.

1. Homer Comprehensive Plan (2018)
2. Homer Master Roads and Streets Plan (1986)
3. Homer Non-Motorized Transportation and Trail Plan (2004)
4. Homer Area Transportation Plan (2005)
5. Homer Town Center Development Plan (2006)
6. Homer Spit Plan (2010)

Section 4. The City hereby recommends that the Kenai Peninsula Borough Planning Commission and Assembly adopt the 2024 Homer Transportation Plan as extensive comprehensive plan amendments under Kenai Peninsula Borough Code 21.01.025, and as an element of the Official Borough Comprehensive Plan within the City of Homer planning area of the Borough.

Section 5. Sections 1 through 3 of this ordinance shall take effect upon the adoption of the 2024 Homer Transportation Plan by the Kenai Peninsula Borough Assembly. The remainder of this ordinance shall take effect upon its adoption by the Homer City Council.

Section 6. Section 3 of this ordinance is of a permanent and general character and shall be included in the city code. The remainder of this ordinance is not of a permanent nature and is a non-code ordinance.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of August, 2024.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

87  
88 YES:  
89 NO:  
90 ABSTAIN:  
91 ABSENT:  
92  
93 First Reading:  
94 Public Hearing:  
95 Second Reading:  
96 Effective Date:

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**ORDINANCE 24-31(S)**

AN ORDINANCE OF THE HOMER CITY COUNCIL ADOPTING THE 2024 HOMER TRANSPORTATION PLAN, AMENDING THE HOMER COMPREHENSIVE PLAN TO INCLUDE THE TRANSPORTATION PLAN AND RECOMMENDING ADOPTION BY THE KENAI PENINSULA BOROUGH.

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- ~~3. Homer Non-Motorized Transportation and Trail Plan (2004)~~
- ~~4.3.~~ 3. Homer ~~Area~~ Transportation Plan (~~2005~~ 2024)
- ~~5.4.~~ 4. Homer Town Center Development Plan (2006)
- ~~6.5.~~ 5. Homer Spit Plan (2010)

Section 4. The City hereby recommends that the Kenai Peninsula Borough Planning Commission and Assembly adopt the 2024 Homer Transportation Plan as extensive comprehensive plan amendments under Kenai Peninsula Borough Code 21.01.025, and as an element of the Official Borough Comprehensive Plan within the City of Homer planning area of the Borough.

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ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of August, 2024.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK



87  
88 YES:  
89 NO:  
90 ABSTAIN:  
91 ABSENT:  
92  
93 First Reading:  
94 Public Hearing:  
95 Second Reading:  
96 Effective Date:

# Transportation Plan

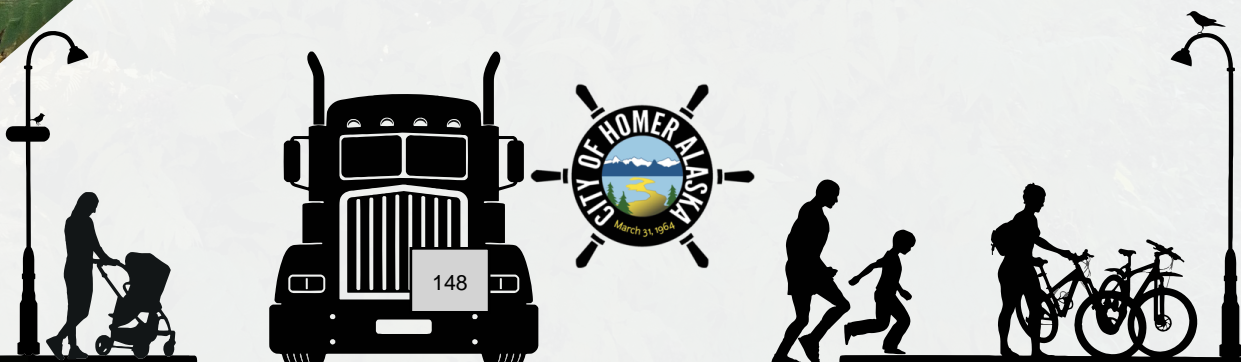
June 2024



Prepared For:  
**City of Homer**

Prepared By:  
**Kinney Engineering, LLC**

3909 Arctic Blvd, Ste 400  
Anchorage, AK 99503  
907-346-2373  
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# Introduction





The City of Homer is the largest city on the southern Kenai Peninsula and serves as a central hub for goods and services for nearby communities. Within the city limits, Homer has a population of about 5,719; however, an estimated 12,200 individuals reside within a 15-mile radius of Homer. With the arrival of seasonal residents and visitors during tourist season, the community experiences significant increases in vehicular traffic.

This **Homer Transportation Plan** presents the goals and objectives for the Homer transportation network and describes policies, actions, and projects

that will help to achieve those goals over the next 20 years. The Transportation Plan falls under the umbrella of the Homer Comprehensive Plan which looks at land use and development throughout the City and provides a broad overview on the interaction between land use and transportation. This Transportation Plan will provide additional detail regarding the transportation network and will support the City’s land use and development goals. *Table 1* presents previous City of Homer plans that relate to the transportation plan and *Table 2* presents pending and ongoing projects.

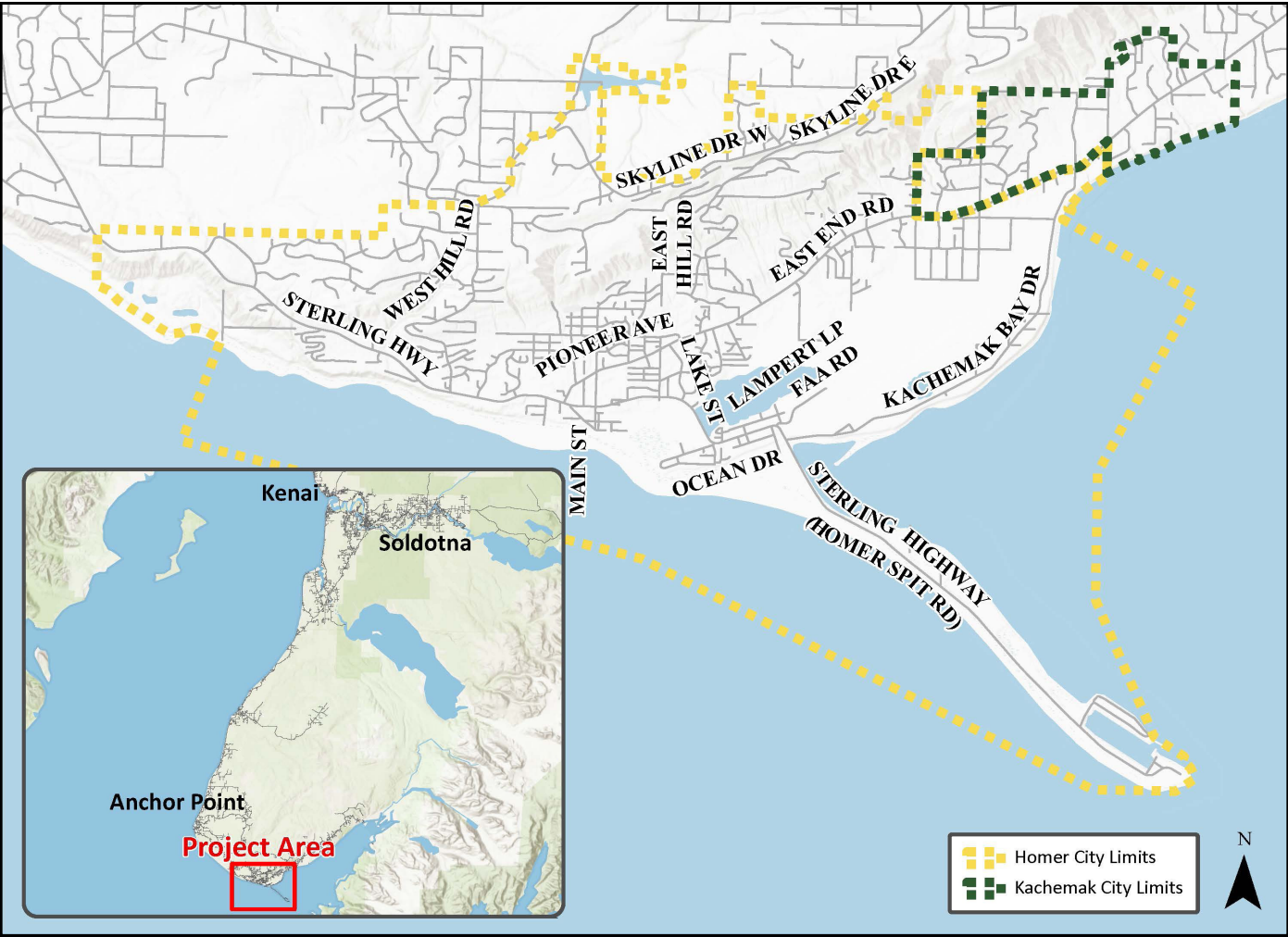


Figure 1: Homer Vicinity Map

RELATED PLANS	DESCRIPTION
<b>City of Homer Non-Motorized Transportation and Trails Plan 2022 Implementation Plan (2022)</b>	Guides the development of a non-motorized network in Homer.
<b>Green Infrastructure – Storm Water Management Plan (2021)</b>	Examines the benefits of integrating green infrastructure for stormwater mitigation.
<b>Homer Spit Parking Study (2021)</b>	Examines parking concerns on the Homer Spit and makes suggestions for improvements.
<b>All-Hazard Mitigation Plan (2018)</b>	Outlines actions taken during hazardous situations, including tsunami evacuation routes.
<b>Homer Comprehensive Plan (2018)</b>	Establishes goals, standards, and policies for land use and development.
<b>Climate Action Plan (2007)</b>	Outlines how to reduce energy usage and greenhouse gas emissions.
<b>Homer Area Transportation Plan (2005)</b>	Identifies needs, guides planning, and aids funding efforts for roads and trails capital improvement projects.
<b>Homer Non-Motorized Transportation and Trail Plan (2004)</b>	Provides a development manual for creating and integrating a non-motorized transportation and trail system over the period from 2004 to 2024.

Table 1: Past Plans

PLANS AND PROJECTS	DESCRIPTION
<b>Homer Comprehensive Plan Update (pending)</b>	Updates the 2018 plan, establishing goals, standards, and policies for land use and development.
<b>Homer All Ages &amp; Abilities Pedestrian Path Project (ongoing)</b>	Connects the Senior Center, medical district, and Central Business District with an accessible pathway for year-round, non-motorized access.
<b>Homer Harbor Expansion Project (ongoing)</b>	Addresses Homer’s need for additional harbor space to moor large vessels.
<b>Stormwater Management Projects (ongoing)</b>	Uses green infrastructure and natural systems to improve water quality and prevent flooding/erosion. There are currently four projects in the conceptual phase.

Table 2: Pending and Ongoing Plans and Projects

## The Transportation Plan includes the following key sections:

**Public Involvement Summary.** Describes how input from the public was solicited and incorporated into this plan.

**State of the System.** Describes the transportation infrastructure within the City, including state roads, City roads, and non-motorized trails, paths, and sidewalks; evaluates how the transportation network operates, including consideration of seasonal impacts, as well as the impacts of schools, hospitals, and events such as the Farmers Market on system operations; discusses the transportation needs of persons of all ages and abilities; and describes the existing evacuation routes for emergency events such as tsunamis and wildfires.

**Transportation System Guidelines.** Presents brief summaries of current best practices for transportation systems pertinent to the City of Homer.

**Goals and Objectives.** Presents the goals and objectives for the City of Homer transportation network. These goals address community desires for increased safety when using different modes of transportation and better connectivity for all users.

**Recommendations.** Presents policies, actions, and projects that need to be implemented to reach the City’s goals.

**Funding.** Describes potential sources of funding for the recommended policies, actions, and projects.



# Public Involvement Summary





In the fall of 2022, as part of the Transportation Plan effort, the City of Homer and community stakeholders conducted multiple public outreach events as well as focused group discussions with target populations in mind. Outreach activities included:

- Discussion at Homer High School
- Discussion at Senior Center
- Booth at Rotary Health Fair
- Discussions with representatives from:
  - Independent Living Center
  - Local taxi companies
  - Heavy equipment and freight operators
- Presentations to City of Homer commissions and Council

### **In addition, comments from the public at large were solicited in four other ways:**

- 1** An online mapping tool where community members could identify specific locations of interest as well as share specific concerns and offer potential solutions. Nearly 500 specific comments were made using this tool.
- 2** Comments from the Non-Motorized Transportation Symposium held by Homer Drawdown (a community effort focused on local efforts to mitigate climate change) on October 1, 2022, were added to the online mapping tool.
- 3** An online survey, which asked specific questions about how individuals travel, their concerns while traveling, and what travel options they preferred. This survey was also available in print. Nearly 300 people responded to this survey.
- 4** A public open house focused on identifying goals and objectives for the Transportation Plan.



Figure 2: Transportation Plan Open House (November 9, 2022)

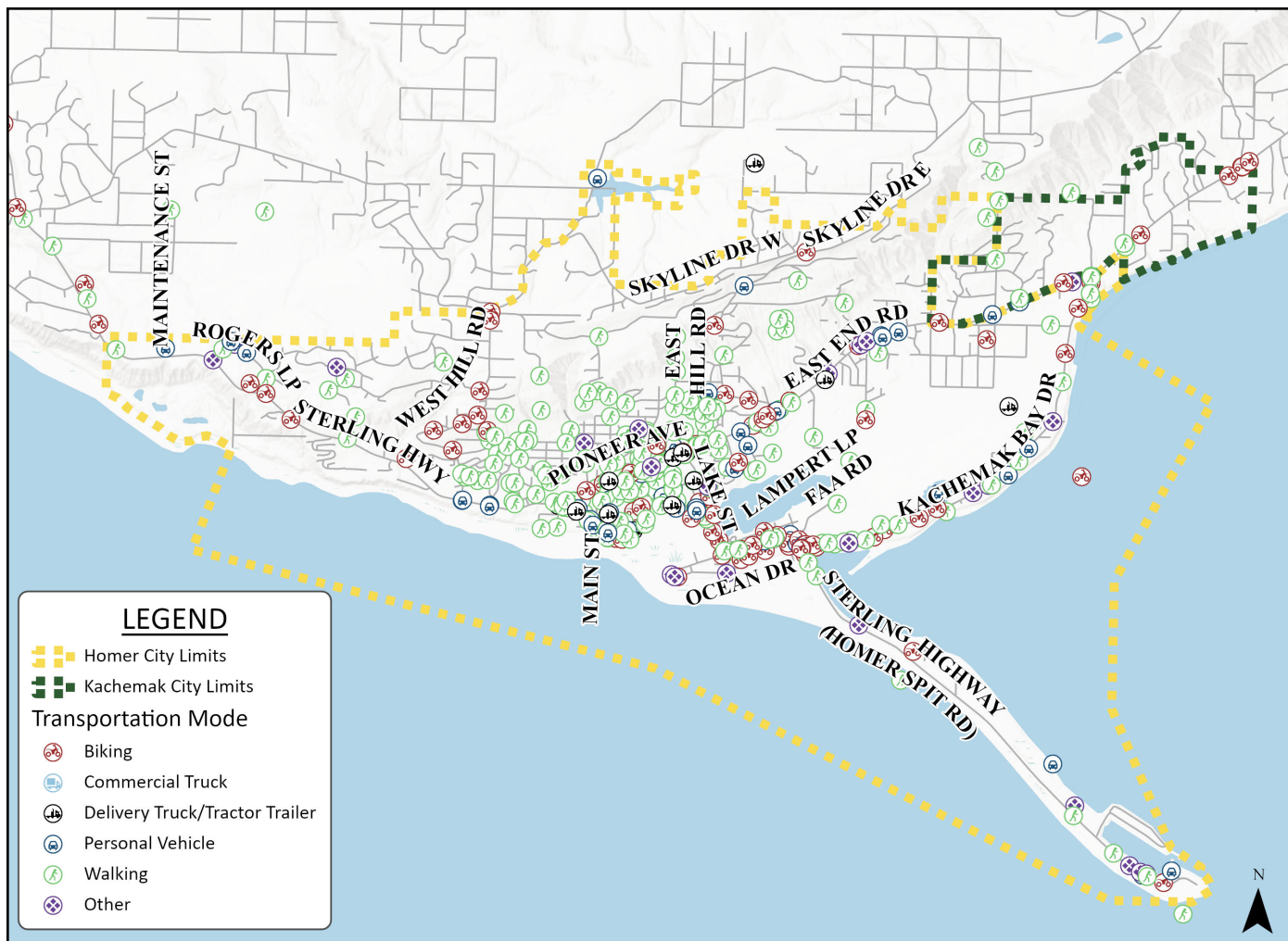


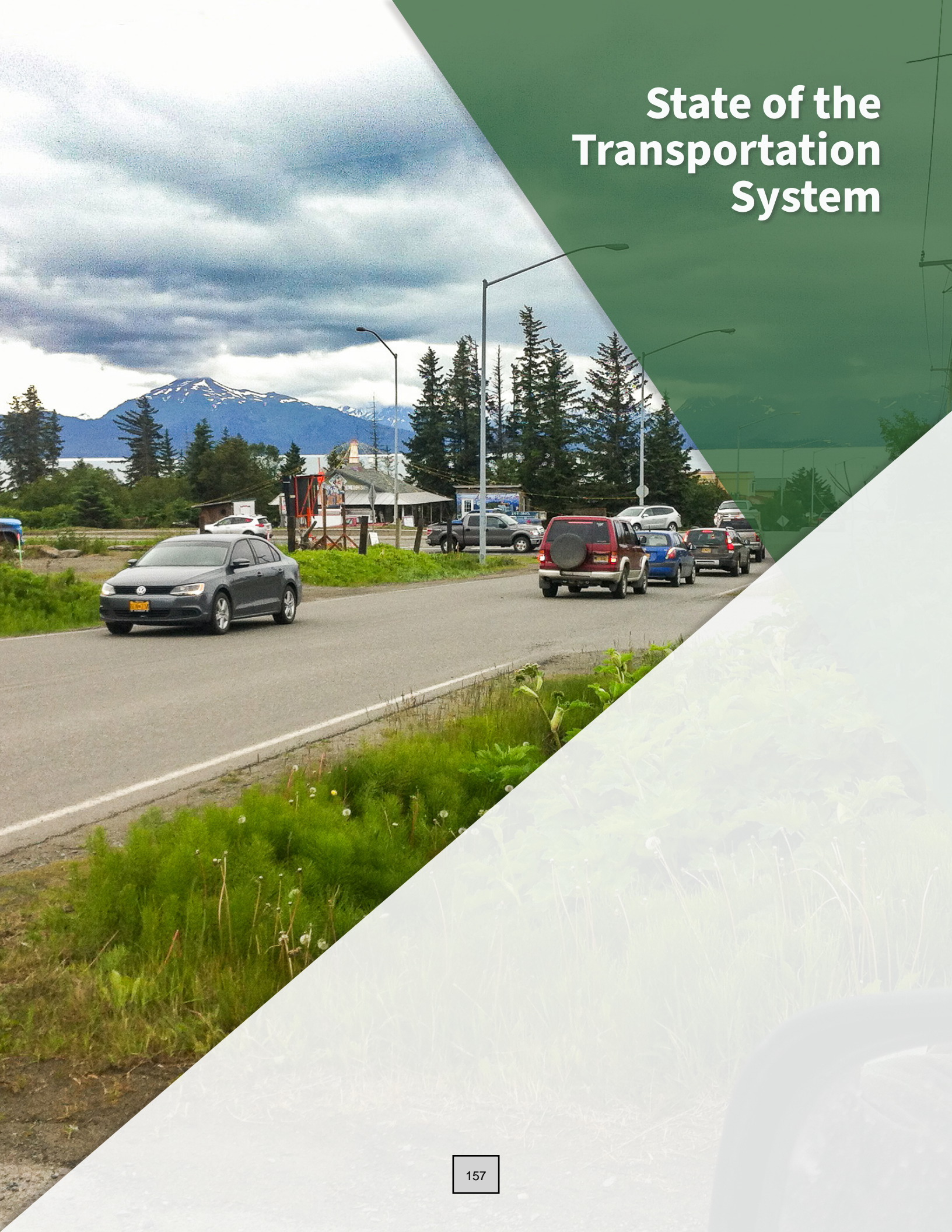
Figure 3: Online Map of Public Comments

The received comments were used to develop draft goals and objectives for the Transportation Plan, and to identify policies, projects, and activities that meet the needs of the community and support the goals and objectives.

Appendix A includes a more detailed summary of the public involvement efforts.



# State of the Transportation System





State roads make up the backbone of the City of Homer transportation system, providing key connections between local city roads for walking, biking, driving, and the movement of freight. Alaska Department of Transportation and Public Facilities' (DOT&PF) roads emphasize moving traffic quickly over relatively longer distances and connect to areas outside of the city. City of Homer roads emphasize access to residences, businesses, and other attractions. Both state- and city-owned roads are needed to provide safe transportation options for residents, visitors, and the movement of freight.

Nearby communities connected to the City of Homer via the Sterling Highway and East End Road include Anchor Point, Diamond Ridge, Happy Valley, Kachemak City, Kachemak Selo, Voznesenka, Razdolna, Nikolaevsk, and Fritz Creek. Homer also provides goods and services to communities across Kachemak Bay, including Halibut Cove, Seldovia, Nanwalek, and Port Graham. In addition to the roadway network, Homer is reached via public ferries, private boats, and the Homer Airport.

## ROAD SYSTEM

### Functional Classification

Roads are divided into three main functional classes: arterials, collectors, and local roads. In Alaska, the DOT&PF assigns classifications for all state-owned roads and local agencies assign classifications for locally-owned roads. These classifications help to define the purpose of each road within the road network and relate to roadway design decisions, such as design speed and walking and biking amenities. Arterial roads are generally designed to carry higher volumes of vehicles at higher speeds over longer distances. Often, separated paths or wide shoulders are provided for walking and biking. Local roads carry lower volumes of traffic at lower speeds, are focused on providing access to homes and businesses, and carry travelers for only a short distance.

Figure 4 presents the functional classification for both the DOT&PF roads and the city-owned roads in Homer.

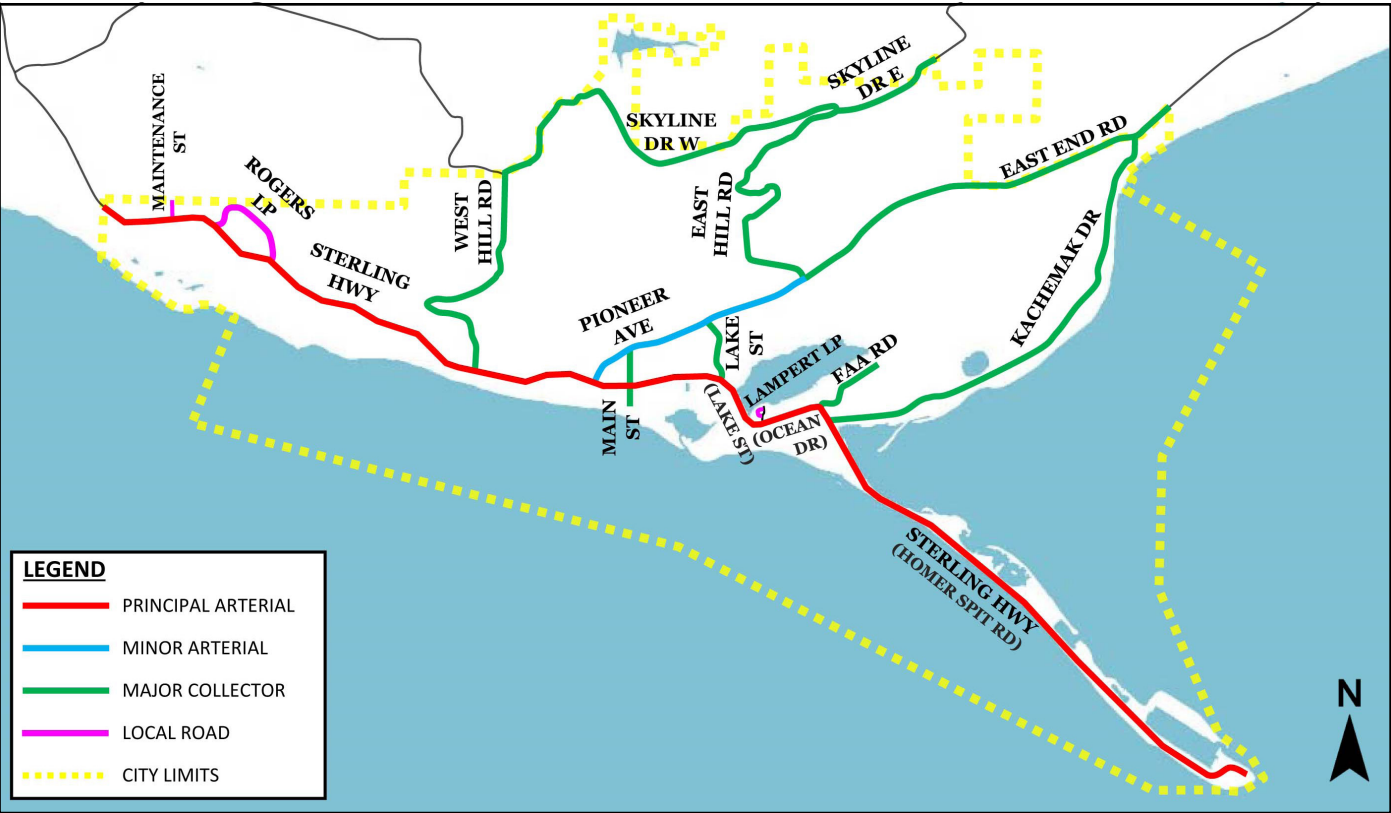


Figure 4: Roadway Functional Classification (State Roads)

Often, pedestrians and bicyclists share the road with vehicles, although sometimes a sidewalk or wide shoulder may be provided. Collector roads distribute trips between local and arterial roads, with appropriate spaces for walking and biking.

**DOT&PF Routes**

There are fourteen DOT&PF-owned roads within the City of Homer city limits as shown in Figure 5. Of the state roads, only the Sterling Highway is part of the National Highway System (NHS), but it includes portions of Lake Street, Ocean Drive, and Homer Spit Road. Maintenance Street and Lampert Loop are access roads that lead to state-owned lands.

Table 3 (page 10) summarizes the existing walking and biking infrastructure along DOT&PF roads and Figure 6 (page 11) maps the facilities. There are many routes without dedicated infrastructure for walking and biking.

DOT&PF prioritizes the maintenance of their roads as shown in Figure 7 (page 11). Roads with a priority level of one are maintained first, with maintenance on the other roads following sequentially. The priority level for the Sterling Highway is level 1; most of the other DOT&PF roads in Homer fall under the priority levels 3 and 4, with sidewalks given similar priority depending on the availability of resources.

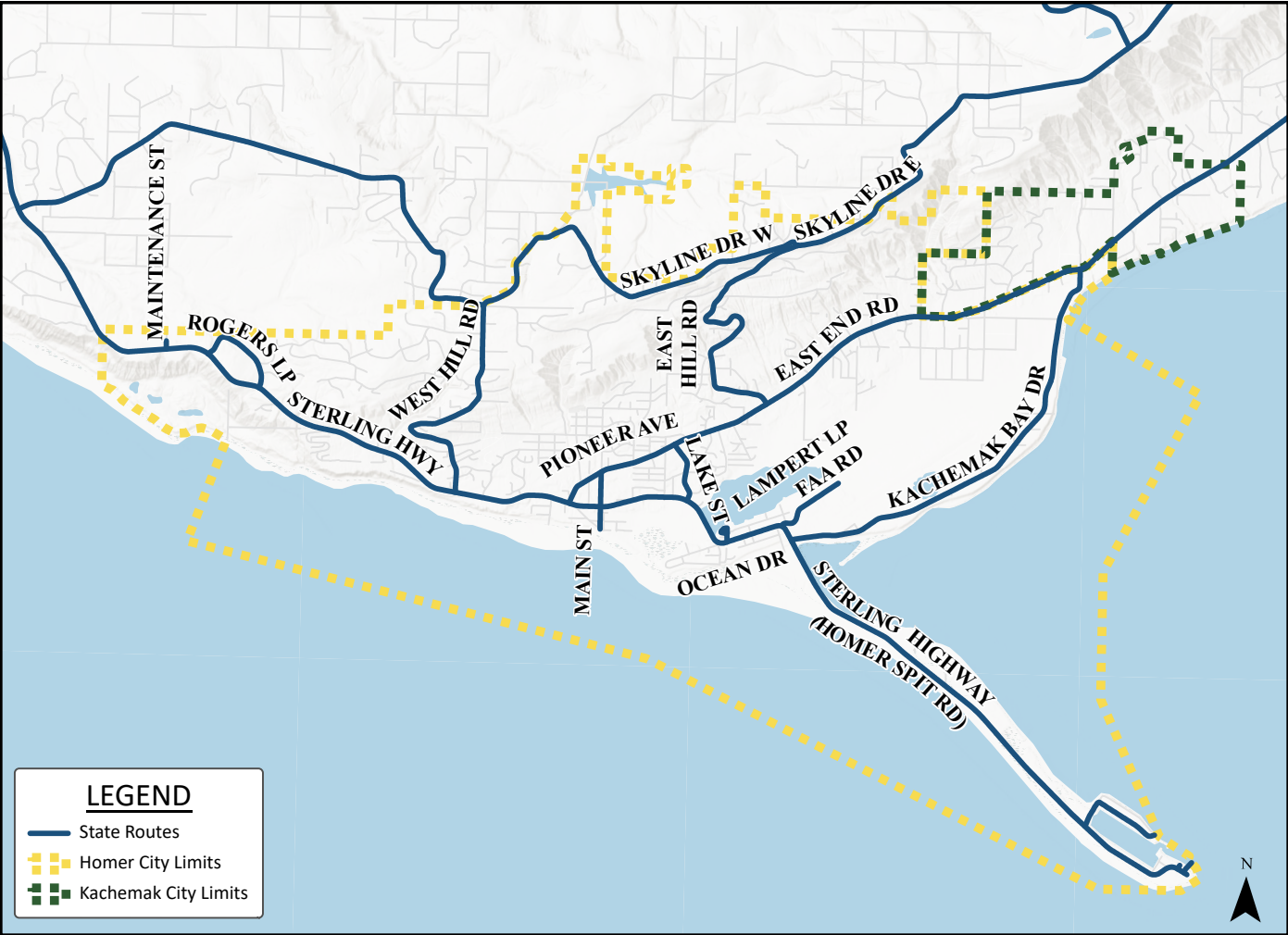


Figure 5: DOT&PF State Routes

ROUTE NAME	SUB-SEGMENT EXTENTS	NON-MOTORIZED INFRASTRUCTURE
<b>Sterling Highway</b>	Bluff Road to Rogers Loop	None
	Rogers Loop to Glenview Street	Sidewalk (north side)
	Glenview Street to Brown Bear Loop	Sidewalks
	Brown Bear Loop to Lake Street/Ocean Drive	Separated pathway (west side)
	Lake Street/Ocean Drive to Kachemak Drive	Bike lane (south/west side)
	Kachemak Drive to end of Homer Spit Road	Separated pathway
<b>Pioneer Avenue</b>	Sterling Highway to Lake Street	Sidewalk
<b>East End Road</b>	Lake Street to East Hill Road	Sidewalk
	East Hill Road to McLay Road	Separated pathway (north side)
<b>Lake Street</b>	Sterling Highway to East End Road	Sidewalk (east side), bike lanes
<b>Kachemak Drive</b>	Sterling Highway to East End Road	None
<b>West Hill Road</b>	Sterling Highway to Skyline Drive West	None
<b>East Hill Road</b>	East End Road to Skyline Drive West	None
<b>Skyline Drive West</b>	Diamond Ridge Road to East Hill Road	None
<b>Skyline Drive East</b>	East Hill Road to Woodman Lane	None
<b>Main Street</b>	Bunnell Avenue to Pioneer Avenue	None
<b>FAA Road</b>	Sterling Highway to Airport Parking Entrance	Bike lane (north side)
<b>Rogers Loop</b>	Sterling Highway to Sterling Highway	None
<b>Maintenance Street</b>	Sterling Highway to Road End	None
<b>Lampert Loop</b>	Lampert Lane to Lambert Lane	None

Table 3: Description of Non-Motorized Facilities along State Routes

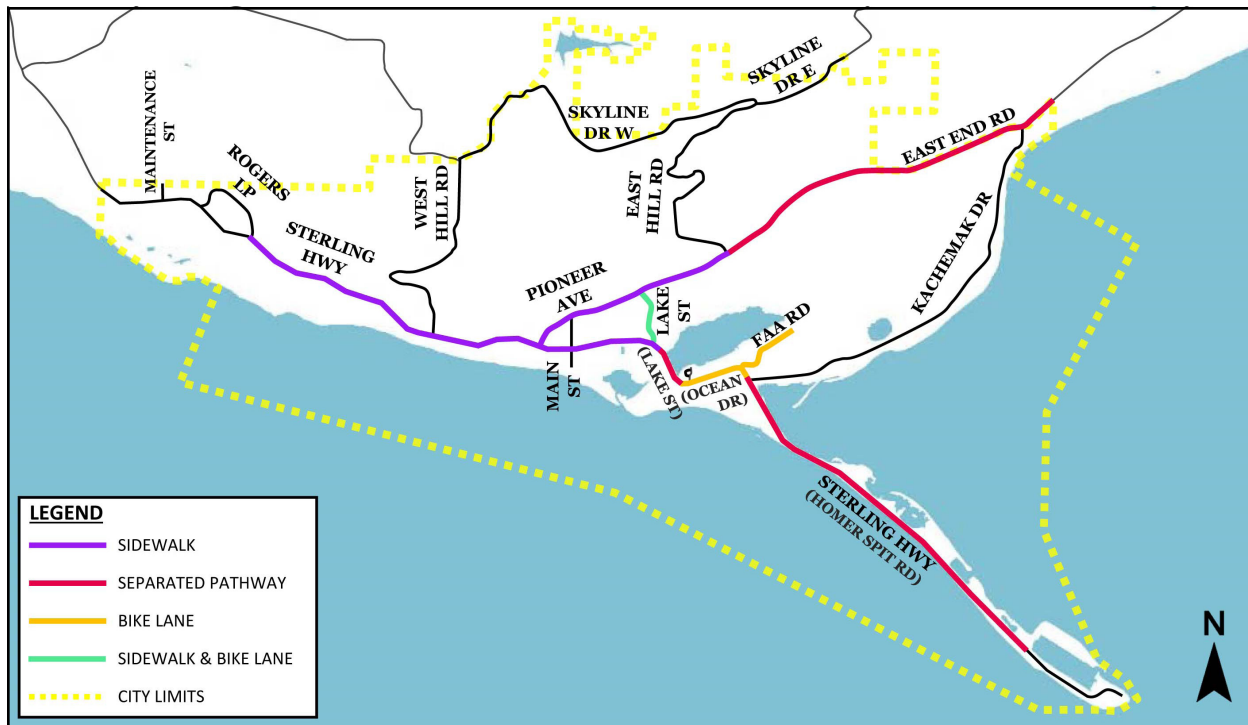


Figure 6: Non-Motorized Facilities along State Routes

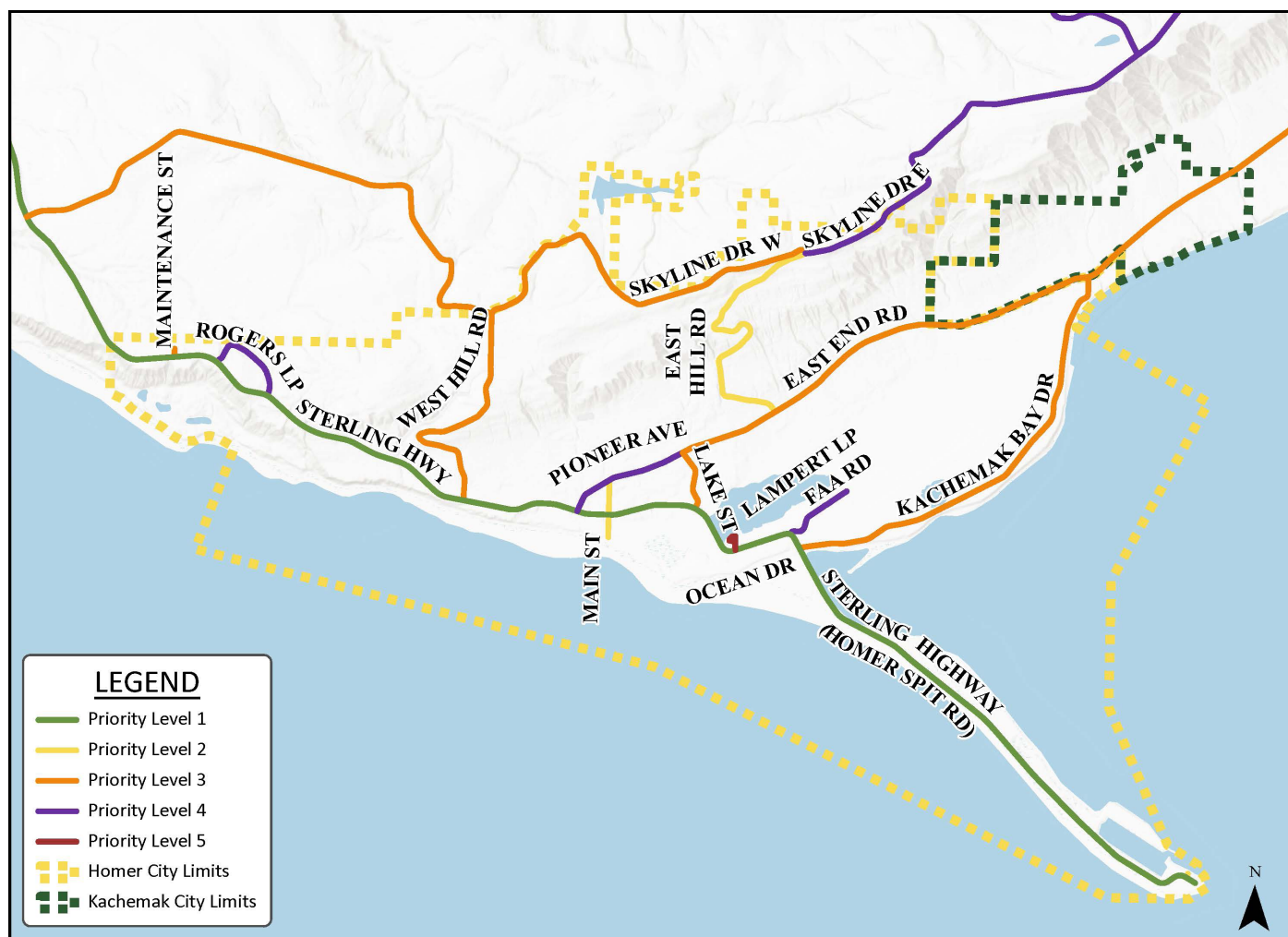


Figure 7: DOT&PF Maintenance Priority Map

## City-Owned Routes

The city roads in Homer provide access to homes, local businesses, and attractions for residents and visitors. Since the 2005 Homer Area Transportation Plan, the City of Homer has been working to build a well-connected network of local and collector roads. This effort will allow users to get to their destinations without traveling out of their way and relieve arterial roads from carrying short-distance trips. Additionally, a well-connected network allows everyone access to signalized intersections on the major arterials, reducing safety concerns

and delay associated with turning left onto busier roads such as the Sterling Highway, Pioneer Avenue, and East End Road. These connections can also reduce the challenges associated with school drop off and pick up.

Examples of connections that have been made since the 2005 plan include the extension of Grubstake Avenue from Heath Street to Lake Street and the extension of Greatland Street to Pioneer Avenue.



## Traffic Volumes

The 2021 annual average daily traffic (AADT) volumes are shown in Figure 8. The highest volume roads carry around 8,500 to 9,500 vehicles per day and include the Sterling Highway between Pioneer Avenue and FAA Road, as well as East End Road between Lake Street and East Hill Road.

Monthly traffic volumes within Homer vary widely throughout the year due to the influx of visitors primarily in the summer. At the most extreme, Homer Spit Road traffic volumes drop to 40 to 45% of the yearly average in December and January and rise to 215% of the yearly average in July. In the busiest areas of town where residents travel daily (Sterling Highway between Pioneer Avenue and FAA Road, as well as East End Road between Lake Street and East Hill Road), traffic varies less: volumes drop to 75 to 85% of the yearly average in November

through February and increases to 115 to 135% of the yearly average in June through August.

The 2024 Homer Transportation Plan is a 20-year plan, with a planning year of 2045. An annual traffic growth rate was forecasted by first identifying the relationship between historical population and traffic volumes and then applying that relationship to population growth forecasts for the Kenai Peninsula Borough to determine traffic volumes. This method yields a very low growth rate (0.1% per year) since the borough population is forecasted to not grow very much over this time period. A second traffic forecasting method looked at the historical growth rate from 2012 through 2019 and applied the same rate to future growth. This method yields a modest growth rate of 1.0% per year (equivalent to a 30% increase from 2021 to 2045).

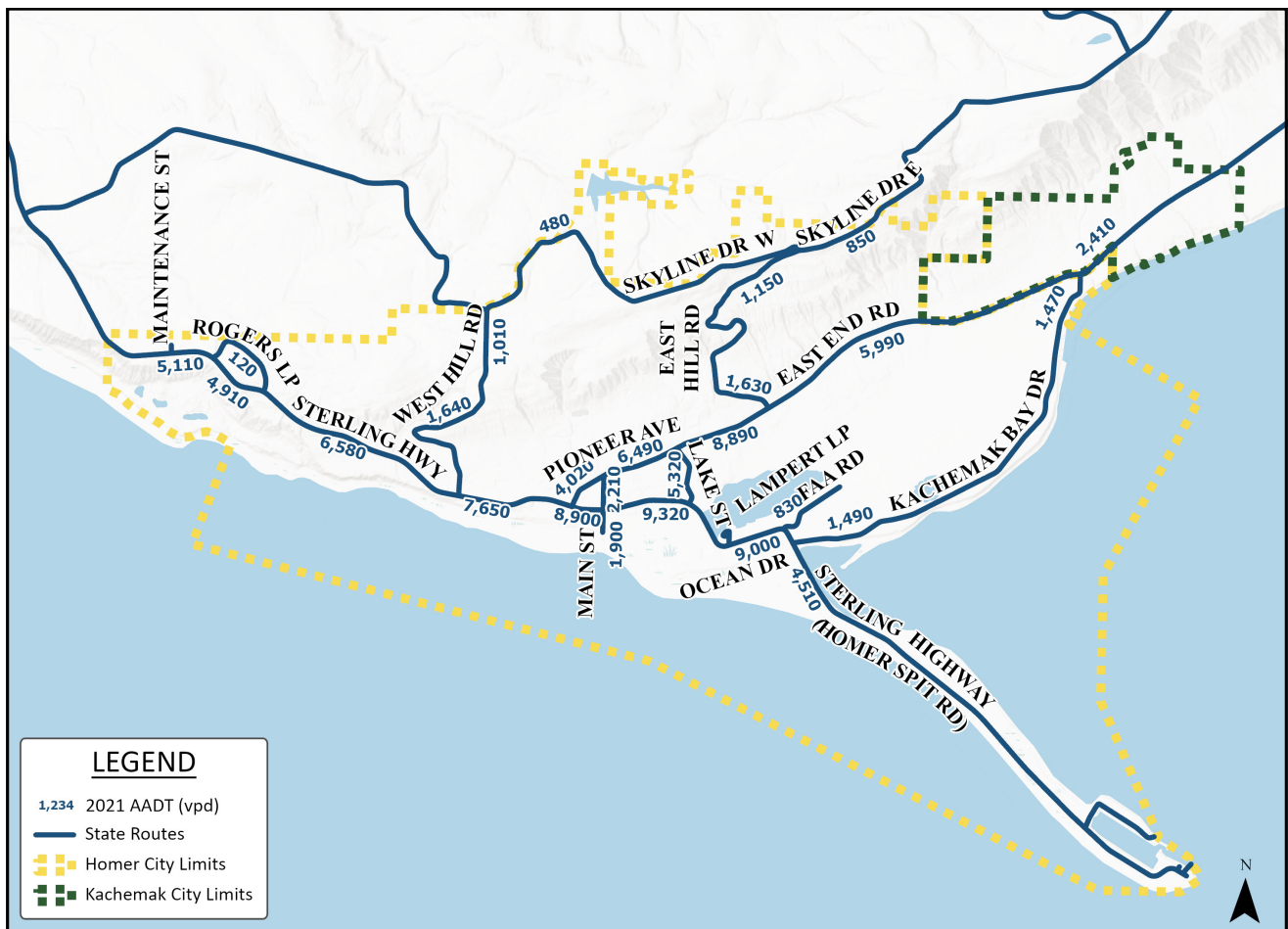


Figure 8: 2021 AADT State Roads



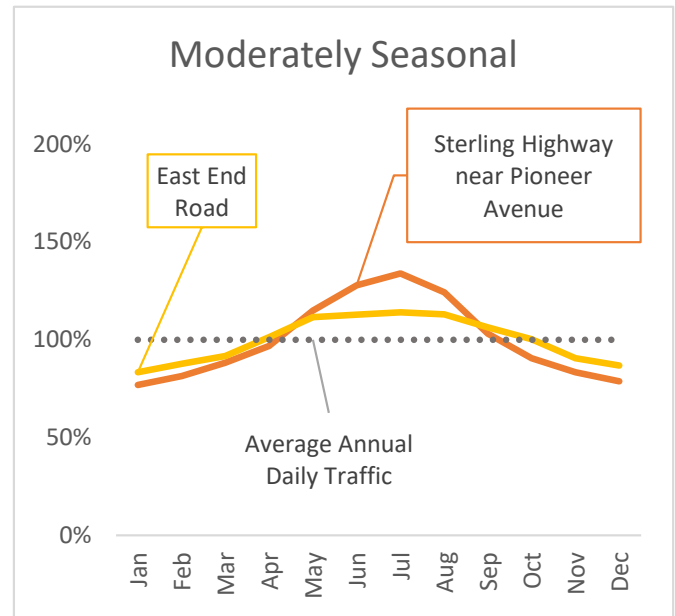
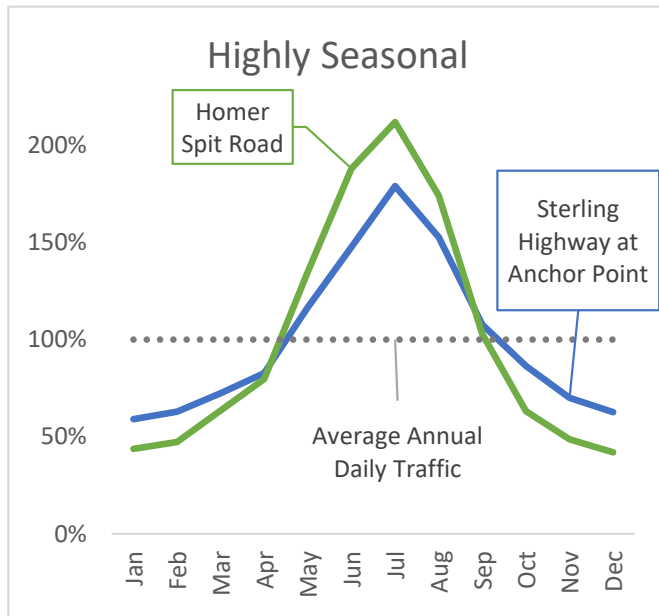


Figure 9: Monthly Traffic Volume as a Percentage of Average Annual Daily Traffic

## Operational Quality of State Roads

The state roads represent roads used for higher speed, longer distance travel within Homer. Table 4 presents the planning level volume-to-capacity (v/c) ratio and an estimate of vehicular level of service (LOS) for state roads in Homer using 2021 peak hour directional volumes.

**The level of service** concept describes the user experience for different modes of travel (pedestrians, bicycles, transit, and vehicles). Level of service uses different metrics for different modes and for different types of facilities and rates them all on a scale of A (best conditions for individual users) to F (worst conditions). Often, LOS C or D is comfortable for most users, balancing delay for most users. For the state roadways in Homer, vehicle level of service is generally a measure of how much vehicle speed drops due to interactions with other vehicles.

**The v/c ratio** compares the capacity of the roadway (the volume of traffic the roadway is designed to carry) to the traffic volume actually being carried by the roadway. Generally, v/c values of 0.85 or less indicate that traffic on the road is operating reasonably well.

As shown in Table 4, all state roadways in 2021 operated within capacity and under the target threshold v/c ratio of 0.85. The 2021 values also represent operations in 2045 under the low growth rate scenario. To determine operations in 2045 under the moderate growth scenario, the directional peak hour volumes were increased by 1.0% annually. There are only two state road segments (the Sterling Highway between Glenview and Lake Streets and East End Road from Lake Street to Ben Walters Lane) where the v/c ratio is expected to exceed the 0.85 threshold in 2045 under the moderate growth scenario.

## What improvements are needed?

### Roadway Ownership and Maintenance

City of Homer residents desire improved walking and biking on many state-owned roads. This includes both construction of separated paths, sidewalks, and bike lanes and improved year-round maintenance of these facilities (removing dirt and debris in the summer and snow and ice in the winter). In the case of Pioneer Avenue, the City of Homer has formed an agreement with DOT&PF (known as a TORA) for Homer to maintain Pioneer Avenue, so that the city can respond to the community desires. Another possible option for some roads could be to pursue a transfer of ownership from the state to the City.

### Winter Maintenance and Snow Storage

Traditionally, the City of Homer has placed snow storage at the ends of dead-end roads or in vacant lots. However, as development occurs and roadways get connected, there are fewer locations like this to use. Similarly, when sidewalks are plowed, the snow is pushed to the center of the road and then picked up and carried to snow dumps. As the number of sidewalks increases, this maintenance burden will increase. These issues will need to be addressed as the City of Homer continues to develop its transportation system.

### Electric Vehicles

As the number of electric vehicles increases, there will be a need for public charging station infrastructure.

ROUTE NAME	EXTENTS	DIRECTIONAL PEAK HOUR CAPACITY (VEHICLES PER HOUR)	2021				2045 (MODERATE GROWTH)			
			DIRECTIONAL PEAK HOUR VOLUME (VEHICLE PER HOUR)		V/C		DIRECTIONAL PEAK HOUR VOLUME (VEHICLE PER HOUR)		V/C	
Sterling Highway	Bluff Road to Maintenance Street	1350	280		0.20	A	360		0.25	B
	Maintenance Street to Rogers Loop	2200	280		0.15	A	360		0.15	A
	Rogers Loop to West Hill Road	2200	430		0.20	A	540		0.25	B
	West Hill Road to Glenview Street	1130	540		0.50	C	680		0.60	D
	Glenview Street to Lake Street	830	650		0.80	C	830		1.00	F
	Lake Street to Lake Street/Ocean Drive	1080	570		0.55	C	730		0.65	D
	Lake Street/Ocean Drive to Kachemak Drive	1080	570		0.55	C	730		0.65	D
Pioneer Avenue	Kachemak Drive to Road End	1350	450		0.35	B	570		0.40	C
	Sterling Highway to Lake Street	850	410		0.50	B	510		0.60	B
East End Road	Lake Street to Ben Walters Lane	810	570		0.70	D	720		0.90	E
	Ben Walters Lane to East Hill Road	1080	570		0.55	C	720		0.65	D
East End Road	East Hill Road to Sabrina Road	1080	380		0.35	B	480		0.45	C
	Sabrina Road to McLay Road	1350	380		0.30	B	480		0.35	B
Lake Street	Sterling Highway to East End Road	810	320		0.40	C	410		0.50	C
Kachemak Drive	Sterling Highway to East End Road	1080	160		0.15	A	200		0.20	A
West Hill Road	Sterling Highway to Skyline Drive West	950	120		0.10	A	150		0.15	A
East Hill Road	East End Road to Skyline Drive West	950	140		0.15	A	180		0.20	A
Skyline Drive West	Diamond Ridge Road to East Hill Road	1080	40		0.05	A	50		0.05	A
Skyline Drive East	East Hill Road to Eagleaerie Avenue	1080	90		0.10	A	110		0.10	A
Main Street	Bunnell Avenue to Pioneer Avenue	810	120		0.15	A	150		0.20	A
FAA Road	Sterling Highway to Airport Parking Entrance	810	60		0.10	A	80		0.10	A

Table 4: Planning-Level Operational Analysis for State Roadways (Improvements may be needed to address future congestion for the highlighted segment. Network connections and improved bicycle or pedestrian facilities should be considered.)

# Walking and Biking

The City of Homer has also been actively adding walking and biking infrastructure to city-owned roads. Projects that are currently underway include the addition of sidewalks along Ben Walters Lane and Svedlund Street, where many pedestrians travel to school, shopping, and other activities. On Kachemak Drive, where motorized and non-motorized users are forced into conflicts due to higher speeds, narrow roads, and low visibility, the City of Homer has been advocating a project to construct a separated pathway. The City has also been working to improve safe travel for persons of all ages and abilities. One project to address this is the Homer All-Ages and Abilities Pedestrian Pathway (HAP) (see Figure 10), made up of two interconnected loops that join the Senior Center, main medical district, library, post office, police station, grocery store, and pharmacy, as well as connecting with existing trails. These projects will improve the non-motorized transportation network, but there are still many places that need more work. For example, the 2004 Homer Non-Motorized Transportation and Trail Plan identified a sidewalk gap on Main Street south of Pioneer Avenue that still needs to be addressed.

## What improvements are needed?

### Walking and Biking

While the City of Homer has been improving sidewalk connections, lengthy sidewalk gaps still exist. Additionally, Homer’s reliance on official and unofficial trails for pedestrian connectivity often include unimproved footpaths that are narrow and with surfaces that are not firm and stable. While these trails provide route alternatives for some Homer residents and visitors, there are a significant number of individuals who cannot safely use these connections as they currently exist. Constructed trails have not always been designed to be usable year-round and are often avoided by pedestrians who are concerned about trip hazards, icing during winter months, wildlife interactions, and personal safety concerns, particularly at night. Many community members would rather use neighborhood streets than the trail system. Future construction of walking and biking facilities should consider ease of winter and summer maintenance.

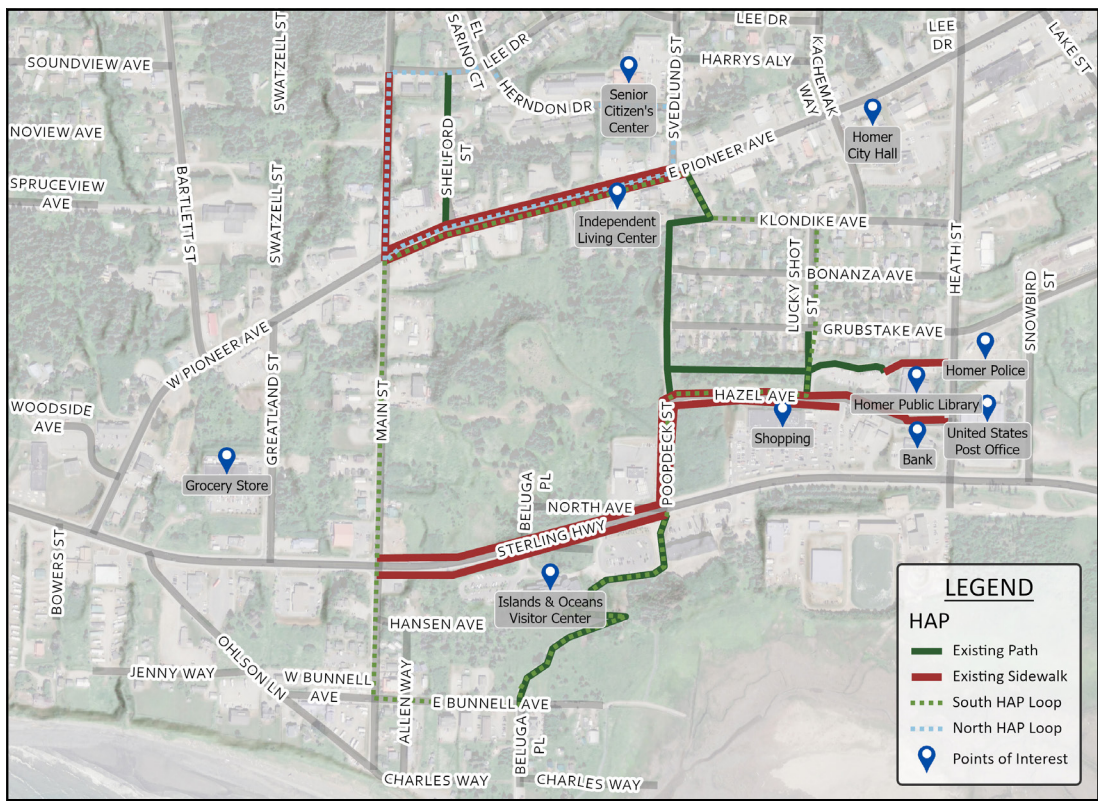


Figure 10: Homer All-Ages and Abilities Pedestrian Pathway (HAP)



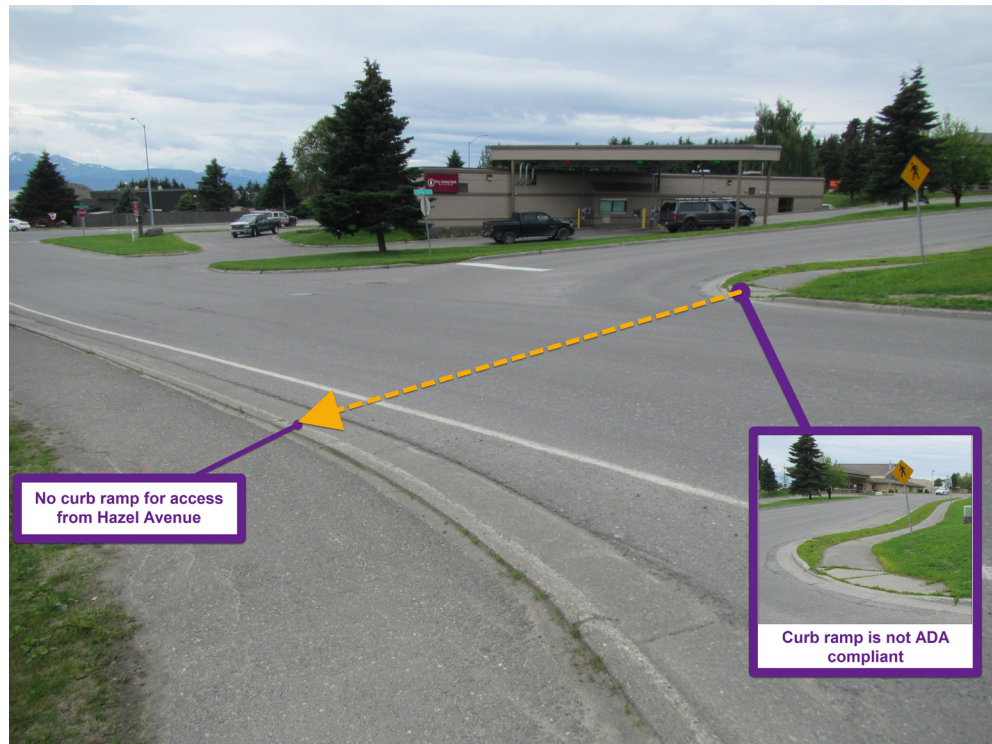


Figure 11: Obstructed Path of Travel near the Homer Public Library and Post Office

#### *What improvements are needed? (continued)*

Homer has a significant population that walks or bikes regularly. Needs related to walking and biking that were identified by the public through the online mapping tool include:

- Bike lanes or sidewalks
- Paths that would provide shorter connections, safer travel, or more scenic routes
- Neighborhood connectors
- New crosswalks, improved crosswalks and relocated crosswalks
- New or improved streetlights
- More traffic calming measures
- Reduced speeds
- Additional signs
- Improved wayfinding
- Improved winter and summer maintenance

Appendix B provides maps of specific trails or paths that were proposed using the online mapping tool.

#### *Connectivity and “Path of Travel”*

Defined as a “Path of Travel” within the Americans with Disabilities Act,<sup>1</sup> (ADA) a continuous and unobstructed pedestrian route (or “path of travel”) is essential when

considering accessibility realities within the pedestrian network as a whole. Often, a single barrier can make an entire route no longer function as intended.

Identifying, planning, designing, and constructing continuous pedestrian travel corridors is central to creating equitable and accessible connections for all members of the community. These continuous travel corridors should also take into consideration the routes pedestrians prefer based on their own experiences with a path of travel that is direct and that they deem safe.

An example of a location with a lack of accessible connectivity is between the Homer Public Library and destinations to the east, such as the Homer Post Office, the Homer Police Department, as well as destinations along Grubstake Avenue such as Ulmer’s Drug and Ace Hardware, the Center for Alaskan Coastal Studies, the Department of Motor Vehicles, and other shops and restaurants. Important social service agencies also located within a one mile radius of the library include the Rec Room, Kachemak Bay Family Planning Clinic, Haven House, South Peninsula Behavioral Health Services, Alaska Social Services, Homer Courthouse as well as low-income housing. The sidewalk running along Hazel Avenue from the library has a non-ADA-compliant curb ramp at Heath Street that is steep and guides users toward vehicular travel lanes. Pedestrians must cross Heath Street to access the sidewalk along Heath Street; however, there is no curb ramp for the Heath Street sidewalk at Hazel Avenue, forcing users to use the roadway (see Figure 11). One

<sup>1</sup> CFR 28.1.35.151(b)(4)

community member with a visual impairment reported being struck by a motor vehicle at this intersection, resulting in severe injuries. Comments from the online mapping survey also included: “Sidewalk ramps and connections feel way off” and “Getting from the library to the post office seems like it should be an easy task. It is not.” When routes of pedestrian movement or “paths of travel” are disrupted, access to services and amenities are also significantly disrupted.

“Path of Travel” should also consider the route from the roadway right-of-way to the front door of a business or residence. Some development has been built without constructing walkway connections to sidewalks, which is a barrier to walking. Private development and the City need to work together to eliminate these obstacles as new development is built.

#### *Winter Maintenance and Snow Storage*

The equipment needed for maintaining sidewalks, paths, and trails free from snow and ice depends on design elements, such as width and steepness, as well as whether it is connected to or separated from the roadway. There are several paths that are currently difficult for the City of Homer to maintain. For example, the Harbor Boardwalk has a wooden deck that cannot be cleared by a snowblower due to the damage it would cause the wood; instead, it must be cleared by hand. Other examples are sidewalks that are not directly adjacent to a road cannot be cleared with a grader blade, so a tool cat or hand-pushed snow blower must be used. Roads and trails with steep grades also require special consideration, adding to the maintenance time after each snow fall. As new walking and biking facilities are constructed, the design should consider efficient ways to accommodate the needed maintenance equipment.

## Recreational Trails

The City of Homer currently has 5.41 miles of trails within the city limits, most of which provide a walking connection between neighborhoods and all of which can be used for recreation. Some of these trails are maintained year-round, while others cannot be maintained in the winter. In addition, Calvin and Coyle Woodland Park (on property owned by the Kachemak Heritage Land Trust) includes 1.5 miles of recreational trail. The Woodard Creek Watershed Plan (November 2016) includes several priority projects to develop trails that either provide access from neighborhoods to the watershed area or provide views of the watershed.

Just outside of the city limits, the Diamond Creek Recreation Area (DCRA) is a 275-acre property which the City has acquired and designated as park land. DCRA is immediately adjacent to the State of Alaska Homer Demonstration Forest. The Kachemak Nordic Ski Club maintains winter trails that cross both properties and provide connections between Rogers Loop, the Sterling Highway, Diamond Ridge Road, and West Hill Road. In summer, the trails become very wet and some areas are unusable. The Diamond Creek Recreation Area Management Plan (May 2013) describes goals, objectives, and strategies for constructing summer-use trails in the recreation area.

## Truck Routes

Truck traffic through the City of Homer has been increasing due to construction activity along East End Road. Many of these trucks travel on Pioneer Avenue to access East End Road from the Sterling Highway. Truck volumes were measured on Pioneer Avenue for a 10-day period in October 2022. An average of 150 trucks a day drove along Pioneer Avenue during that period, which represented about 3% of the total traffic. The trucks were present mostly during the day; 85 to 90% of the trucks traveled between 7 AM and 6 PM.

### What improvements are needed?

#### *Truck Routing*

With the ongoing construction activities occurring on or along East End Road, heavy vehicles are frequently driving between Sterling Highway and East End Road along Pioneer Avenue. Pioneer Avenue has a downtown feel with many restaurants, cafes, and shops and is characterized by frequent driveways and moderate pedestrian activity. Thus, heavy vehicles using Pioneer Avenue frequently interact with other vehicles and with pedestrians.

Consideration should be given to establishing a truck route through Homer that uses roads where there are fewer interactions. Two potential routes include:

- Sterling Highway to Lake Street to East End Road; however, intersection improvements would be needed to accommodate turning vehicles.
- Sterling Highway to Kachemak Drive; however, this route is longer than the current route and interactions between bicyclists and vehicles has been noted as a concern for this route.

Special Traffic Generators

Special traffic generators are facilities that generate irregular traffic patterns through the day, impacting the road network surrounding them.

Schools

The City of Homer is served by seven elementary and secondary schools. Table 5 lists start and end times for each school. Areas surrounding the schools experience an increase in traffic congestion during pick up and drop off times, and this congestion can be amplified when school start and end times occur at the same time as other traffic peaks, such as commute times. While the congestion lasts for relatively short periods of time (15 to 30 minutes), queues affect both state and local roads and result in undesirable driver behavior. Possible mitigations include changes to start and end times and adjustments to

on-site queue and parking management. Schools with known traffic concerns include Homer High School, Paul Banks Elementary School, and West Homer Elementary School.

NAME OF SCHOOL	START TIME	END TIME
Paul Banks Elementary (K-2)	7:50 am	2:30 pm
West Homer Elementary (3-6)	8:00 am	2:50 pm
Little Fireweed (K-2)	7:50 am	2:25 pm
Fireweed Academy (3-6)	8:00 am	2:50 pm
Homer Middle School	9:00 am	3:50 pm
Homer Flex High School	9:00 am	3:35 pm
Homer High School	9:00 am	3:50 pm

Table 5: Homer Schools Start and End Times

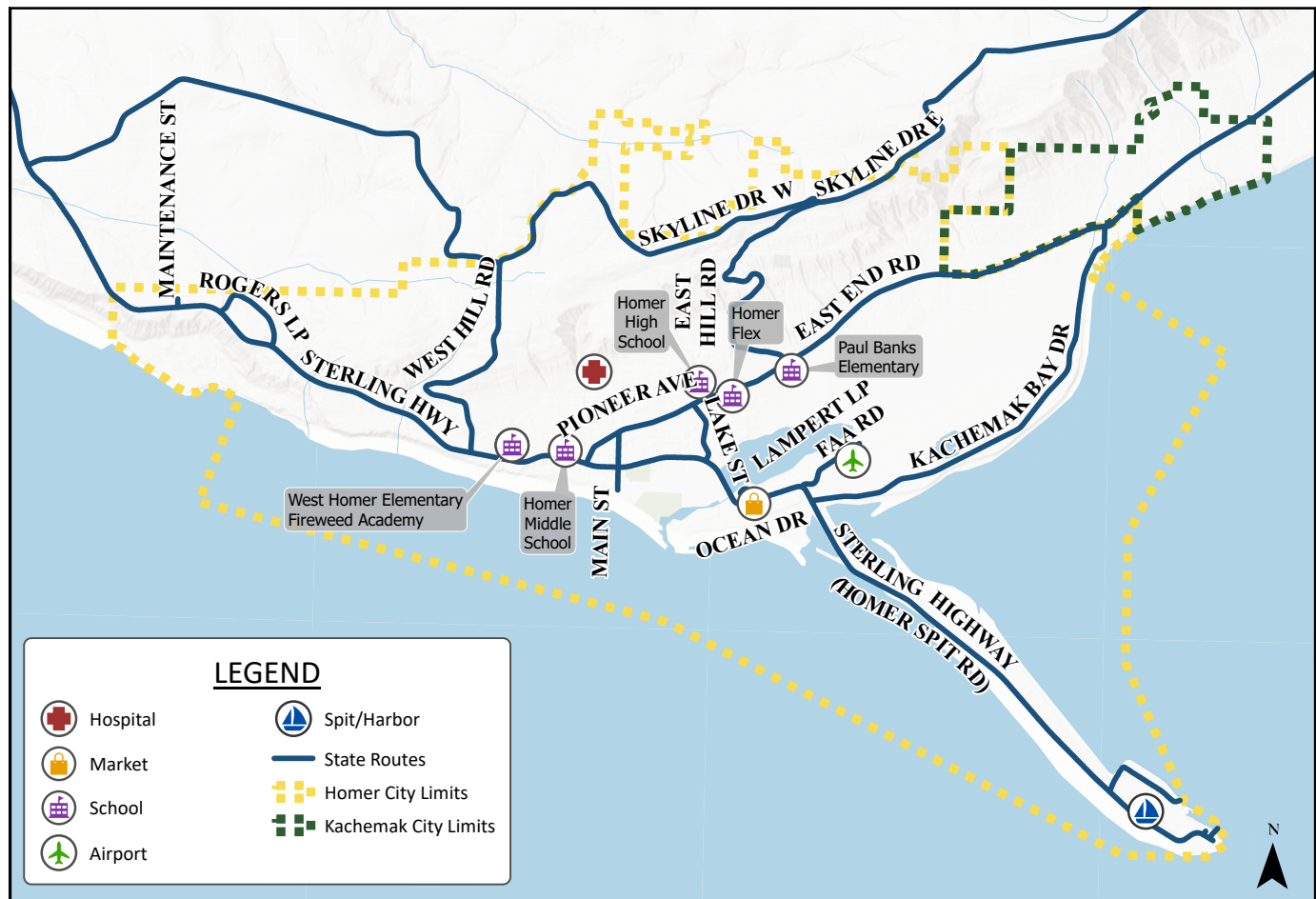


Figure 12: Special Traffic Generators within the City of Homer



### *Hospital Shifts*

The main hospital in Homer is the South Peninsula Hospital. During shift changes, the road network near the hospital experiences a sharp peak in traffic volumes. Recent changes to school start times for middle and high school have mitigated some of the traffic concerns associated with hospital shifts. Small changes in shift times could have a large impact on reducing or increasing congestion related to the hospital. The hospital could also be a key generator for transit trips for staff, patients, and hospital visitors.

### *Farmers Market*

The Homer Farmers Market, located on Ocean Drive, just east of Lake Street, begins Memorial Day weekend and continues until the end of September. It's open on Saturdays and Wednesdays. The Farmers Market attracts both Homer residents and visitors, which results in increased vehicle and non-motorized traffic in the surrounding area. Community members reported backups on Ocean Drive due to traffic turning into and out of the Farmers Market, especially on Saturdays. One possible mitigation would be to require the Farmers Market to hire traffic officers to provide traffic control.

### *Homer Spit*

The Spit is a major seasonal destination. It is a 4.5-mile long landform that juts out into Kachemak Bay. The Spit is a popular destination for boating, fishing, and camping, and there are also restaurants and shops located on the Spit. Because the Spit is narrow, there is only one route onto and off of the Spit, and parking and traffic problems are common in the summer. The City of Homer works to control parking issues through fee schedules and has encouraged non-motorized travel along the Spit by creating trails, but community members still report problems here. Because of the seasonality and unpredictability of traffic along the Spit, parking and traffic problems are likely to need continuous improvements.

### *The City of Homer Port & Harbor*

The City of Homer Port & Harbor provides service to many vessels and is busiest during the summer months. The port is located at the tip of the Homer Spit and is within a short walking or driving distance from many businesses, attractions, and beautiful beaches. The Alaska Ferry brings many people to Homer through this port. The short distance from attractions provides an incentive for visitors to disembark and enjoy the Spit, even on short layovers. There is a significant increase in both vehicle and non-motorized traffic as cruise ship passengers leave the port to experience Homer.

### *Homer Airport*

The Homer Airport is accessed via FAA Road, which connects to the Sterling Highway as the road makes a 90 degree turn from Ocean Drive to Homer Spit Road. The airport, owned by DOT&PF, includes both an asphalt runway and a floatplane facility on Beluga Lake. The airport serves approximately 30,000 passengers a year. The terminal building is owned and managed by the City of Homer.



Figure 13: Homer Spit path

## TRANSIT

### Existing Transit System

Currently, Homer has no year-round, accessible public transit that meets community transportation needs. Local taxi companies play a significant role in transporting Homer residents and visitors around the community. A few local organizations and residential facilities, such as the Homer Senior Center and the Center for Alaskan Coastal Studies, provide vans for their programs. There have been multiple efforts by private companies to run shuttles, but they have been financially unsustainable.

Homer's lone connection to a year-round public transit system is the Ninilchik-based BUMPS (Basic Unified Multi-Path Service) bus, which serves Homer three days per week. The BUMPS bus, operated by the Ninilchik Traditional Council, travels roundtrip connecting Homer to Ninilchik, Soldotna, and Kenai, and communities along the route and stopping at major retail outlets in each community.

Two local non-profit organizations provide free and/or subsidized taxi vouchers to ensure individuals have access to vital goods and services. The Independent Living Center (ILC) provides a low-cost taxi voucher program to eligible area residents, while the Homer Food Pantry fills urgent individual funding gaps for transportation. The ILC program began in 2000. Trip numbers have been relatively stable over the last 20 years. For fiscal year 2022, the ILC voucher program logged 5,846 passenger trips, with an operating budget of over \$78,000. For fiscal year 2024, ILC anticipates over 200 different riders will use the program and a budget that will exceed \$100,000. Likewise, in 2021, the Homer Food Pantry distributed over \$5,000 in free taxi vouchers, while also distributing over \$30,000 in gas vouchers to area residents. The gas voucher program has recently been suspended as the costs became prohibitive for the organization.

### What improvements are needed?

Area residents without a vehicle have few options for accessing goods and services and traveling to participate in local community activities. Additionally, a transit system could help to address seasonal congestion as well as the environmental impacts of personal automobile dependence.

#### *Transportation for Young Adults*

Young adults and providers who serve them point to a lack of transportation options as a community issue affecting youth.

Many students are dependent on the school bus to transport them home, which does not allow them to participate in after school activities. This concern was shared by respondents affiliated with Homer High School, the Homer Public Library, entities supporting youth employment, and the Homer REC Room. The lack of transportation options for youth and young adults is a major barrier to educational, occupational, and social opportunities.

#### *Affordable Transportation*

Transportation support provided by ILC and the Homer Food Pantry illustrate community need for subsidized public transportation. One measure of this need is the user numbers for the ILC taxi voucher program which have remained steady over the last four years even though national transit usership dropped precipitously during COVID.<sup>2</sup> The ILC taxi voucher program provides assistance for essential trips by users for whom private transportation is not affordable.

#### *Seasonal Congestion and Parking*

Many groups pointed to seasonal high traffic volumes and congestion on roadways as reasons for a seasonal shuttle connecting the Spit to the business district. Two problems frequently mentioned were: difficulty “turning left anywhere in town” and “parking on the Spit.” Left turns were identified as a specific concern along Pioneer Avenue from most feedback groups, including taxi operators, senior citizens, BUMPS operators, community forums, and the online mapping survey.

Parking issues on the Spit also warrant ongoing attention as evidenced by the recent Homer Spit Parking Study and subsequent proposals to construct new parking areas. Providing public or private seasonal shuttle services could help to address these issues.

#### *Environmental Impacts*

In 2022, from Memorial Day weekend to Labor Day, 817,000 vehicle trips were counted at the Spit data collection location, equivalent to approximately 153,000 gallons of gasoline consumed and the release of 1,400 metric tons in CO<sub>2</sub> emissions. If even 10% of those trips could be made by transit, there would be a reduction in CO<sub>2</sub> emissions of 140 metric tons.

2 *Changes in Mobility by State*. Bureau of Transportation Statistics. (n.d.)



## EVACUATION ROUTES

### Tsunamis

Earthquakes can trigger an underwater landslide in Kachemak Bay, which means it is essential to evacuate within minutes of a tsunami warning being issued. The City of Homer has three tsunami evacuation routes, shown in Figure 14. The routes from the Homer Spit and areas south of Beluga Slough use Kachemak Drive to get to East End Road. Areas north of Beluga Slough use Lake Street and Heath Street to get to Pioneer Avenue. These evacuation routes are marked with official blue and white Tsunami Evacuation Route road signs.

### Wildfires

Wildfires are a growing concern in Homer. According to a climate

risk analysis done by the Woodwell Climate Research Center the length of the wildfire season will increase as Alaska's climate changes. While the City of Homer does not have specific wildfire evacuation routes laid out, their Emergency Operations Plan does allow the Incident Commander to issue evacuation orders as necessary. In the event of a wildfire, the City of Homer would partner with state fire response to evacuate the rural areas of the City.

#### What improvements are needed?

As road improvements are made to identified evacuation routes, the ability to evacuate areas at risk of a tsunami or wildfire needs to be a consideration in the road design. Improving the network of neighborhood connections will facilitate wildfire evacuation.

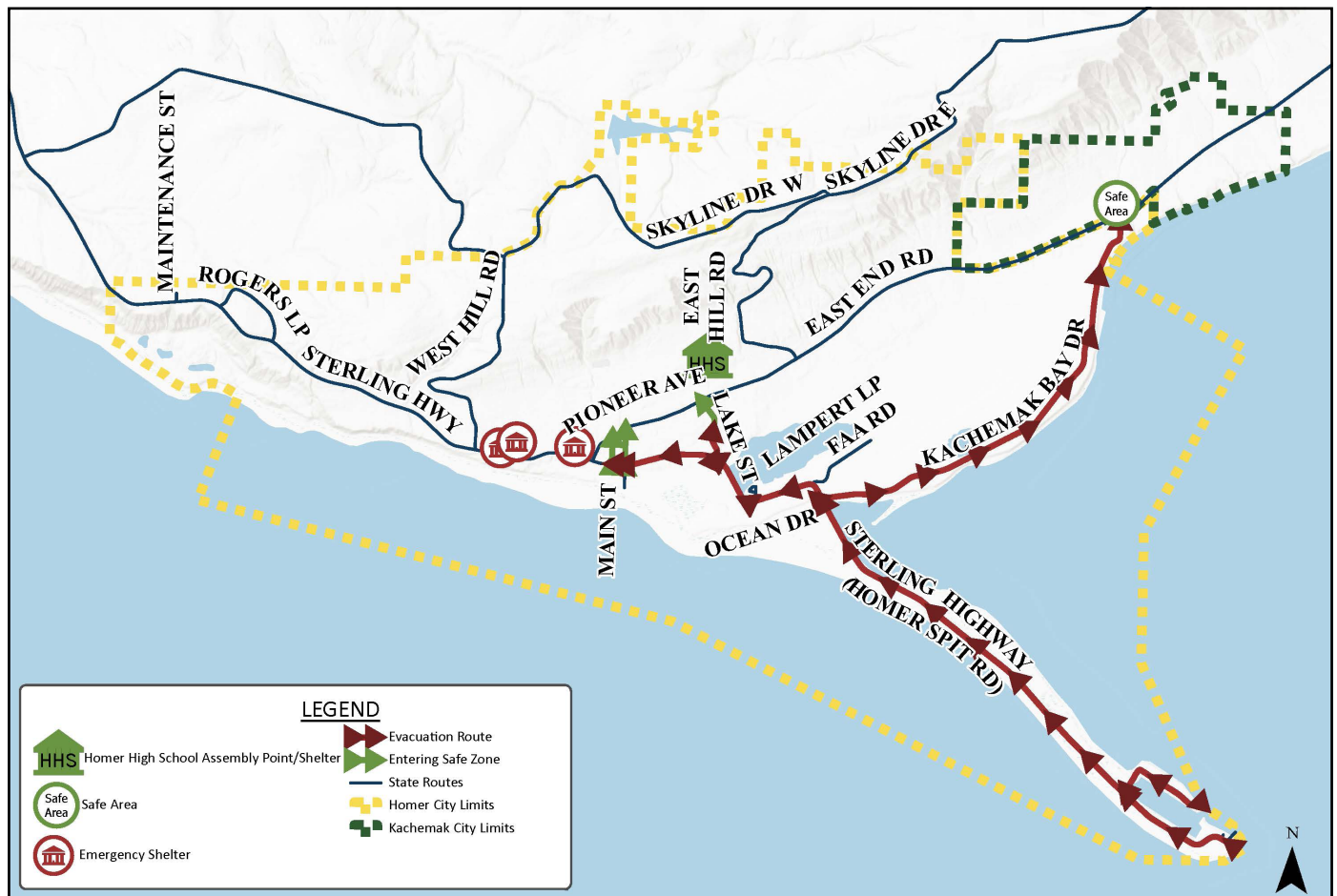


Figure 14: City of Homer Tsunami Evacuation Routes

## TRANSPORTATION FUNDING

The City of Homer Accelerated Roads and Trails (HART) Program is funded by a voter-approved sales tax and properties assessments. The fund is used to reconstruct substandard city roads, upgrade existing roads, and to construct new streets and non-motorized trails. The current program was authorized by voters for a 20-year period, through December 31, 2027. Roads (including associated non-motorized infrastructure such as sidewalks) are allocated 90% of the available fund and trails are allocated the remaining 10%. The HART funds can be used for projects that the City funds completely, as the City contribution to grant-funded projects, and as the City contribution to projects where the developer is required to construct a street to full arterial or collector road standards (see Title 11.04.050).

The HART funds allow the City of Homer to improve the transportation system in accordance with City of Homer transportation planning documents. The criteria for use of HART funds are reviewed every other year by the Homer Planning Commission. The use of the HART funds is reviewed by the City Council annually.

The HART fund authorization period will end within the first five years of this plan and will need to be reauthorized in order to continue to fund projects that meet the City's goals as identified in this plan.



Figure 15: City of Homer Poopdeck trail at the Homer Public Library.



Figure 16: Greatland Street Improvements were a HART funded project in 2017.



# Transportation System Guidelines





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## DESIGNING FOR PERSONS OF ALL AGES AND ABILITIES

Homer residents and community leaders have a long-standing commitment to developing transportation corridors and mobility networks that are inclusive for individuals of all ages and abilities; however, mobility barriers need continued attention.

Over the last 20 years, the need for transportation networks to support mobility for all ages and abilities were explicitly stated in the City's planning documents. The 2004 Homer Non-Motorized Transportation and Trail Plan called for "creating an interconnected, accessible, non-motorized transportation system in Homer." Similarly, the 2005 Homer Area Transportation Plan (originally drafted in 1999), explained that "an accessible, non-motorized transportation system increases opportunities for mobility." The 2008 Homer Comprehensive Plan, echoed in the 2018 Homer Comprehensive Plan Update, noted that "without linked sidewalks, trails, crosswalks, and pedestrian ways, it is often difficult for seniors to navigate on foot and often impossible for those with disabilities that require a wheelchair."

### Specific Needs

#### *Seniors*

Homer is relatively unique in its senior population when compared to Alaska in general and the nation at large. According to 2021 data from the U.S. Census Bureau<sup>1</sup>, roughly 20.3% of the Homer population is age 65 and older, compared to 13% statewide. While the median age of Homer residents is about 39 years of age, there is also a significant portion of residents that are nearing retirement age. Homer's aging population of persons 60 years and older shows a continuing upward trend.

A recent report from the U.S. Department of Health and Human Services quantifies mobility realities for aging individuals. The *2020 Profile of Older Americans*<sup>2</sup> reports that 40% of adults aged 65 and older experience "difficulty with

mobility" and experience challenges "walking and climbing stairs." Likewise, 22% of the aging population self-report "difficulty seeing," 31% report "difficulty hearing," and an additional 27% report "difficulty with cognition." All these factors need to be considered within Homer's transportation planning.

Previously identified non-motorized corridors near the Senior Center and surrounding neighborhood need particular attention to create dedicated, safe, and inclusive infrastructure with connections made to the business district, shopping, and restaurants, as well as to the medical district.

#### *Individuals with Disabilities*

According to the most recent nationwide data collected, 1 in 4 adults, roughly 61 million Americans, experience a significant disability that impacts "major life activities." Of those identified disabilities, the majority involve mobility issues, followed by cognition, vision, and hearing. Those experiencing a disability also have a far greater likelihood of experiencing job insecurity, housing insecurity, low income households, as well as transportation insecurity. As identified by the Alaska Mental Health Trust Authority, lack of transportation and mobility options increases the likelihood of individuals with disabilities experiencing social isolation, unemployment, lack of independence, limited access to medical care, limited access to rehabilitation programs, as well as significant barriers to accessing goods and services as part of everyday activities.<sup>3</sup> The non-motorized transportation network is of particular importance when considering how individuals with disabilities travel within the community.<sup>4</sup>

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1 *Census Bureau Profile for Homer, Alaska*. U. S. Census Bureau. (n.d.).

2 *2020 Profile of Older Americans*. Administration for Community Living. (May 2021).

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3 *2022 Alaska Scorecard*, Alaska Mental Health Trust Authority. (April 2023).

4 *CDC: 1 in 4 US adults live with a disability*. Centers for Disease Control and Prevention. (2018, August 16).

## Speed, Safety, and Crash Outcomes

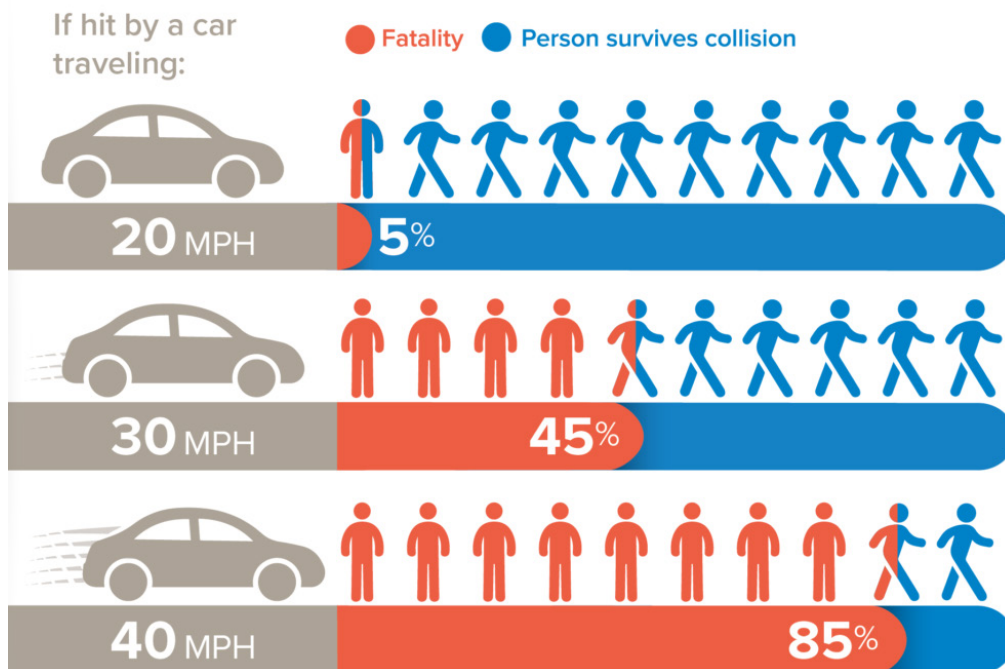
Aging adults and individuals with disabilities are far more likely to experience serious injury or death within transportation networks. Both groups are typically more reliant on the pedestrian environment to meet daily mobility needs and as such are more vulnerable. Studies also indicate a much higher rate of injury for both groups when involved in pedestrian-vehicle collisions. According to recent studies, individuals using wheelchairs have a 36% higher mortality rate in pedestrian/vehicle crashes than the general population. Similarly, the risk of severe injury or death for a 70-year-old pedestrian involved in a vehicular collision at 25 mph is similar to the risk for a 30-year-old pedestrian at 35 mph.<sup>5</sup>

In all cases of pedestrian and vehicular crashes, speed is a clear determining factor for injury and fatality outcomes for pedestrians. The vehicle speed to pedestrian injury rate increases exponentially as vehicle speed increases. Injury rates increase when size and mass of vehicles are also taken into account.

## All Ages & Abilities Design Best Practice and the ADA

***“Designing for all abilities: The design of sidewalk environments is important to all pedestrians, but is particularly important to those with disabilities who have limited travel choices and rely most on the pedestrian environment. For example, older adults, persons with vision impairments, and children frequently rely on the sidewalk to travel independently within their community for shopping, recreation, exercise, and walking to school.”***

*Federal Highway Administration*



National Traffic Safety Board (2017) Reducing Speeding-Related Crashes Involving Passenger Vehicles. Available from: <https://www.nts.gov/safety/safety-studies/Documents/SS1701.pdf>

Figure 17: Pedestrian Injury Rates by Speed of Vehicle

<sup>5</sup> Kraemer, J. D., & Benton, C. S. (2015, November 20). *Disparities in road crash mortality among pedestrians using wheelchairs in the USA: Results of a Capture-recapture analysis*. BMJ open.



Figure 18: Curb Ramps that Direct the User into the Crosswalk

Homer's infrastructure can be planned and constructed with users of all ages and abilities in mind, using ADA compliance as a minimum standard as well as consulting the U.S. Access Board's *(Proposed) Public Rights-of-Way Accessibility Guidelines* (PROWAG) and FHWA's *Accessible Sidewalks and Street Crossings* recommendations as design best practice.

While ADA guidelines set minimum standards for slope, width, length, and surface conditions for an accessible pedestrian route, the experience of users of all ages and abilities should also be considered. Diagonal curb ramps at intersections, for instance, meet minimum ADA requirements and are employed at various locations throughout the City of Homer. However, they are not the ideal design because they direct wheelchair users, and possibly visually impaired pedestrians, towards the middle intersection. Parallel or perpendicular curb ramps

that direct users into the crosswalk are the preferred design. Diagonal curb ramps, however, do provide an acceptable, cost-effective solution in retrofit situations when other types of ramps may be cost-prohibitive.

Another common barrier frequently encountered is steep sidewalk cross slopes, particularly at driveways. ADA requires a maximum cross slope of 2% but this has been frequently exceeded. Severe cross slopes require wheelchair users and other pedestrians to work against the effects of gravity to maintain their lateral balance. Pedestrians using crutches or canes may be forced to turn sideways to keep their base of support at a manageable angle. Plans and specifications need to clearly call out the maximum allowable grades and contractors need to be held accountable for constructing in accordance with the documents.



Figure 19: Driveway Entrance with Level Cross Slope



Figure 20: Driveway Entrance with Steep Cross Slope



## PEDESTRIAN CROSSWALKS

Difficult road crossings can be a barrier, separating otherwise connected walking and biking networks. Areas where improved pedestrian crossings are desired include:

- **Homer Spit (specific locations along the last mile of roadway)**
- **Pioneer Avenue (at Svedlund Street, Kachemak Way, Heath Street, and Lake Street)**
- **East End Road (at Ben Walters Lane and Paul Banks Elementary School)**
- **Sterling Highway (on Lake Street at both ends of the Beluga Lake causeway)**

The *Alaska Traffic Manual* gives guidance on where marked pedestrian crosswalks are desirable as well as the type of traffic control that is desirable (e.g., pavement markings, signs, signals).

An engineering study considers pedestrian volume, street width, traffic volumes, traffic approach speed, sight distance, availability of gaps in the traffic stream, and crash experience as part of making recommendations for a specific location. These guidelines are based on safety studies and are designed to ensure that drivers see pedestrians as they enter crosswalks and that drivers and pedestrians have similar expectations.

In general, traffic volumes are low enough in Homer that marked crosswalks can be considered for anywhere speed limits are 35 mph or lower. Where pedestrians have difficulty finding enough opportunities to cross between vehicles, a median refuge island could be useful. Alternatively, an electrical warning device could be used to alert drivers to yield to pedestrians (Figure 21). Where vehicle speeds are higher, a pedestrian hybrid beacon could be considered.



Figure 21: Electrical Warning Devices (Rectangular Rapid Flashing Beacon, or RRFB) on University of Alaska Fairbanks Campus

## TRAFFIC CALMING

Traffic calming treatments can be used to reduce the speeds of vehicles in a specific area. Speed management can allow drivers more time to react and reduce the severity of a crash.<sup>6</sup> In general, traffic calming devices are only suitable for local or collector roads. An engineering study will consider vehicle volume, speed limits compared to actual vehicle speeds, the presence of school zones or other pedestrian generators, crash history, and the availability of sidewalks. In addition to reconstruction, traffic calming elements can be incorporated into initial design projects.

### Traffic Calming and Complete Streets

Traffic calming is often used to improve safety and comfort for walking and biking through retroactive treatments that decrease vehicle speeds in a neighborhood or along a corridor.

Designing for Complete Streets is proactive and includes: considering walking and biking when setting design speeds; appropriately separating users in time and space; improving connectivity and access for walking, biking, and transit; and implementing safety treatments.

Complete Streets provides a mechanism for considering the land use context of the neighborhood in determining needed improvements. For example, the types of improvements needed will vary depending on if the area is residential, commercial, industrial, or mixed; natural, rural, suburban, or town center.

Complete Streets is one of several safety-focused approaches to transportation planning. Figure 22 briefly describes several of these.

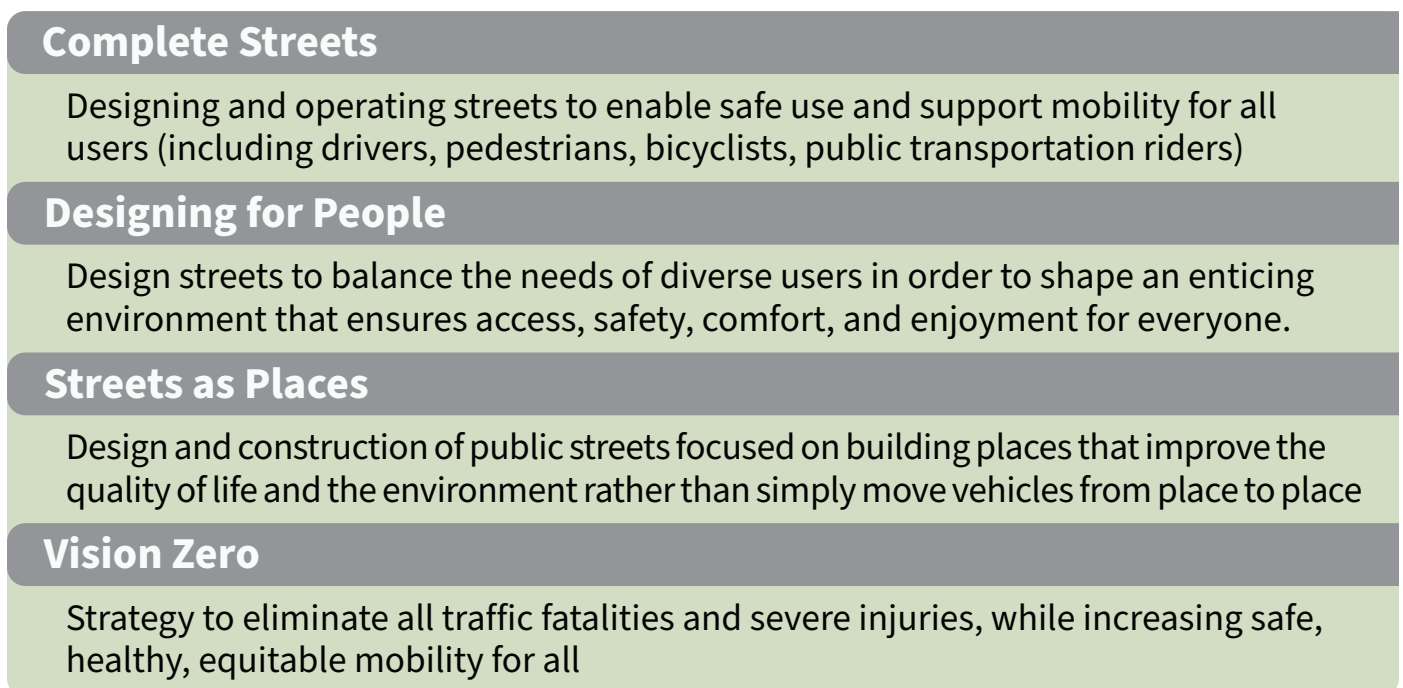


Figure 22: Safety-focused approaches to transportation planning

6 Xu, G. (2022). *Speed Management is Key to Road Safety*. Public Roads, Vol 85 No. 4. FHWA.



## Traffic Calming Devices

Traffic calming treatments are most effective in the immediate area surrounding each device. As such, a series of devices should be installed to keep speeds low throughout a corridor. The following sections describe effective strategies for calming traffic.

### *Speed Humps and Tables*

Speed humps are parabolic raised areas of pavement. They are typically between 12 and 22 feet in length with a relative rise of 3 inches and extending the width of the travel way. Speed humps are designed to reduce 85<sup>th</sup> percentile speeds between 25 to 35 miles per hour. Speed tables have a similar size and shape to speed humps; however, they have a flat top. The flat surface is usually textured and can be used as a crosswalk for pedestrians. Speed humps and tables are most effective when used in a series or with other traffic calming measures.

**Advantages:** These traffic calming devices are compatible with bike lanes if the speed humps and tables do not encroach into the bike lanes. Large vehicles can traverse speed humps and tables at low speeds.

**Disadvantages:** Speed humps and tables can be damaged by snowplows and graders, and may require additional costs. Supplemental signs and markers also require additional maintenance efforts. Emergency response times are affected by these devices and emergency personnel have been injured while traversing speed humps.

### *On Street Parking*

On street parking reduces street width and can be applied alongside other traffic calming measures. Parallel parking is the most effective form of on-street parking as it increases side friction to traffic flow.

**Advantages:** On street parking provides convenient access to local businesses. First responders prefer this traffic calming device to all other devices.

**Disadvantages:** This can reduce road visibility and intersection sight distance. Vehicles must be removed from the road during snow plowing operations.

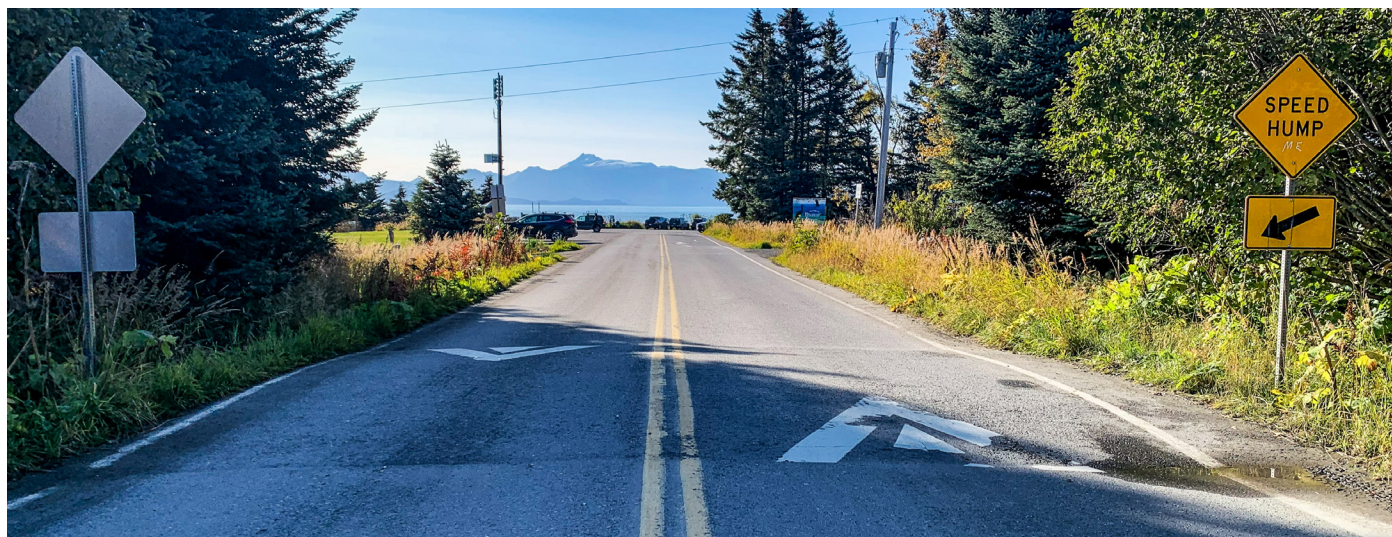


Figure 23: Speed Hump on Beluga Pl



### *Bulb-Out*

A bulb-out is when the curb is extended horizontally into the street, making the roadway narrower. Alone, it is not effective at reducing vehicle speeds, but bulb-outs can be effective when used with other traffic calming measures.

**Advantages:** Bulb-outs provide a lot of improvements for pedestrians. They control parking encroachment into crosswalks, increase pedestrian sight distance, and reduce pedestrian crossing distances. These changes mean that pedestrians are more likely to cross when gaps between traffic are desirable. Mid-block bulb-outs can be used for beautification and landscaping.

**Disadvantages:** Bulb-outs can be damaged by snowplows and graders and may require a metal armor plate at likely strike points.

### *Chicanes*

Chicanes are a series of at least three mid-block curb extensions that create S-shaped curves on the roadway. They reduce speed by forcing drivers to move horizontally and slow down around curves. To be effective, they must be placed in such a way that deflects traffic rather than simply narrowing the roadway.

**Advantages:** Bike lanes are compatible with chicanes. Large vehicles and emergency response vehicles can negotiate chicanes. Chicanes can also be used for landscaping which may further reduce speed by eliminating long sight lines.

**Disadvantages:** Chicanes require additional maintenance efforts. They can also result in increased response times to emergency calls.



Figure 24: Curb Bulb-outs in Downtown Anchorage, Alaska



### *Traffic Circles*

Traffic circles are circular islands in the middle of an intersection. They slow down traffic by causing drivers to deflect right upon approach, make a short left “turn” around the circle, and then to do a sharp right turn to exit the intersection.

**Advantages:** Bike lanes are compatible with traffic circles. Landscaping on the traffic circles may reduce speed by eliminating long sight lines.

**Disadvantages:** Traffic circles require additional maintenance efforts and may be difficult to negotiate for larger vehicles. The slower speed necessary to navigate the circle may result in increased response time to emergency calls. Trucks and emergency vehicles may need truck aprons to accommodate vehicles with a larger turn radius.



Figure 25: Traffic Circle on Gillam Way in Fairbanks

### *Speed Feedback Signs*

These signs monitor the speeds of passing vehicles and display the speeds on a variable message board. When a vehicle traveling at a speed that exceeds the posted speed limit passes, the sign will flash or display a message such as “slow down”.

**Advantages:** Bike lanes and large vehicles are compatible with speed feedback signs. This traffic calming treatment may address the public perception of speeding better than any other treatment.

**Disadvantages:** There are ongoing maintenance and operation costs in providing electrical service to the sign.



Figure 26: Speed Feedback Sign on Gillam Way in Fairbanks

### *Supplemental Traffic Calming Measures*

**Sidewalks and Crosswalks** – Increase pedestrian compliance which reduces conflicts between pedestrians and vehicles.

**Landscaping** – Increase vehicle and pedestrian visibility.

**Education and Enforcement** – These can be used as a precursor to physical measures to help roadway users know how to navigate upcoming traffic calming measures.



# Goals and Objectives for the Transportation System





The City of Homer recognizes the critical role that transportation plays in shaping the community's livability, sustainability, and economic vitality. The goals and objectives for the Transportation Plan were developed with input from the city staff and members of the community. The goals describe the fundamental outcomes of the Transportation Plan, while the objectives are more specific and measurable outcomes that support the goals. The following goals and objectives represent the community's commitment to building a safe, sustainable, and accessible transportation system that meets the needs of all members of the community.

## GOAL 1: INCREASE SAFETY OF INTERACTIONS BETWEEN DIFFERENT MODES OF TRAVEL

Community members want travel within the city to be safer, including for people walking, biking, and driving, as well as for the movement of goods.

*Objective 1A: Improve safety at conflict points between pedestrians and motor vehicles, especially at intersections*

Safety can be improved at conflict points (where pedestrian and motor vehicle paths cross) by making crossing locations more visible, encouraging motor vehicles to yield to pedestrians, and reducing the crossing distance.

*Objective 1B: Provide for safe use of the right-of-way by all transportation modes, considering the land use context and type of vehicle*

Safety can be improved by policies that help to define the network for different users (such as defining truck routes or defining maximum speeds for e-bikes on pathways) and through infrastructure improvements to help separate users with different weight and speed characteristics (such as building bike lanes, pathways, and sidewalks).

*Objective 1C: Improve user understanding of how to safely share the public right-of-way*

Public awareness campaigns are another method to improve safety. One example of education that has been shown to reduce crashes is safety education for children regarding safe pedestrian and bicycle behaviors.

## GOAL 2: PROVIDE A CONNECTED NETWORK OF LOCAL AND COLLECTOR ROADS AND TRAILS THAT BALANCES MODES BASED ON LAND USE CONTEXTS

Community members desire a connected network for all users. Connected walking and biking networks provide more opportunities for walking and biking. A connected collector road network helps to reduce the number of short trips on the arterial road network. This reduces the need for increasing the number of traffic lanes or installing more restrictive traffic control on arterial networks. A connected collector road network works hand-in-hand with the walking and biking networks to reduce the overall cost of the transportation network and address climate impacts. As new connections are built, the design for each user type should reflect the land use context. For example, frequent safe pedestrian crossings are needed in commercial areas.

*Objective 2A: Identify a priority pedestrian network that connects key generators and develop a plan to build these connections*

Community members desire to walk more frequently. Building or improving pedestrian facilities that connect to locations where people want to walk (such as schools, the library, and shopping areas) will improve options for walking.

*Objective 2B: Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections, and encourage appropriate bicycle parking*

Community members desire to bicycle for transportation more frequently. Building or improving low-stress bicycle facilities that connect to locations where people want to travel and providing appropriate bicycle parking at those locations (such as schools, the library, and shopping areas) will improve options for biking.

**The Low-Stress Bicycle Network describes a connected system (or network) of shared roadways, bike lanes, sidewalks, paths, and trails that are suitable for bicyclists of all ages and abilities.**

*Objective 2C: Identify key gaps in the collector road network and develop a plan to build these connections*

Prioritizing building or improving collector roads that allow drivers to access a signal on a major arterial or travel directly between adjacent neighborhoods will decrease delay and trip length without necessitating major improvements to the arterial network.

***Objective 2D: Identify and address opportunities for parking once and then walking, ride-sharing, or using transit***

Park-and-ride facilities allow visitors to get out of their car or RV and travel to attractions using transit. Consolidated parking that serves several businesses allows people to park once and then visit several businesses without driving between each one.

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## **GOAL 3: MAINTAIN TRANSPORTATION NETWORK TO BE USABLE YEAR-ROUND**

Community members desire roads and walking and biking facilities to be maintained so they are usable in the winter and in summer.

***Objective 3A: Reconstruct and proactively maintain pedestrian facilities to ensure year-round usability***

Sidewalks, paths, and trails are less usable when drainage, lighting, and wayfinding are inadequate. Addressing problems with the existing pedestrian system will help to make them usable year-round. Additionally, establishing standards for winter and summer maintenance for specific locations will help users know what to expect.

***Objective 3B: Reconstruct and proactively maintain bicycle facilities to ensure year-round usability***

Shared roadways, bike lanes, paths, and trails are less usable when drainage, lighting, and wayfinding are inadequate. Addressing problems with the existing bicycle network will help to make it usable year-round. Additionally, establishing standards for winter and summer maintenance will help users know what to expect.

***Objective 3C: Reconstruct and proactively maintain City of Homer roadways to ensure year-round usability***

Inadequate drainage can also impact the usability of roadways. Improving drainage during roadway reconstruction can help keep the pavement in good condition for a longer period of time. Establishing maintenance standards for city roads and ways for the public to alert the city when there are concerns at specific locations can help make roadways usable year-round.

***Objective 3D: Work with DOT&PF to improve winter maintenance on state-owned sidewalks, paths, or bike lanes***

The public has identified maintenance of the sidewalks, paths, or bike lanes along DOT&PF-owned roadways as a top priority

for improvement. Transferring maintenance responsibility is one possible solution. There may be some roads currently under state ownership that should be under city ownership. It is necessary for the COH and ADOTPF to cooperate in jointly planning for roads in the COH (and broader) area.

***Objective 3E: Manage resources to maximize and balance maintenance efforts***

Improving the efficiency of maintenance activities allows better maintenance without increasing resources. Designing new roadways, sidewalks, paths, or trails to accommodate the existing equipment or buying new equipment that makes it easier to clear debris and snow from existing infrastructure could help balance maintenance efforts and make them more efficient.

***Objective 3F: Update and enforce design standards for walking, biking, road, and public transportation networks***

Enforcing and updating standards for infrastructure that serves all modes during design reviews will ensure consistency and improve travel options.

***Objective 3G: Include appropriate improvements for each travel mode as part of reconstruction or new construction projects within the public right-of-way***

As roads are constructed or reconstructed, infrastructure should be considered for each mode. New or improved infrastructure should be consistent with the land use context (such as providing sidewalks in urban areas and wide shoulders or separated paths in rural areas), meet design standards, and help to complete the priority network for that mode.

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## **GOAL 4: PROVIDE EXPANDED TRANSPORTATION OPTIONS FOR RESIDENTS AND VISITORS**

Community members desire a transportation system that provides additional transportation options and reduces environmental impacts.

***Objective 4A: Support the development of a public transportation network***

Public transit provides additional travel options and reduces travel by a single occupant in a vehicle. The City could support the private development of transit by building transit stops or park-and-ride facilities.



# Recommendations






To achieve the goals and objectives of the Transportation Plan, the following policies and projects should be implemented. Many will be accomplished using working groups or task forces. These are not arranged in order of priority. Many will be accomplished using working groups or task forces.

POLICIES

Truck Network


Goals and Objectives	 <b>Objective 1B</b> <b>Provide for safe use of the right-of-way by all transportation modes, considering the land use context and type of vehicle</b>
Policy Description	<b>Establish Truck Routes for the City of Homer to reduce the number of through trucks traveling on Pioneer Avenue</b> , taking into consideration land use context, pavement structure, and heavy vehicle turning requirements.
Benefits	Could reduce truck-pedestrian interactions. Establishes understanding between different agencies and companies for where trucks should be traveling.
Challenges	Truck routes must be designed to accommodate truck movements. Designating truck routes for DOT&PF roads will need DOT&PF approval. Consult with trucking companies and the public to ensure concerns are addressed.

A freight network map for all of Alaska lists the highways that are essential for freight routes, including the entire section of the Sterling Highway all the way to the end of the Homer Spit. DOT&PF Title 17 AAC 25.014 describes the type of trucks that are allowed on these freight routes. The federal and state governments leave non-highway truck route decisions to local governments.




Figure 27: Dump truck turning from Lake Street onto East End Road

## E-Bike Legislation

Goals and Objectives 	Objective 1B Provide for safe use of the right-of-way by all transportation modes, considering the land use context and type of vehicle
Policy Description	<p><b>Consider legislation governing the use of electric bikes (e-bikes)</b> to reduce the possibility of unsafe interactions with other modes.</p> <p>E-bikes are popular for many reasons: they allow riders to go farther with less effort than traditional bikes, they are environmentally friendly, and they cost less to use than cars.<sup>1</sup></p> <p>However, e-bikes present a unique dilemma as they are a hybrid between a human powered bicycle and a motorcycle. Currently, e-bikes fall under the Alaska definition of “motor-driven cycle”, which requires an operating license and has a minimum age requirement of 14. The classification also prohibits e-bikes from sidewalks or bike paths.</p> <p>Local governments, however, can enact their own legislation regulating e-bikes.</p> <p>A task force would be a good way to implement this effort; input from the cycling community should be solicited. The Municipality of Anchorage has a policy that could be used as a starting point.</p>
Benefits	<p>Increases safety of e-bike usage.</p> <p>Supports transportation mode options.</p> <p>Reduces conflicts between e-bikes users and other users.</p> <p>Encourages increased e-bike usage.</p>
Challenges	Balancing regulations and allowances for E-bikes to satisfy the residents of Homer.


## Bicycle Parking

Goals and Objectives 	Objective 2B Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections, and encourage appropriate bicycle parking
Policy Description	<b>Adopt a bicycle parking ordinance for new and existing buildings</b> that specifies the amount and location of secure, convenient bicycle parking available. Bicycle trips require safe and secure bicycle parking at either end of the trip. Adopting a bicycle parking ordinance for new and existing buildings would make the City of Homer a more bicycle friendly community. A task force would be a good way to implement this effort.
Benefits	<p>Reduces the likelihood of bike theft.</p> <p>Protects vegetation (which would otherwise be used for bike parking if other options weren't made available).</p> <p>Encourages community members to bike more often.</p>
Challenges	Determining where to place bicycle parking and where different types (short- versus long-term) of bicycle parking should be.

As an example, Sitka, which received a Silver Bicycle Friendly Community Award from the League of American Bicyclists, used these APBP guidelines to improve their bike parking by recommending a minimum number of bicycle parking spaces for each land use category. A local biking advocacy group in Sitka also conducted a survey of community members to identify where bicycle parking was needed. New bike racks were installed in places identified by the community as part of Sitka's Walk, Bike, Win! downtown commuter challenge. These changes resulted in Sitka becoming a more bike friendly community.

1 (ABC10), A. M. S. A. (2022, August 27). *E-bikes are gaining popularity in the US. here's why*. abc10.com. Retrieved March 31, 2023

## Transfer of Responsibility Agreements for State Roads

Goals and Objectives	 <b>Objective 3D</b> <b>Work with DOT&amp;PF to improve winter maintenance on state-owned sidewalks, paths, or bike lanes</b>
Policy Description	<p><b>Pursue additional Transfer of Responsibility Agreements (TORAs) to allow the city to maintain roads and pathways that are currently maintained by DOT&amp;PF.</b> If the City has the resources (staffing and equipment) to take on the added responsibility, the City should then enter into discussions with the DOT&amp;PF regarding transferring maintenance responsibility. The pathways along the Sterling Highway, East End Road, Lake Street, and Main Street could benefit from a TORA with the State of Alaska.</p>
Benefits	Maintain roads and pathways to a higher standard than current maintenance efforts.
Challenges	<p>City of Homer needs sufficient staffing and equipment to take on added maintenance responsibility.</p> <p>Payments from DOT&amp;PF to City of Homer under a TORA agreement are not guaranteed to cover all of the City's costs.</p> <p>Coming to a mutually beneficial agreement between DOT&amp;PF and the City of Homer.</p>

DOT&PF and the City of Homer currently have two TORAs: one for the Homer Spit and one for Pioneer Avenue. These two TORAs allow the City of Homer to maintain these state roads to the standards desired by community members.

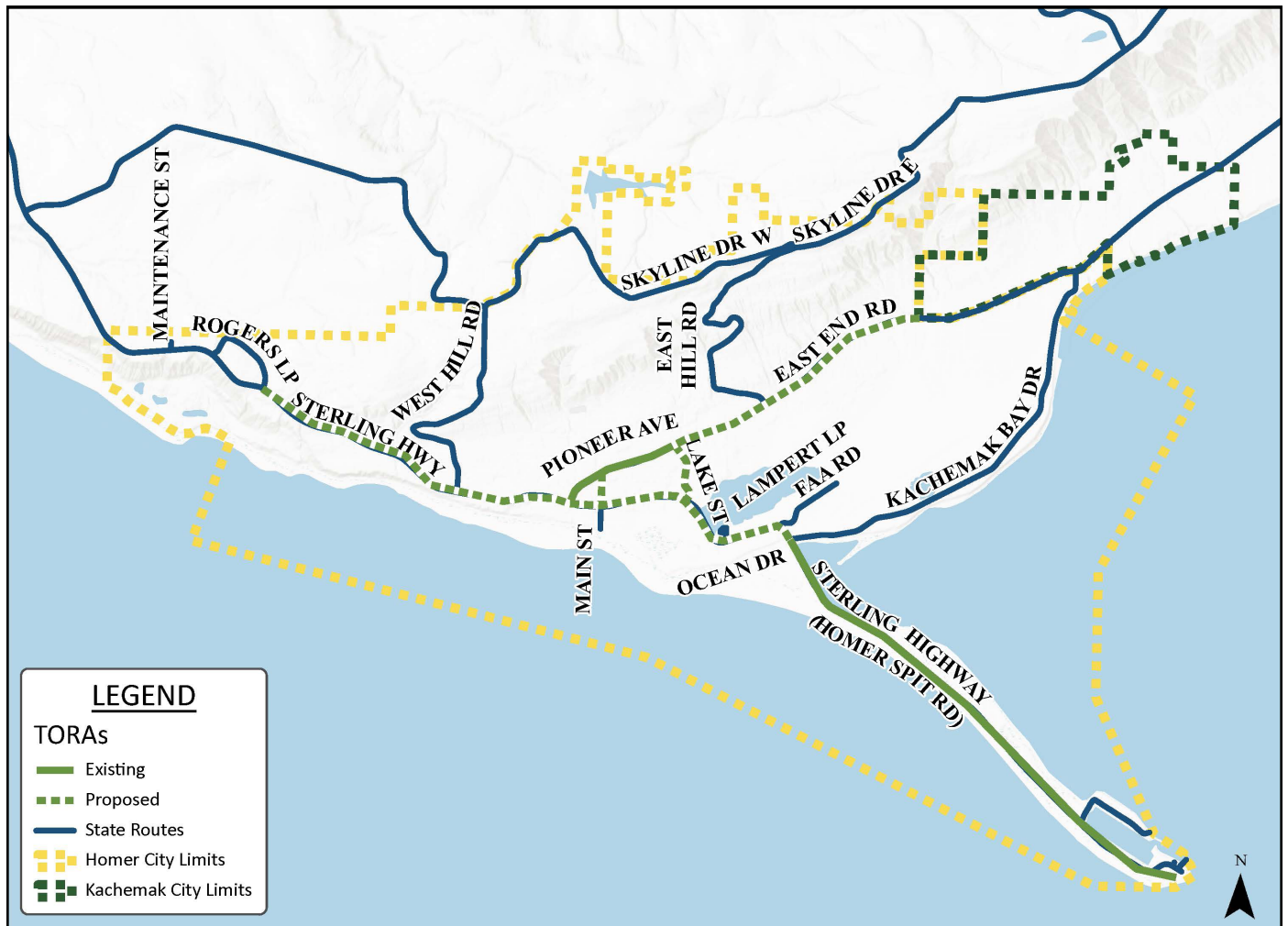




Figure 28: Existing and Proposed Transfer of Responsibility Agreements


## Ownership of State Roads

<b>Goals and Objectives</b>	 <b>Objective 3D</b> <b>Work with DOT&amp;PF to improve winter maintenance on state-owned sidewalks, paths, or bike lanes</b>
<b>Policy Description</b>	<b>Develop an agreement with the state to transfer ownership of some state roads to the city.</b> Under these agreements, the state pays to have the road constructed to Homer's standards, and then the City takes over ownership and maintenance responsibility. Main Street is a good example of a road that functions more like a local road. As such, it may be in the best interests of the City of Homer to take over ownership of Main Street. Pioneer Avenue is another example of a street the City may want to take over.
<b>Benefits</b>	The City can maintain the road to the community's standards. The City can control design decisions, such as the presence of a sidewalk or pathway.
<b>Challenges</b>	Coming to an agreement that is equally beneficial for the state and city.


## Maintenance Standards

<b>Goals and Objectives</b>	 <b>Objective 3E</b> <b>Manage resources to maximize and balance maintenance efforts</b>
<b>Policy Description</b>	<b>Set maintenance standards for the City of Homer</b> to meet public expectation, such as how frequently or under what circumstances roads, sidewalks, paths, and trails will be plowed in winter and swept in summer.
<b>Benefits</b>	Helps define the level of effort needed so the City can plan for maintenance equipment and budget to meet that need. Standards can also be communicated to the public.
<b>Challenges</b>	Determining priorities for sidewalks, paths, and trails within the existing road priorities. Deciding a reasonable maintenance time frame that satisfies the public and is achievable by the maintenance crew.


## Update Non-Motorized Facility Design Standards

<b>Goals and Objectives</b>	 <b>Objective 2A</b> <b>Identify a priority pedestrian network that connects key generators and develop a plan to build these connections</b> <b>Objective 2B</b> <b>Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections and encourage appropriate bicycle parking</b> <b>Objective 3F</b> <b>Update and enforce design standards for walking, biking, road, and public transportation networks</b>
<b>Policy Description</b>	<b>Update design standards for walking and biking infrastructure to ensure they are connected and are maintainable.</b> New development should include connections to sidewalks and paths. Standards for the way sidewalks and paths are built in the future can ensure that the available equipment can be effective in maintaining future paths. A task force could help to implement this policy.
<b>Benefits</b>	Reviewing development plans for connectivity to sidewalks and paths will remove obstacles to walking and biking. Designing new roads, sidewalks, paths, and trails to meet the operational characteristics of the City's maintenance equipment will increase the effectiveness of maintenance efforts.
<b>Challenges</b>	Keeping standards up to date to include new equipment. Adapting to locations where design standards cannot be met.


## Complete Streets/All Ages and Abilities Policy

Goals and Objectives 	<b>Objective 3G</b> <b>Include appropriate improvements for each travel mode as part of reconstruction or new construction projects within the public right-of-way</b>
<b>Policy Description</b>	<b>Develop a Complete Streets policy for Homer.</b> “Complete streets” is an approach to planning, designing, building, and maintaining streets that supports safe travel and access for all ages and abilities of all modes, including pedestrians, bicyclists, motorists, and transit riders. A complete streets policy ensures that all users are considered at all phases of all projects.
<b>Benefits</b>	Can be applied to all streets for assessment. Will determine if a street is missing important safety elements.
<b>Challenges</b>	Determining appropriate treatments for variety of contexts. Attaining funding.

## Transit Options

Goals and Objectives 	<b>Objective 4A</b> <b>Support the development of a public transportation network</b>
<b>Policy Description</b>	<b>Seek out partners to provide public transportation service in the Homer area.</b> Of particular interest are year-round transit options that serve area residents and seasonal options that encourage visitors and employees to park their vehicles and travel to the Homer Spit and other highly visited areas by bus and on foot.  There are numerous examples of small community systems throughout the state, including Glacier Valley Transit, Soaring Eagle Transit, Sunshine Transit, Valley Transit, CARTS, and BUMPS.
<b>Benefits</b>	Helps people without access to vehicles get to jobs, shops, and services, and also increases travel options for everyone.  Reduces environmental impacts by reducing vehicle miles traveled.
<b>Challenges</b>	Federal funding is available for systems providing year-round service. Attaining funding. Seasonal variation in demand. Requires public and non-profit partnership.


## Traffic Calming

Goals and Objectives 	<b>Objective 1B</b> <b>Provide for safe use of the right-of-way by all transportation modes, considering the land use context and type of vehicle</b>
<b>Policy Description</b>	<b>Develop a Traffic Calming Manual that describes treatments that are effective and acceptable to the City of Homer.</b> Traffic calming treatments discourage cut-through traffic and encourage vehicles to travel at speeds that are appropriate for the land use context. The Traffic Calming Manual should describe the data needs for the analysis and how it should be collected; address the types of treatments available, lighting and signage needs, and when and where a treatment is appropriate; and describe how to select treatments for a specific location.
<b>Benefits</b>	Walking and biking along a road, as well as recreating near a road, is safer and more comfortable when adjacent vehicles are traveling at slower speeds.
<b>Challenges</b>	Attaining funding. Educating the public. Potential for additional maintenance burden.




## PROJECTS

### Bicycle Safety Campaign


Goals and Objectives	 <b>Objective 1C</b> <b>Improve user understanding of how to safely share the public right-of-way</b>
<b>Project Description</b>	<b>Support efforts of a private partner to develop an effective education campaign that targets teaching bike safety to children.</b> Safety education campaigns have been shown to be effective where new information is presented and where the target audience has not already formed habits. Thus, children are the best targets for bicycle safety campaigns. <sup>2</sup>
<b>Benefits</b>	Reduces crashes and conflicts due to interactions between bicycles and vehicles.
<b>Challenges</b>	Finding appropriate private partner. Homer Bicycle Club has a “Homer Shares the Road” campaign that could be built upon.
<b>Related Projects</b>	N/A

### Parking Study


Goals and Objectives	 <b>Objective 2D</b> <b>Identify and address opportunities for parking once and then walking, ride-sharing, or using transit</b>
<b>Project Description</b>	<b>Conduct a parking study to determine the location and benefits of centralized parking lots.</b> Many members of the community voiced frustrations with parking options, especially along the Spit and in the Central Business District (CBD). Parking along the Spit is particularly difficult in the summer when the port is in constant use by residents, businesses, and tourists. When there are visitors to the CBD, they must drive between stops, which increases congestion and discourages them from visiting multiple businesses. The lack of centralized parking options negatively affects local business owners in these areas by limiting the amount of foot traffic to their businesses. Building parking facilities in association with transit will allow visitors to get out of their car or RV and travel to attractions using walking or transit.
<b>Benefits</b>	Reduces the amount of vehicle traffic in congested areas. Encourages visitors to the CBD and Spit to visit more than one business and increase economic growth by connecting attractions and businesses. Potentially provides extra space for beautification and more local businesses by adding centralized parking locations.
<b>Challenges</b>	Cooperation of private entities. Determining the location of bus stops and parking lots that work well for transit users and the transit operator. Costs to acquire land for shared off-street parking.
<b>Related Projects</b>	Policy 9 Transit Options

<sup>2</sup> *Improving the effectiveness of road safety campaigns: Current and new practices.* IATSS Research, Vol 34 No. 2. (March 2011).

## Improve Drop-Off and Pick-Up Locations at Schools


<b>Goals and Objectives</b> 	<b>Objective 1A</b> <b>Improve safety at conflict points between pedestrians and motor vehicles, especially at intersections</b> <b>Objective 2A</b> <b>Identify a priority pedestrian network that connects key generators and develop a plan to build these connections</b> <b>Objective 2B</b> <b>Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections and encourage appropriate bicycle parking</b>
<b>Project Description</b>	<b>Study schools with circulation concerns and develop plans to improve them.</b> Traffic congestion during school pick-up and drop-off times is a safety concern for several schools in Homer. Improving bus circulation, parent pick-up and drop-off areas, bicycle parking, sidewalk connections, and signage could reduce these problems.
<b>Benefits</b>	Reduces congestion on roads near schools. Protects children and increases drivers' awareness of them during pick-up and drop-off. Encourages student to walk or bike to school by improving pedestrian facilities. Encourages practice of healthy habits and decreases use of motor vehicles, thereby improving air quality.
<b>Challenges</b>	Right-of-way and utilities may limit feasible alternatives. Coordination with Kenai Peninsula Borough, Kenai Peninsula School District, and DOT&PF.
<b>Related Projects</b>	Project 4 Neighborhood Connectivity to Schools

## Neighborhood Connectivity to Schools


<b>Goals and Objectives</b> 	<b>Objective 2A</b> <b>Identify a priority pedestrian network that connects key generators and develop a plan to build these connections</b> <b>Objective 2B</b> <b>Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections and encourage appropriate bicycle parking</b> <b>Objective 2B</b> <b>Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections and encourage appropriate bicycle parking</b> <b>Objective 3A</b> <b>Reconstruct and proactively maintain pedestrian facilities to ensure year-round usability</b> <b>Objective 3B</b> <b>Reconstruct and proactively maintain bicycle facilities to ensure year-round usability</b>
<b>Project Description</b>	<b>Encourage Kenai Peninsula Borough to build improved trails between schools and surrounding neighborhoods.</b> Several survey comments requested established trails from neighborhoods to the nearby schools. West Homer Elementary, Middle, and High schools all have natural surroundings to the north. It seems that students have been traversing these areas despite the lack of a maintained and designated trail. To ensure the safety of children walking to school, and to create more connectivity to the schools, a set of trails between the schools and the surrounding neighborhoods should be identified, constructed, and maintained.
<b>Benefits</b>	Provides a safe passage for children walking to school, encouraging active transportation, and providing additional travel options.
<b>Challenges</b>	Coordination with Kenai Peninsula Borough.
<b>Related Projects</b>	Project 3 Improve Drop-Off and Pick-Up Locations at Schools Project 9 Identify Additional Priorities for Walking & Biking Infrastructure




## Pioneer Avenue as an Extension of the HAP Loop

<b>Goals and Objectives</b> 	<p><b>Objective 1A</b>  <b>Improve safety at conflict points between pedestrians and motor vehicles, especially at intersections</b></p> <p><b>Objective 2A</b>  <b>Identify a priority pedestrian network that connects key generators and develop a plan to build these connections</b></p> <p><b>Objective 2B</b>  <b>Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections and encourage appropriate bicycle parking</b></p> <p><b>Objective 3G</b>  <b>Include appropriate improvements for each travel mode as part of reconstruction or new construction projects within the public right-of-way</b></p>
<b>Project Description</b>	<p><b>Evaluate pedestrian crossing improvements for Pioneer Avenue intersections.</b> Community members identified the main intersections along Pioneer Avenue as being high stress locations for pedestrian crossings. An engineering study is needed to determine whether existing crossing treatments should be improved and what treatment(s) should be applied. Examples of treatments to be considered include high-visibility pavement markings, curb extensions, and rectangular rapid flashing beacons. There is already a plan in place to improve the intersections along Pioneer Avenue at Main Street and at Svedlund Street as part of the HAP Loop project.</p>
<b>Benefits</b>	<p>Eliminates barriers to walking and improves safety.</p>
<b>Challenges</b>	<p>Attaining funding.  Right-of-way and utilities may be a concern.</p>
<b>Related Projects</b>	<p>HAP Loop Project (ongoing)  Project 6 Old Town Connections as an Extension of HAP Loop</p>


## Old Town Connections as an Extension of HAP Loop

<b>Goals and Objectives</b> 	<p><b>Objective 2A</b>  <b>Identify a priority pedestrian network that connects key generators and develop a plan to build these connections</b></p> <p><b>Objective 2B</b>  <b>Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections and encourage appropriate bicycle parking</b></p>
<b>Project Description</b>	<p><b>Evaluate connecting HAP Loop through Old Town.</b> Old Town is home to many hotels, restaurants, and local businesses. The HAP Loop provides access to the eastern part of Old Town but fails to connect the neighborhoods to the west. This project would evaluate the addition of pedestrian facilities in west Old Town with connections to the HAP Loop. It would also evaluate the need for improvements to the pedestrian crossing at the intersections of Sterling Highway and Pioneer Avenue.</p>
<b>Benefits</b>	<p>Increases non-motorized accessibility, provide travelers with more options.  Improves the areas near many hotels, which will provide seasonal visitors with more travel options.  Could reduce the amount of motorized traffic traveling on and across the Sterling Highway at Pioneer Avenue, an intersection that was identified as being difficult in the summer.</p>
<b>Challenges</b>	<p>Attaining funding.  Right-of-way and utilities may be a concern.  Coordination with DOT&amp;PF is required for Main Street.</p>
<b>Related Projects</b>	<p>HAP Loop Project (ongoing)  Project 5 Pioneer Avenue as an Extension of the HAP Loop</p>


## Kachemak Drive Reconnaissance Engineering Study

<b>Goals and Objectives</b> 	<b>Objective 1A</b> <b>Improve safety at conflict points between pedestrians and motor vehicles, especially at intersections</b> <b>Objective 1B</b> <b>Provide for safe use of the right-of-way by all transportation modes, considering the land use context and type of vehicle</b>
<b>Project Description</b>	<b>Conduct a reconnaissance engineering study to identify concerns, needs, and obstacles for improving Kachemak Drive for non-motorized travel and to develop potential solutions.</b> The safety of non-motorized transportation and interactions between motorized vehicles along Kachemak Drive was a repeated concern of survey participants. A two-lane road with a 35-mph speed limit and limited shoulders, this route is popular for walking, biking, and driving, but the interactions between users is uncomfortable and there is limited right-of-way for improvements.
<b>Benefits</b>	Improves safety.
<b>Challenges</b>	Attaining funding. Limited right of way. Coordination with DOT&PF.
<b>Related Projects</b>	Project 9 Identify Additional Priorities for Non-Motorized Infrastructure


## Regularly Update Existing Trails Maps

<b>Goals and Objectives</b> 	<b>Objective 2A</b> <b>Identify a priority pedestrian network that connects key generators and develop a plan to build these connections</b> <b>Objective 2B</b> <b>Identify a priority low-stress bicycle network that connects key generators, develop a plan to build these connections and encourage appropriate bicycle parking</b> <b>Objective 3A</b> <b>Reconstruct and proactively maintain pedestrian facilities to ensure year-round usability</b> <b>Objective 3B</b> <b>Reconstruct and proactively maintain bicycle facilities to ensure year-round usability</b>
<b>Project Description</b>	<b>Regularly update existing trails maps in GIS for online use and for creating print maps.</b> Trails such as the Beluga Trail and Reber Trail extend the non-motorized network. Trails are only effective when potential users are aware of them. Updating maps to include information about the difficulty level and type of maintenance, will help individuals to understand which routes are best for them.
<b>Benefits</b>	Informs the public of the trail routes available to them. Helps to identify gaps within the non-motorized network and inform the public as they are filled.
<b>Challenges</b>	Staffing. Coordination with trail user groups, such as Homer Trails Alliance and Kachemak Nordic Ski Club.
<b>Related Projects</b>	Project 9 Identify Additional Priorities for Non-Motorized Infrastructure

## Identify Additional Priorities for Walking & Biking Infrastructure

Goals and Objectives 	<b>Objective 3A</b> <b>Reconstruct and proactively maintain non-motorized facilities to ensure year-round usability</b>
<b>Project Description</b>	<p><b>Identify priority areas for non-motorized travel and develop a plan for constructing sidewalks, paths, and trails in those areas.</b> Wayfinding and streetscape improvements should be included. Survey respondents identified numerous sidewalks, paths, and trails that they would like to see constructed. These include:</p> <ul style="list-style-type: none"> <li>Connections between neighborhoods along Skyline Drive and those near the hospital and the high school</li> <li>Sidewalk or bike lanes along East Hill and West Hill Roads</li> <li>Pathways further out on the Sterling Highway and on East End Road</li> <li>Path along routes parallel to Ocean Drive</li> <li>Paths around the airport and connecting to areas along East End Road</li> <li>Traffic calming along Skyline Drive</li> <li>Access to beaches</li> <li>Connections from outlying areas into Homer (ex: Diamond Creek Trails)</li> </ul>
<b>Benefits</b>	<p>Satisfies the public desire for trails, sidewalks, and bike lanes.</p> <p>Improves pedestrian safety.</p> <p>Adds to the transportation network.</p>
<b>Challenges</b>	<p>Attaining funding.</p> <p>Coordination with DOT&amp;PF.</p> <p>Increased maintenance burden.</p>
<b>Related Projects</b>	Project 8 Regularly Update Existing Trails Maps

## Complete East-West Connections

Goals and Objectives 	<b>Objective 2C</b> <b>Identify key gaps in the collector road network and develop a plan to build these connections</b>
<b>Project Description</b>	<p><b>Build additional east-west connections.</b> This will add to the collector network and provide alternative routes to the heavily traveled arterial roadways. The road construction should include walking and biking infrastructure and traffic calming.</p>
<b>Benefits</b>	Improves the collector network and reduces the stress on arterials like Pioneer Avenue.
<b>Challenges</b>	<p>Attaining funding</p> <p>Right-of-way and utilities may be a concern</p> <p>Local public opposition due to change in neighborhood traffic volumes and speeds</p>
<b>Related Projects</b>	Project 3 Improve Drop-Off and Pick-Up Locations at Schools

# Abbreviations





<b>AADT</b>	Annual Average Daily Traffic
<b>AASHTO</b>	American Association of State Highway Transportation Officials
<b>ADA</b>	Americans with Disabilities Act
<b>APBP</b>	Association of Pedestrian and Bicycle Professionals
<b>BUMPS</b>	Basic Unified Multi-Path Service
<b>CBD</b>	Central Business District
<b>DOT&amp;PF</b>	Alaska Department of Transportation and Public Facilities
<b>EPA</b>	United States Environmental Protection Agency
<b>FAA</b>	Federal Aviation Administration
<b>FHWA</b>	Federal Highway Administration
<b>HAP</b>	Homer All Ages and Abilities Pedestrian Pathway
<b>IATSS</b>	International Association of Traffic and Safety Sciences
<b>ILC</b>	Independent Living Center
<b>KE</b>	Kinney Engineering
<b>LOS</b>	Level of Service
<b>M&amp;O</b>	Maintenance and Operations
<b>NHS</b>	National Highway System
<b>TORA</b>	Transfer of Responsibility Agreement
<b>USDOT</b>	United States Department of Transportation



# Definition of Terms





**Arterial Road:** Functional classification describing roads that are generally designed to carry higher volumes of vehicles at higher speeds over longer distances. Often, separated paths or wide shoulders are provided for walking and biking.

**Americans with Disabilities Act (ADA):** A civil rights law that prohibits discrimination against people with disabilities.

**All Ages and Abilities:** Refers to a design effort to make a transportation system that everyone can access safely.

**Average Annual Daily Traffic (AADT):** A measurement of the number of vehicles traveling on a segment of highway each day, averaged over the year.

**Collector Road:** Functional classification describing roads that distribute trips between local and arterial roads.

**Complete Streets:** An approach to planning, designing, building, and maintaining streets that supports safe travel and access for all users.

**Land Use Context:** Principle of transportation planning that allows the surrounding land uses to be considered in choosing transportation network elements for each mode of travel, such as walking, biking, parking, freight delivery, etc.

**Level of Service (LOS):** Performance measure concept used to quantify the operational performance of a transportation facility (sidewalk, bikeway, roadway, etc.) and present the information to users and operating agencies. The actual performance measure used varies by the type of facility; however, all use a scale of A (best conditions for individual users) to F (worst conditions).

**Local Road:** Functional classification describing roads that carry lower volumes of traffic at slower speeds, are focused on providing access to homes and businesses, and carry travelers for only a short distance. Often, pedestrians and bicyclists share the road with vehicles, although sometimes a sidewalk or wide shoulder may be provided.

**Low-Stress Bicycle Network:** Connected system of bicycle facilities (such as shared roadways, bike lanes, sidewalks, paths, and trails) suitable for bicyclists of all ages and abilities.

**Mobility:** The ability to move freely throughout a transportation network.

**Monthly Average Daily Traffic (MADT):** A measurement of the number of vehicles traveling on a segment of highway each day, averaged over a month.

**Path of Travel:** A continuous and unobstructed pedestrian route.

**Peak Hour Factor (PHF):** Measure of traffic variability over an hour period calculated by dividing the hourly flowrate by the peak 15-minute flowrate. PHF values can vary from 0.25 (all traffic for the hour arrives in the same 15-minute period) to 1.00 (traffic is spread evenly throughout the hour).

**Public Parking:** Locations available for all members of the public to park a vehicle. Public parking may be free, or users may be required to pay a fee to park.

**Speed Reduction:** Lowering the speed limit on roadways as a traffic calming measure.

**Traffic Calming:** Treatments that discourage cut-through traffic and encourage vehicles to travel at speeds that are appropriate for the land use context.

**Transit:** Transportation mode using buses or shuttles that charges set fares and is available to the public.

**Vehicle Capacity:** The maximum number of vehicles per hour that a roadway can sustain based on roadway geometry, environmental conditions, traffic volumes, and traffic control.

**Volume to Capacity Ratio (v/c):** Compares the capacity of a roadway to how many vehicles per hour are actually using a roadway. Values of 0.85 or less are optimal.



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Appendix A: Summary of Public Involvement

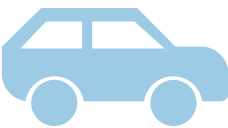


City of Homer Transportation Plan Survey Results

In the fall of 2022, 289 people responded to the survey.



Concerns raised when using different modes of travel



- » Traffic
- » Left-turn congestion
- » Summer traffic
- » Pavement conditions
- » Parking



- » Road accessibility
- » Pavement conditions
- » Parking
- » Pedestrians



- » Sidewalks
- » Crosswalks
- » Drivers
- » Winter conditions
- » Safety
- » Trails

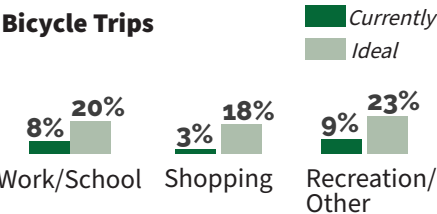
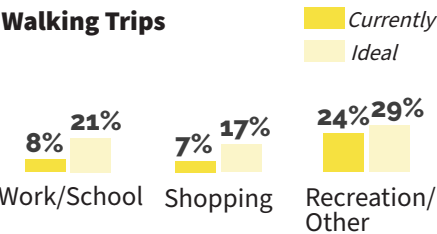
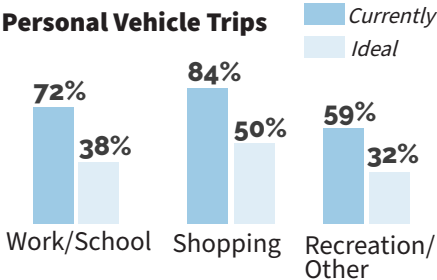


- » Drivers
- » Bike Lanes
- » Bike Paths
- » Safety
- » Trails



Travel Habits – Current & Ideal

What percentage of the time do you use your personal vehicle for the following trips? What about walking or biking? Under ideal conditions, would you use your personal vehicle more or less? What percentage of your trips would be by personal vehicle, walking or biking?

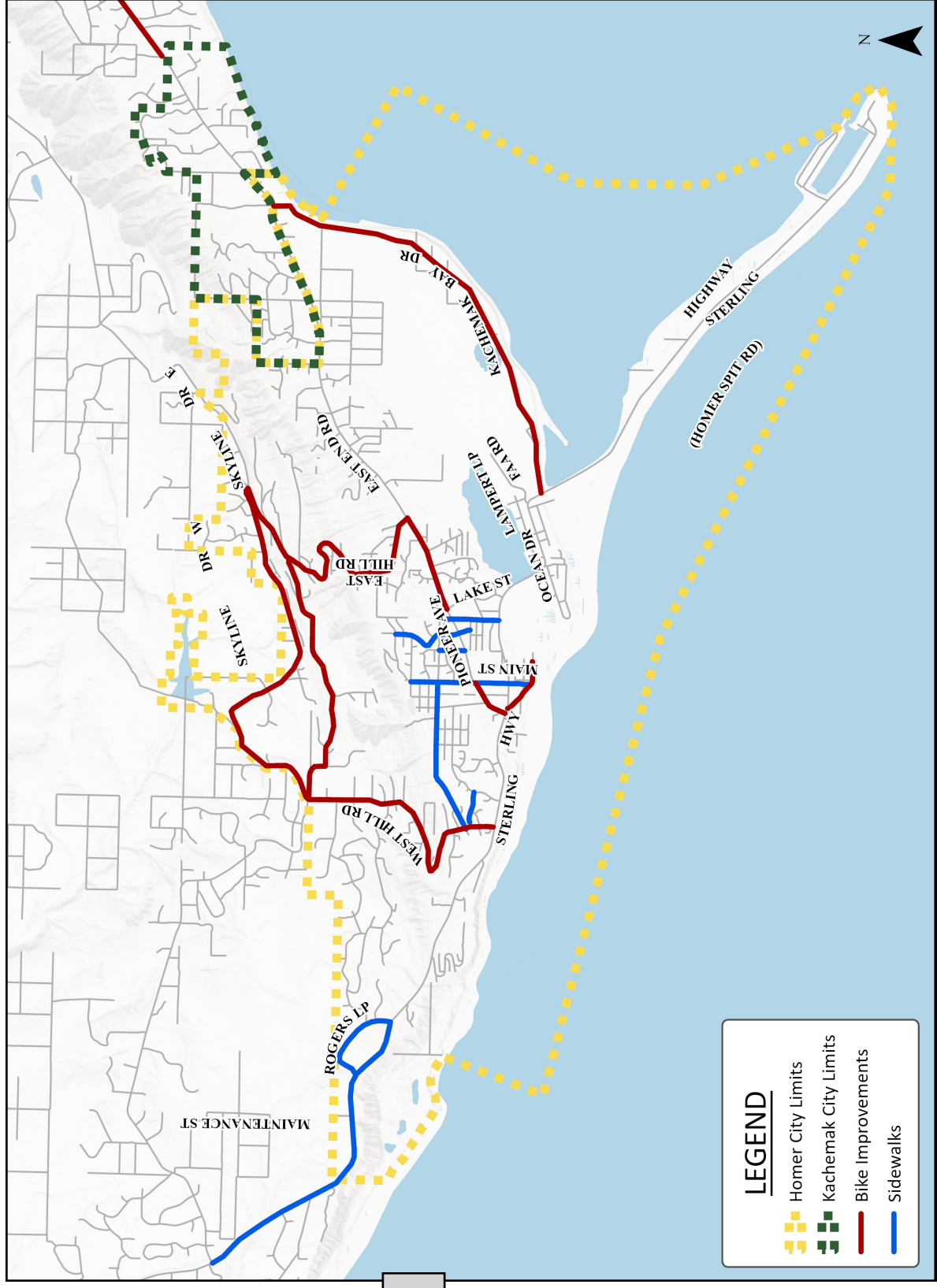


What would you like to see more of in Homer's transportation system?

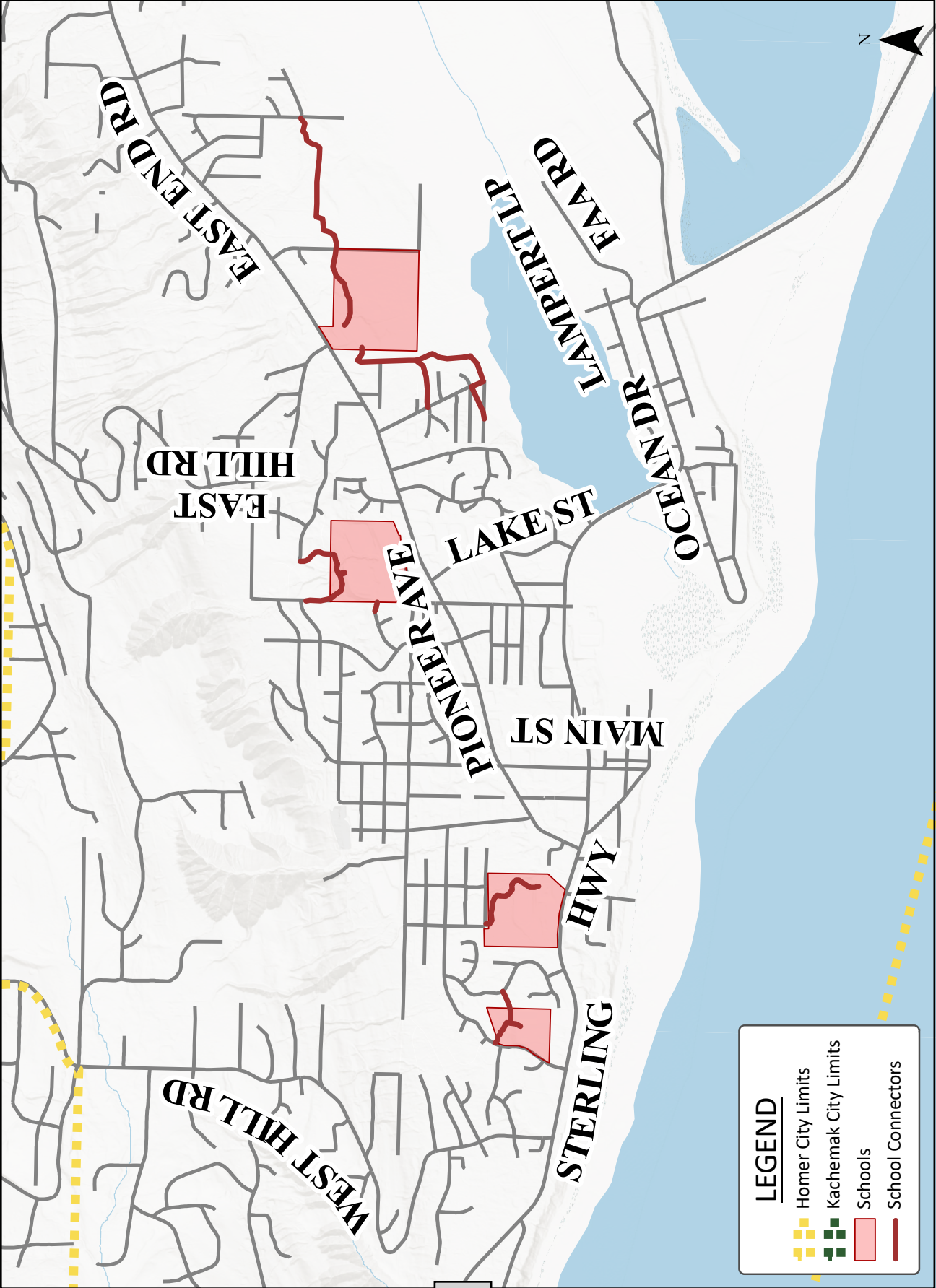


## Appendix B: Desired Walking or Biking Improvements from Public Comment

Respondents made comments in an online map. Requests for sidewalk improvements were focused in the central Homer area. Requests for bike facilities focused on longer distance connections.

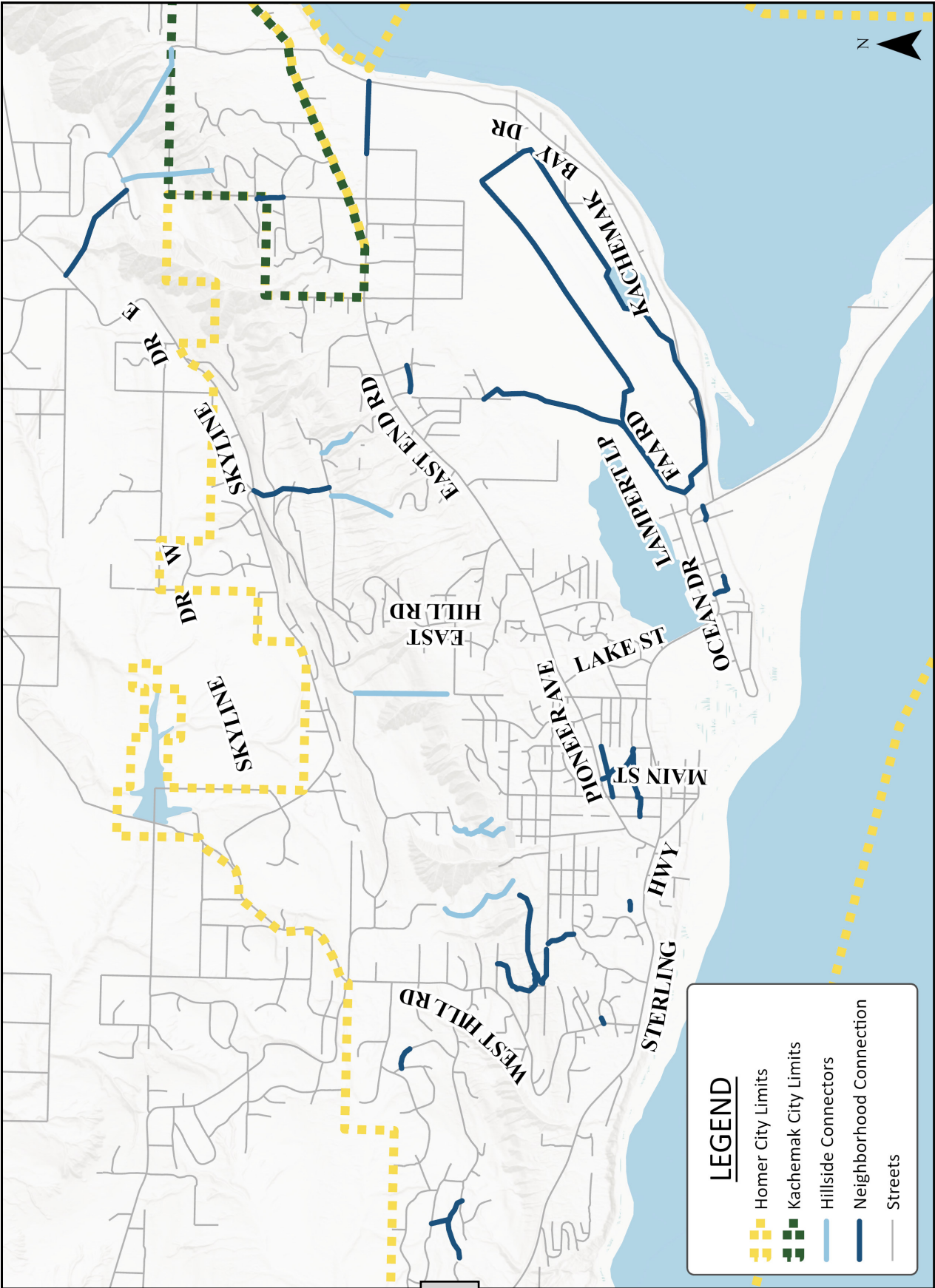


Respondents made comments in an online map. Many requests focused on connecting schools to neighborhoods through path or trail improvements.





Respondents made comments in an online map. Many requests focused on connecting neighborhoods, including connecting upper hillside with lower hillside, through path or trail improvements.





Respondents made comments in an online map. Several comments focused on creating connections between local streets and the beach.

- \* from Waddell Street, Hidden Way, and Crittenden Drive
- \* extension of Main Street or Charles Way
- \* from Ocean Drive Loop
- \* from Kachemak Drive near Lampert Lake
- \* from the north end of Kachemak Drive where it turns away from the beach to connect to East End Road



# MEMORANDUM

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**Ordinance 24-32, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Budget by Authorizing Transfers Totaling \$667,146 from Various Funds to Make Necessary Adjustments to the Distribution of Unallocated Interest Income**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** July 17, 2024  
**From:** Elizabeth Fischer, Finance Director  
**Through:** Melissa Jacobsen, City Manager

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**BACKGROUND:**

The City of Homer utilizes a central treasury to account for all of the City's cash and investments to maximize interest income. The majority of the City's cash and investments are held in pooled investment accounts. Investment earnings are allocated to various funds based on monthly central treasury balances. While working through an interest income distribution discussion with the Finance Champions it became apparent that the Police Station Debt Service Fund was missing from the distribution. Several conversations took place after this initial discovery to determine the most appropriate path forward to correct the historic distribution.

The final determination was to tackle the correction in two pieces: (1) Income Allocation correction addressing calendar year 2019 through fiscal year 2023; (2) Income allocation correction addressing fiscal year 2024.

**DISTRIBUTION CORRECTION – CALENDAR YEAR 2019 THROUGH FISCAL YEAR 2023:**

The total unallocated interest income earned in this time period was \$1,111,957.49. The Police Station Debt Service Fund (154) was added to the list of funds to receive interest allocation and central treasury balances were pulled for each fund as of 6/30/23.

The chart to the right illustrates how the unallocated interest income was originally distributed and also the corrected distribution of those funds.

The difference between the correction and actual columns is the value of necessary transfers needing to be done in order to correct the distribution. Those are detailed in the attachment to this memorandum and the ordinance before Council.

Distribution	Actual - thru 6/30/23	Correction
053-0000-2610	(1,111,957.49)	(1,111,957.49)
100-0025-4801	268,350.53	192,908.24
151-0375-4801	186,060.21	-
152-0375-4801	30,684.66	44,148.66
154-0375-4801	-	47,995.04
155-0375-4801	33,100.07	38,314.16
156-0375-4801	87,930.08	74,581.66
157-0375-4801	(3.60)	1,357.63
160-0375-4801	229,936.30	160,709.97
165-0375-4801	29,175.68	33,343.41
200-0400-4801	206,701.97	-
205-0375-4801	(3,865.86)	197,229.16
215-0375-4801	-	-
256-0378-4801	(17,198.96)	69,418.67
256-0379-4801	(8,399.24)	70,980.77
400-0600-4801	69,485.65	180,970.12
415-0380-4801	-	-
452-0374-4801	-	-
456-0380-4801	-	-

#### **DISTRIBUTION CORRECTION – FISCAL YEAR 2024:**

The total unallocated interest income earned in this time was \$175,699.28. The Police Station Debt Service Fund (154) was added to the list of funds to receive interest allocation and the distribution was updated accordingly. The corrections were done on a monthly basis and summarized to determine the corrected distribution.

The chart to the right illustrates how the unallocated interest income was originally distributed and also the corrected distribution of those funds.

The difference between the correction and actual columns is the value of necessary transfers needing to be done in order to correct the distribution. Those are detailed in the attachment to this memorandum and the ordinance before Council.

Distribution	Actual - FY24	Correction
053-0000-2610	(175,699.28)	(175,699.28)
100-0025-4801	27,382.26	26,030.12
151-0375-4801	-	-
152-0375-4801	3,163.95	3,005.43
154-0375-4801	-	8,842.13
155-0375-4801	6,230.49	5,917.97
156-0375-4801	9,332.23	8,865.11
157-0375-4801	133.91	127.26
160-0375-4801	33,373.36	31,698.62
165-0375-4801	5,829.02	5,536.54
200-0400-4801	234.33	227.31
205-0375-4801	37,349.68	35,475.25
215-0375-4801	-	-
256-0378-4801	9,730.48	9,239.38
256-0379-4801	5,040.34	4,736.98
400-0600-4801	16,308.40	15,488.17
415-0380-4801	4,121.37	3,914.48
452-0374-4801	295.53	281.77
456-0380-4801	17,173.93	16,312.77

#### **RECOMMENDATION:**

Adopt Ordinance 24-32 authorizing transfers to make necessary adjustments to the distribution of unallocated interest income.

#### **ATTACHMENTS:**

Distribution of Unallocated Interest Income and Correcting Transfers

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Finance Director

**ORDINANCE 24-32**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA  
AMENDING THE FY25 BUDGET BY AUTHORIZING TRANSFERS  
TOTALING \$667,146 FROM VARIOUS FUNDS TO MAKE NECESSARY  
ADJUSTMENTS TO THE DISTRIBUTION OF UNALLOCATED  
INTEREST INCOME.

WHEREAS, The City of Homer utilizes a central treasury to account for all of the City's  
cash and investments to maximize interest income; and

WHEREAS, The majority of the City's cash and investments are held in pooled  
investment accounts; and

WHEREAS, Investment earnings are allocated to various funds based on monthly  
central treasury balances; and

WHEREAS, The Police Station Debt Service Fund failed to receive a distribution of this  
interest income since its inception in 2019; and

WHEREAS, Ordinance 24-27(A) developed an investment income allocation policy to be  
implemented beginning July 1, 2024.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the FY25 Budget by authorizing a  
transfer of \$550,778, which will correct the distribution from calendar year 2019 through fiscal  
year 2023 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
100	General Fund (GF)	\$75,442
151	GF Capital Projects	\$186,060
156	GF CARMA	\$13,348
160	HART Roads	\$69,226
200	Utility Operations	<u>\$206,702</u>
	Total:	\$550,778

44	Transfer to:		
45	<u>Fund</u>	<u>Description</u>	<u>Amount</u>
46	152	GF Fleet CARMA	\$13,464
47	<u>Fund</u>	<u>Description</u>	<u>Amount</u>
48	154	Police Station Debt Service Fund	\$47,995
49	155	HART Assessments	\$5,214
50	157	GF Non-Capital Projects	\$1,361
51	165	HART Trails	\$4,168
52	205	HAWSP	\$201,095
53	256-0378	Water CARMA	\$86,617
54	256-0379	Sewer CARMA	\$79,380
55	400	Port & Harbor Operations	<u>\$111,484</u>
56		Total:	\$550,778

57

58        Section 2. The Homer City Council hereby amends the FY25 Budget by authorizing a

59 transfer of \$116,368, which will correct the distribution for fiscal year 2024 as follows:

60	Transfer from:		
61	<u>Fund</u>	<u>Description</u>	<u>Amount</u>
62	152	GF Fleet CARMA	\$1,236
63	155	HART Assessments	\$2,078
64	156	GF CARMA	\$3,787
65	157	GF Non-Capital Projects	\$29
66	160	HART Roads	\$34,129
67	165	HART Trails	\$3,167
68	200	Utility Operations	\$4,299
69	205	HAWSP	\$27,318
70	256-0378	Water CARMA	\$6,832
71	256-0379	Sewer CARMA	\$1,025
72	452	Port Fleet Reserve	\$104
73	456	Port Reserve	<u>\$32,364</u>
74		Total:	\$116,368

75	Transfer to:		
76	<u>Fund</u>	<u>Description</u>	<u>Amount</u>
77	100	General Fund (GF)	\$20,710
78	154	Police Station Debt Service Fund	\$83,175
79	400	Port & Harbor Operations	\$4,583
80	415	Port Capital Projects	<u>\$7,900</u>
81		Total:	\$116,368

82

83

84

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

86 shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this \_\_\_\_day of August, 2024.

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR

ATTEST:

\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

Introduction:

Public Hearing:

Second Reading:

Effective Date:





# MEMORANDUM

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**Ordinance 24-33, An Ordinance of the City Council of Homer, Alaska, Appropriating an Additional \$73,300 from the Water CARMA Fund to the Paintbrush Booster Pump Station Project.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 15, 2024  
**From:** Leon Galbraith, P.E., City Engineer  
**Through:** Melissa Jacobsen, City Manager

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**Summary:**

Appropriation of an additional \$73,300 from the Water CARMA Fund to the Paintbrush Booster Pump Station Project.

**Background:**

The FY24/25 Capital Budget included \$250,000 to upgrade the Paintbrush Booster Station. A booster station is a pump that “boosts” the pressure in a water main that is on the low pressure side of a pressure zone. A couple of years ago the pump in the Paintbrush Station failed, leaving over a dozen homes located on Paintbrush Street without water. The City delivered cases of bottled water to the customers up there and scrambled to fix the problem. The problem was a burned out relay switch, which was so old that we could not get replacement parts. The staff dug in our stashes of old parts that had been salvaged from other repair projects and found a relay switch that had been removed from the waste water treatment plant. The relay fit and we were able restore water service. This put the City on notice that more comprehensive upgrades were needed as soon as possible. That’s why funding was requested in the FY24 Capital Budget.

A local mechanical engineer employed by RESPEC helped the City scope out and estimate the costs of a permanent solution. Once the project was funded, RESPEC was asked to submit a proposal to provide more comprehensive engineering services to implement the permanent solution. They’ve currently completed this design work task order for the price of \$42,000. We have also issued them a task order to complete the construction assistance task for \$5,000.

RESPEC has also completed an engineer’s construction cost estimate prior to the project bidding. This value was itemized with a small contingency at approximately \$130,000.

At the completion of the competitive bidding process, the PW Department received one bid of \$276,300 which exceeded the engineer’s estimate of \$130,000. The PW Department has considered

the unique nature of this project, the proprietary water control systems and long lead time needed, and the inflationary environment we are still functioning in. We have determined the engineer's estimate was likely underestimating the value of the project. This continues to be a very high priority project for our City's water system operations and will only get more expensive as time goes on if postponed.

**Recommendation:**

Therefore, the PW Department is requesting an additional appropriation of \$73,300 to enable the award and completion of this important project. This reflects an initially scoped project budget of \$250,000 – \$47,000 to RESPEC + \$73,300 to match the single bid construction price of \$276,300.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
City Engineer

**ORDINANCE 24-33**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE FY25 CAPITAL BUDGET BY APPROPRIATING AN  
ADDITIONAL \$73,300 FROM THE WATER CAPITAL ASSET REPAIR  
AND MAINTENANCE ALLOWANCE (CARMA) FUND FOR THE  
PAINTBRUSH BOOSTER PUMP STATION PROJECT.

WHEREAS, Ordinance 23-23(A-3) appropriated \$250,000 from the FY24/25 Capital Budget for a total project balance of \$250,000; and

WHEREAS, The project is a high priority for our water system operations and has already experienced a recent critical pump failure; and

WHEREAS, RESPEC provided consultant services to complete the project design in the amount of \$42,000 and will provide construction assistance for \$5,000 for a total of \$47,000; and

WHEREAS, The Paintbrush Booster Pump Station Project has been put out to competitive bid and Public Works received a single construction bid in the amount of \$276,300; and

WHEREAS, An additional \$73,300 is necessary to award and complete this important project.

NOW, THEREFORE, The City of Homer Ordains:

Section 1: The Homer City Council hereby amends the FY25 Capital Budget by appropriating an additional \$73,300 as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
256	Water CARMA	\$73,300

Section 2: This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of August, 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

# CITY OF HOMER FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Additional Funding - Paintbrush Booster Pump Station</u>	DATE	<u>07/17/2024</u>
DEPARTMENT	<u>Public Works</u>	SPONSOR	<u>City Manager/PW Director</u>
REQUESTED AMOUNT	<u>\$ 73,300</u>		

DESCRIPTION	<p>Ordinance 23-23(A-3) appropriated \$250,000 from the FY24/25 Capital Budget for a total project balance of \$250,000. RESPEC provided consultant services to complete the project design in the amount of \$42,000 and will provide construction assistance for \$5,000 for a total of \$47,000. The Paintbrush Booster Pump Station Project has been put out to competitive bid and Public Works received a single construction bid in the amount of \$276,300.</p> <p>An additional \$73,300 is necessary to award and complete this important project.</p>
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FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	100%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	0%	0%

FUNDING SOURCE 1: WATER CARMA (256-0378)		FUNDING SOURCE 2:		FUNDING SOURCE 3:	
Current Balance	<u>\$ 1,895,742</u>	Current Balance	<u>          </u>	Current Balance	<u>          </u>
Encumbered	<u>\$ 1,224,680</u>	Encumbered	<u>          </u>	Encumbered	<u>          </u>
Requested Amount	<u>\$ 73,300</u>	Requested Amount	<u>          </u>	Requested Amount	<u>          </u>
Other Items on Current Agenda	<u>\$ 0</u>	Other Items on Current Agenda	<u>          </u>	Other Items on Current Agenda	<u>          </u>
Remaining Balance	<u>\$ 597,762</u>	Remaining Balance	<u>          </u>	Remaining Balance	<u>          </u>
FUNDING SOURCE 4:		FUNDING SOURCE 5:		FUNDING SOURCE 6:	
Current Balance	<u>          </u>	Current Balance	<u>          </u>	Current Balance	<u>          </u>
Encumbered	<u>          </u>	Encumbered	<u>          </u>	Encumbered	<u>          </u>
Requested Amount	<u>          </u>	Requested Amount	<u>          </u>	Requested Amount	<u>          </u>
Remaining Balance	<u>          </u>	Remaining Balance	<u>          </u>	Remaining Balance	<u>          </u>



# MEMORANDUM

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**Ordinance 24-34, An Ordinance of the City Council of Homer, Alaska Amending the FY25 Capital Budget by Appropriating \$16,000 from the General Fund Capital Asset Repair and Maintenance Allowance (CARMA) Fund to Convert the Existing Fuel Boiler at the Homer Education and Recreation Complex (HERC) to Natural Gas. City Manager/Public Works Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 15, 2024  
**From:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, City Manager

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**Summary:**

Allocation of funds towards the effort to convert the existing Fuel Oil boiler to Natural Gas.

**Background:**

The City of Homer (City) converted nearly all of the City buildings to natural gas heating when natural gas became available. The HERC I building was not originally converted to natural gas at the same time because it was thought that a new Recreation Center building would be constructed to replace the HERC.

A number of years have passed and a new Recreation Center has not been constructed, therefore the Public Works Department is proposing to convert this building to natural gas as well to save heating costs. It has been estimated that the break-even point between continued heating with fuel oil as opposed to natural gas will be approximately 2 years. Since a new site for the future Recreation Center is still being decided, and the new facility has yet to be designed, the Public Works Department is confident that the savings of converting the building to natural gas will be realized.

The Public Works Department has received the quote to purchase and install the new natural gas burner into the existing boiler for a cost of \$13,952.09. Enstar was contacted during the budgeting process and quoted a cost of \$1,600 to connect the HERC building to natural gas. An appropriation of \$16,000 will provide a small contingency if needed.

**Recommendation:**

Allocate of \$16,000 for the conversion of the HERC boiler to natural gas.



**CITY OF HOMER  
HOMER, ALASKA**

City Manager/  
Public Works Director

**ORDINANCE 24-34**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE FY25 CAPITAL BUDGET BY APPROPRIATING  
\$16,000 FROM THE GENERAL FUND CAPITAL ASSET REPAIR AND  
MAINTENANCE ALLOWANCE (CARMA) FUND TO CONVERT THE  
EXISTING FUEL BOILER AT THE HOMER EDUCATION AND  
RECREATION COMPLEX (HERC) TO NATURAL GAS.

WHEREAS, The City of Homer converted most of the City buildings to natural gas heating when natural gas became available; and

WHEREAS, The HERC 1 building was not converted due to the uncertainty of the status of the building; and

WHEREAS, After a number of years HERC 1 is still being used for Community Recreation activities; and

WHEREAS, Converting to natural gas is anticipated to result in a savings in energy costs for to the City.

NOW, THEREFORE, The City of Homer Ordains:

Section 1: The Homer City Council hereby amends the FY25 Capital Budget by appropriating \$16,000 from General Fund CARMA to convert the existing fuel boiler at the HERC to natural gas as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
156-0396	HERC CARMA	\$16,000

Section 2: This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of August, 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY OF HOMER  
FINANCIAL SUPPLEMENT

PROJECT NAME	HERC 1 Natural Gas Conversion	DATE	07/17/2024
DEPARTMENT	Public Works	SPONSOR	City Manager/PW Director
REQUESTED AMOUNT	\$ 16,000		

DESCRIPTION	The City of Homer converted most of the City buildings to natural gas heating when natural gas became available. The HERC 1 building was not converted due to the uncertainty of the status of the building. After a number of years HERC 1 is still being used for Community Recreation activities. Converting to natural gas is anticipated to result in a savings in energy costs for to the City.
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FUNDING SOURCE(S)	OPERATING	HERC 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	\$ 684,922	Current Balance	_____	Current Balance	_____
Encumbered	\$ 509,651	Encumbered	_____	Encumbered	_____
Requested Amount	\$ 16,000	Requested Amount	_____	Requested Amount	_____
Other Items on Current Agenda	\$ 0	Other Items on Current Agenda	_____	Other Items on Current Agenda	_____
Remaining Balance	\$ 159,271	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

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: August 7, 2024  
SUBJECT: City Manager's Report for August 12, 2024 Council Meeting

#### Happy Birthday United States Coast Guard

On August 4, 2024 the US Coast Guard celebrated their 234<sup>th</sup> birthday. The Coast Guard is one of America's six armed forces and traces its founding to Aug. 4, 1790. The shared history of Homer and the U.S. Coast Guard began in 1969 when the USCG *Ironwood* was assigned to Homer, shortly after the City was incorporated in 1964. Since then, as each ship and Marine Safety Detachment fulfilled the Coast Guard District 17's mission, the men and women serving in Homer have been important and integral to the Homer community. US Coast Guard presence enriches every aspect of life in Homer. Professional services provided by the USCG are valued as they support Homer's strong maritime economy. USCG personnel help save lives through year-round search and rescue missions, protect Alaska's productive marine environment through regulatory enforcement and pollution response, promote the safety of the local fleet through vessel inspections, certifications, and educational outreach, and by keeping the region's navigational aids functioning properly. Homer holds the prestigious designation of being a Coast Guard City, and thanks all the service members and their families.

#### Sister City Celebration Update

The Sister City Banners are now displayed on Pioneer Ave! They feature Homer photos going west on Pioneer and show Teshio photos going east. The banners are designed to be used for many years to come. We extend our appreciation to Teshio for sharing their beautiful photos with us for this project, the Chamber of Commerce to source some of the photos, and a big thank you to Rachel Tussey for her beautiful designs!



A student delegation visit to Teshio is in the works. Megumi Beams, who coordinates the Japanese Club at the schools, has been in touch with the coordinator of Sister City Teshio and they are discussing ideas around a potential visit in March of 2025. If there is interest for the Mayor, City Council and Staff to plan a visit to Teshio with the students in the spring, or on a separate trip in 2025, please reach out to the City Manager's office so we can begin planning.

### **Beluga Slough**

Folks may recall in late April thru June, there was a significant amount of water being retained in the Beluga Slough due to the mouth of the Beluga Slough being closed off by the development of a storm berm following a winter storm that occurred during a high tide. This occurred just prior to the Shorebird Festival and drew a lot of attention from folks who were concerned about the sandhill cranes and other species that visit the slough in the spring and summer. At the time this event occurred the City was prompted to respond and the Public Works staff reached out to the necessary permitting agencies, the US Army Corps of Engineers, US Fish and Wildlife Preserve, Alaska Fish and Game for Anadromous Waters, and Alaska Fish and Game for Kachemak Bay Critical Habitat Area. Fortunately, over time, the water level receded by seeping through the berm on its own accord and is currently at a relatively normal state, however the storm berm still remains. This causes concern to the City because the Beluga Slough Lift Station is located at approximately the mid-point of Lake Street as it bisects Beluga Lake and the Beluga Slough, and high water levels in the slough could negatively impact the lift station. Further, a significant portion of the City's stormwater drains to either the Beluga Slough or Beluga Lake, which both drain to Kachemak Bay through the mouth of the Slough. There remains a risk of upstream flooding as long as the storm berm seals off the Beluga Slough from Kachemak Bay. The City has received the necessary permits and plans to proceed with reestablishing the outlet of the slough in its permitted location, centrally located within the storm berm.

### **Library News**

Following the mid-biennium operating and capital budget amendments, the Library subscribed to Niche Academy, a database of online training modules, which can also serve as a portal for our other database offerings. They also purchased seven tables and will relocate the pamphlet station, print station, ADA computer, photocopier and one self-checkout machine, then replace the built-in furniture in the two rooms with movable tables that will offer more flexibility. Ultimately, study room 5 will be more usable as a meeting space and the computer/microform equipment in it will be shifted to the copy room, which will also become available as a public workspace. Procuring the security gate is still in the works as Library staff continues to coordinate with the Fire Marshall, Planning, and Public Works regarding the installation.

### **Audit and Budget Planning**

The FY23 audit still underway and progressing toward completion. The necessary reports have been transmitted to BDO, the contracted independent auditing firm for the City, and we hope to have the finished product from BDO by the end of the month. Once this is completed we'll roll right into the FY24 audit. Significant work has gone into the audit processes as we worked through some challenges in our FY22 audit, which improved our work for FY23 and in preparing for FY24.

Looking forward to the FY26/27 budget process, I'll be working on a schedule for work sessions where City departments can make presentations to Council on their departmental needs going into the next biennial budget. I'm also dusting off the 2019 work that was done related to deferred maintenance and capital planning in an effort to get some updated information from departments to Council.

### **Attachments:**

- August Employee Anniversaries
- Memorandum from City Clerk re: Notice Records Destruction
- Coast Guard Birthday Notice
- Memorandum from Public Works Director re: Water Meter Connections
- Memorandum from Special Projects and Communications Coordinator re: Grant Funding Update
- Grant Summary Update
- Memorandum from Port Director re PHC Request to Council Request on Land Use Recommendation
- City of Homer Job listings at <https://cityofhomer.alaska.applicantpro.com/jobs/>



# MEMORANDUM

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## August Employee Anniversaries

**Item Type:** Informational  
**Prepared For:** Mayor Castner and City Council  
**Date:** August 12, 2024  
**From:** Andrea Browning  
**Through:** Melissa Jacobsen, City Manager

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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.

<b>Kellen Stock</b>	<b>Police</b>	<b>5</b>	<b>Years</b>
<b>Winnifred Wade</b>	<b>Police</b>	<b>2</b>	<b>Years</b>
<b>Japheth McGhee</b>	<b>Port</b>	<b>1</b>	<b>Year</b>
<b>Isaiah Nevak</b>	<b>Port</b>	<b>1</b>	<b>Year</b>





# MEMORANDUM

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## Inactive and Destruction of Records Annual Report

**Item Type:** Informational  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 25, 2024  
**From:** Renee Krause, MMC, City Clerk  
**Through:** Melissa Jacobsen, City Manager

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In accordance with HCC 2.08.010(g), the City Clerk's office has completed inactive records destruction process.

In late 2023 the City Clerk's Office in an effort to control costs and have a more reliable service requested price quotes from local companies that provide services to or within the Kenai Peninsula regarding document shredding due and entered into a contract with Arctic Shred in February of this year. Arctic Shred performed on-site shredding of 1900 pounds of inactive records on July 17, 2024.

This is the City Clerk's Office first year working with Arctic Shred and they were very timely and efficiently did the work to conduct the shredding of 69 boxes of records totaling 1900 pounds.

Copies of the Inactive Records Storage Forms and memorandums approving destruction are available in the City Clerk's office for review.

To date, the City Clerk's office has received 31 boxes of inactive records from various city departments, and those boxes have been logged in and stored in the storage areas located within City Hall. That number will likely increase by a minimum of 15 boxes as we approach years end.

The Clerk's Office is looking to schedule another visit to

# City Celebrates Coast Guard City Relationship



Happy 234<sup>th</sup> birthday to the United States Coast Guard!

August 4, 1790 marks the founding of the USCG. The City of Homer is honored to be an official 'Coast Guard City' and celebrates the positive relationship the Homer community and the USCG have shared for more than 50 years. We thank all the individuals who have served in the USCG and our own Homer-based Coast Guard units. Thank you and Happy Birthday!

*Note: The above advertisement ran in the Homer News, and shared on the City's social media. The City looks forward to supporting this relationship year round.*



# MEMORANDUM

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**Informational Memorandum in response to the request by City Council Members for the Staff to consider changes to Homer City Code or policy as it pertains to how many structures or residences are served by one water meter.**

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 24, 2024  
**From:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, Interim City Manager

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**Summary:**

The City Council has brought up the idea of amending Homer City Code (HCC) or policy to require an individual water meter for each structure on an individual property, or the related rules where two lots are merged into one lot and the policy requires the water service to the second lot to be removed.

**Discussion Topics:**

The City policy calls for one (1) water meter to service each individual lot, however the policy does allow for an additional seasonal water meter for watering lawns and gardens. The City requires the property owner to purchase their water meter from the City to ensure uniformity of water meters throughout the city and so the City can ensure it has parts to service water meters as needed and the proper size meter is serving each property. The City then maintains the Water Meter for the property owner ensuring it's functioning properly, and will replace the meter if a failure occurs within the meter itself due to natural causes and not the environmental conditions or poor installation by owner. The owner is responsible for replacement of water meters if the failure is due to improper installation or if the water meter installation location subjected the water meter to environmental conditions that caused the failure.

When the City installs a water main, a "service connection" is installed to serve each property. This is done so when a property owner requests a service connection, the City's road surface does not have to be torn up each time to accommodate the new service connection. These service connections branch out from the water main and terminate at each property line with a curb stop valve. The City owns and maintains the water main and the service connection to the curb stop valve (property line), then the property owner owns and maintains the service from the curb stop valve to the building.

There are several reasons why the City historically chose to service each lot with one water meter rather than an individual water meter for each individual housing unit or building.

1. There are numerous situations where property owners have multiple structures on one parcel of property. Some examples include a home owner who also has vacation rentals on their property or long-term rentals on their property or Commercial property owners who have rental tenants, and lastly apartment buildings. Switching to a water meter for each individual housing unit or building would first be costly to property owners as well as costly to the City for reading, repairing, and billing for additional water meters.
2. The Finance Department processes the monthly billings per water meter assigned to one property address. Changing the policy to allow for an individual water meter for each individual housing unit or building would increase the complexity for tracking owners versus locations of the water meters.
3. The City has chosen to establish rules stating that in order for the City to provide water service to a lot, the lot must have property frontage along a Right-of-Way (ROW) that has a water main. This policy was established to eliminate private owned waterlines within ROW's {spaghetti lines} and thereby encourages the water main extension to serve all properties adjacent to the ROW and water main rather than just one lot with a person who wants City provided water service.

### Questions and Answers:

The following details questions heard from Council Members and associated answers.

1. ***“We are interested in proposing to Council a change to the rule that, no matter how many structures or residences are on a lot, there can only be one water meter per lot.” The Public Works Department understands this question to mean the Council desires a water meter to serve every building on a development separately.***

The City views a proposed development is on one (1) “lot” as one service connection because it is not a “subdivision of a lot”. If the property owner was to subdivide the property, then each individual lot would require a water meter. If they subdivided the parcel into several lots, they may be required to do a water main extension because the City requires full frontage to a water main in order to have water service.

As an example, there was a recent proposed 25-unit development on one lot. This scenario of 25-units on one property is not viewed differently than an apartment or condominium with shared walls or multiple units, nor is it viewed any differently than a homeowner that has multiple vacation rental buildings or long-term rental buildings on their primary residential property. In this case, the one (1) property is viewed as one service connection. All the water distribution piping as well as sewer collection piping is private services and not a part of the infrastructure the City is responsible for.

If buildings on the previously mentioned 25-unit development were to be treated as standalone structures, the property would technically need to be sub-divided into numerous lots as individual ownership under the current rules. In this situation, the City would be requiring a water main extension and thereby taking on the maintenance of the additional water main piping. This water main would also require fire hydrants. Further, the City would require the proposed road be constructed to City Standards, and the City would be taking on maintenance of that road. The City would also be taking over the sewer, and sewage lift station maintenance. Under the current configuration, the developer or owner will own and maintain all the water and sewer infrastructure within the proposed development and will have one (1) water service connection; one (1) water meter; and one (1) sewer connection. The developer/owner will be responsible for billing out the water and sewer service to the 25-units. The developer/owner may choose to install water meters in each unit as a tool to divide the usage up appropriately from the one meter the City would be using for billing the property development as a whole, however that would be their decision. Under this scenario, the developer/owner will also be responsible for maintaining the road and parking areas within the development.

The benefits of this current arrangement (25-units on 1 property) are wide reaching.

- a. The City is selling water to one (1) customer and only has to maintain one (1) water meter.
- b. The City does not have to determine how to manage 25 accounts serving one address.
- c. The City does not have to take on the expense of plowing and maintenance of a constrained (tightly compacted) roadway servicing this property if it was treated like 25-lots and not 25-units on one lot.
- d. The City does not have to take on the service and maintenance of the sewer lift station serving this property under the configuration of 25-units, however would have to if it was considered 25-lots.

If the City were to decide to change the rules and allow “spaghetti lines”, the City may be hard pressed for property owners to extend water mains at any other location in the City, when they could just install “spaghetti lines” down City ROWs to their property. This could serve to stifle development. There is a real potential where the City could have multiple “spaghetti lines” down one ROW and someone proposes to develop a subdivision at the end of the ROW. Who will pay for the water main extension? The property owners who currently have water service will have no interest in paying for the water main extension because they already have water service; the developer may not be interested in paying for a water main serving lots they are not making money from making the project non-economical. In this hypothetical situation, it is possible that the City may have to pay for this water main extension if it wants the property to be developed.

2. ***“We are interested in proposing to Council that if the owner of two lots merge the lots, that one of the water meters must be removed, even if there are two or more structures on (or planned for) the lot, as well as the related rule that if the owner of two lots merges the lots, that one of the water meters must be removed, even if there are two or more structures on (or planned for) the lot.”***

Based upon previous conversations at the City Council Meeting, our interpretation of the question is that if the owner of two abutting lots merges the two (2) lots into one (1) larger lot and the lot was developed for two (2) or more structures upon the one (1) larger lot; that the City remove the requirement for the removal of the water and sewer service for the “second lot”.

In the case presented, if a building is proposed for the second lot prior to merging the two lots into one lot, each lot would be required to be independently connected to both the water and sewer services. This is because even though they are under the same ownership, that may not always be the case and without separate connections the City would have the situation where two separate owners would share the same service connection.

If the two lots were merged into one larger lot, all of the proposed buildings would be served by one water service, one water meter, and one sewer service. However, to facilitate the combination of the lots, the property owner would be required to remove the existing water and sewer service that was installed to originally serve the second lot that it was intended to serve. The reason behind this is because after the two (2) lots are combined, there is an additional valve (which was intended to serve the second lot) that is a potential source of drinking water leakage and drinking water contamination. The same concern applies to the sewer service. The remaining sewer service serves may allow for groundwater intrusion (Inflow and Infiltration) into the sewer system. While this may appear to be a burden to an individual property owner, the burden would otherwise fall onto the City to abandon these connections at a later date.





# MEMORANDUM

## City Manager Report: Grant Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** August 7, 2024  
**From:** Special Projects & Communications Coordinator Carroll  
**Through:** Melissa Jacobsen, City Manager

This is an informational memo to provide an update on Federal and State grant funding requests submitted or in process in support of City of Homer projects. New actions/information since the June 6, 2024 Grant Update are highlighted in yellow on the attached chart. Highlights include:

### Non-Motorized Transportation Planning

The City's Federal FY23 *REACH* application for non-motorized transportation planning and design received a High Merit rating and was encouraged by the program to improve and resubmit the application. Staff worked with HDR on the resubmission, and while the FY24 application was again a "Project of Merit", it was not selected for an award, but it will be carried over and considered for selection in the FY25 round of the program.

Staff have been offered and will participate in a debrief to discuss feedback on the application.

Three Alaskan projects received awards: Nulato Village and the City and Borough of Wrangell received funds for port projects; the State of Alaska received funding to correct permafrost damage on the Alaska Highway. All three awarded projects benefit historically disadvantaged communities.

### FY 2024 RAISE Ratings

Project Name: *Realizing Equitable Accessible Connectivity in Homer (REACH)*  
Applicant Organization: *City of Homer*  
Project Location: *City of Homer*  
Urban/Rural: *Rural*  
APP: *No*  
HDC: *No*

Overall Merit Evaluation Rating: <i>Highly recommended</i>	
Individual Merit Criteria Ratings	Rating
Safety	<i>High</i>
Environmental Sustainability	<i>Medium</i>
Quality of Life	<i>High</i>
Mobility and Community Connectivity	<i>High</i>
Economic Competitiveness and Opportunity	<i>Medium</i>
State of Good Repair	<i>High</i>
Partnership and Collaboration	<i>High</i>
Innovation	<i>High</i>

### Second Tier Analysis Assessment:

Financial Completeness Assessment	Rating
	<i>Complete</i>
Environmental Review Assessment	Rating
Benefit Cost Analysis	Rating
Technical Assessment	Rating
	<i>Certain</i>

Senior Review Team Designation: *Highly Rated*

### Homer Float System Replacement Project (HOMER FREIGHT)

The City revamped and resubmitted a 2024 Port Infrastructure Development Program (PIDP) grant application for design and construction funds to *replace Float Systems 1 & 4*. We also applied for just design and permitting funds from the Denali Commission and through the Federal Appropriations process. We are still awaiting funding decisions from the granting agencies. Representative Mary Peltola's Community Funded Projects (appropriations) request resulted in approval of \$250,000 from the Department of Transportation PIDP, significantly less than the \$1.5M request. This follows a pattern seen in most of the Representative's fifteen appropriations awards. The Representative's support is greatly appreciated!

### A-Frame Water Transmission Line Replacement

On July 25, Senator Murkowski's office notified us that after the second round of appropriations markups, the *A-Frame Water Transmission Main Replacement* project was included in the FY25 Interior & Environment appropriations bill in the amount of \$650,000. Though the Senate and the House need to reconcile the different versions of the appropriations bills before being signed into law and funds become available, this is great news!

After the appropriations bill is signed into law, the agencies must implement the CDS programs, and it can take quite some time for funds to get out the door – sometimes up to a year post-enactment. Once that time comes, you the City will hear from an agency official (likely the Environmental Protection Agency) with information on the next steps for securing these funds – this can include filling out applications to verify eligibility and demonstrating that the City has completed all necessary permitting and regulatory requirements. Public Works has been made aware of the funding opportunity; more information on steps the City needs to take to position the project for construction funding will be forthcoming.

### Homer Spit Coastal Erosion

The Alaska Department of Transportation and Alaska Municipal League joined City staff for an agency debrief of the City/State FY22-23 application to the Federal PROTECT program. The *Homer Spit Resiliency Planning* application rated high on all Merit Criteria categories: Program Alignment, Schedule and Budget, Public Engagement, Partnerships and Collaboration, Equity and Justice 40 and Innovation, but ultimately was not funded. The PROTECT program received 304 eligible applications representing three times more requests than funding available. Many highly rated applications were not selected due to limited funding.

Highly rated applications are then rated on responsiveness to agency priority considerations, which include exceptional benefits and funding needs. The application rated non-responsive only to the Funding Need question, giving the State and City room to improve the application for the next round of PROTECT funding. The State of Alaska, as supported by Council's concurrence with [Memorandum CC-24-135](#)

### Fish Grinding Building

Legislation is being introduced at the August 12 City Council meeting to approve an amendment to the Cooperative Agreement with the Alaska Department of Fish and Game to add grant funds in the amount of \$505,875, 75% of the funding required to complete the construction phase of the project. 25% local match funds are required as part of Cooperative Agreement #23-177 entered into in March 2024 as approved by [Ordinance 24-16](#). Port & Harbor is pleased to be moving this project toward construction this fall, during the fishing off season and before corrosion compromises the building's function.

HERC Hazardous Material Cleanup and Revitalization Plan

The HERC project was awarded site-specific technical support through Alaska Department of Environmental Conservation's (DEC) Brownfields Assessment and Cleanup (DBAC) program. The State's Task Request for Proposal was recently awarded to BGES, Inc. DEC recently met with BGES to briefly discuss some of the details of the HERC activities to be performed and will be reaching out to connect the City teams with BGES' team to start moving forward with the tasks. BGES' potential tasks include: additional site assessments, clean up planning, and development of an Analysis of Brownfields Cleanup Alternatives. Staff will keep City Council updated as we learn more.

FY23/24 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
<b>Slope Stability-Erosion Mitigation Program</b>						
Kachemak Drive Peatland Water Quality Improvement (Kahcemak Sponge)	\$4,388,791	NOAA Habitat Conservation KBNERSS led/City partner	\$ 1,188,275.00 (land acquisition)	\$ 418,000.00 (land acquisition)	Submitted Awarded 4/1/2023 Award Executed	UAA accepted award; sent sub-award agreement to City Ord 23-46 to accept sub-award introduced 6/26/23 Grant is for Kachemak Drive peatlands acquisition
Beluga Slough Stormwater Treatment System	\$ 690,000.00	Alaska Clean Water Actions	\$ 153,307.00	\$ 107,182.00	Submitted 11/9/2022 Awarded 3/1/2023 Accepted via Ord 23-16(S)	City Council approved grant agreement Ord City costs in-kind + eligible for funds from ADEC Clean Water Revolving Loan Fund
<b>Transportation</b>						
Transportation Planning	\$ 960,000.00	Safe Streets For All KPB Applic/City partner	\$ 960,000.00	\$ 23,000.00 (in-kind)	Award announced KPB executing grant agreement	Application approved Reso 22-063
Non-Motorized Transp Network (REACH Project)	\$ 2,050,000.00	Fed FY24 RAISE Planning Grant	\$ 2,050,000.00	\$ -	Submitted 2/28/24 Not funded 6/26/24 Ranked as high merit application and will be automatically considered in the FY25 RAISE grant round.	FY23 RAISE REACH applic (approved Ord 23-012) finalist, not awarded but a Merit application encouraged to apply in FY24. Reso 24-007 approving HDR grant writing assistance Reso 24-018 Supporting FY24 application
Homer All-Ages & Abilities Pedestrian Pathway	\$ 3,900,000.00	State of AK Transportation Alternatives (TAP)	\$ 3,432,000.00	\$ 468,000.00	Submitted 2/15/2023 Advanced to final round: Public Evaluation Board 12/20/23 TAP funding awarded 4/16/24 Awaiting DOT MOA negotiations	HAPP sections in PW's 5-year road plan Project support Reso 23-011 approved PEB Review 12/20/2024 (\$500,000 set aside in HART for grant matching) AK DOT manages & constructs project
Main Street Rehab/ Sidewalk South	\$ 4,200,000.00	State of AK Community Transportation Program (CTP)	\$ 3,696,000.00	\$ 504,000.00	Submitted 2/15/2023 Advanced to final round Not funded	Main St in 7-10 year horizon in PW Road Plan Project support Reso 23-011 approved PEB Review 12/20/2024
<b>Port &amp; Harbor</b>						
Float Systems 4 & 1 Replacement	\$ 60,240,898.00	FY24 Fed Port Infrastructure Development Projects (PIDP)	\$47,891,514	\$ 12,349,384.00 (20.5% match)	Submitted 5/10/24 Awaiting decision	Applic approved Reso 23-040 FY23 applic made it to Secretary's desk but was not funded HDR application support Ords 24-12 & 24-13 Revenue bond or TIFIA loan for match
	\$ 2,205,000.00	Denali Commission Grant Design/Env Review/Permitting	\$ 1,102,500.00	\$ 1,102,500.00	Grant deadline 4/12/24 Submitted, awaiting decision	Can be used as non-Federal Match for PIDP application If funded, leverages Denali Commission match to lower City Federal grant match. Denali Comm. Match from P&H matching fund reserves
	\$ 2,205,000.00	FY25 CPF(Appropriations) Req Design/Env Review/Permitting	\$ 1,543,500.00	\$ 661,500.00 (from budgeted match funds)	Submitted 3/22/2024 Murkowski Req not funded 7/25/24 Rep Peltola funded \$250,000	6/4/2024 Sen Murkowski forwarded to THUD Committee 5/13/2024 Rep Peltola forwarded to PIDP Committee
		Municipal Harbor Grant			Grant for construction only must complete design to apply	If funded, leverages State match to lower City match on Federal PIDP Grant

designates grants awarded

designates grants NOT awarded

designates updates since the 06/04/24 grant update

FY23 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
Fish Grinding Building Replace & Drainage Improvements	\$ 744,489.00	ADFG Dingle-Johnson	\$ 41,950.00 (design) \$ 505,875.00 (construction)	\$ 28,039.50 (design) \$ 168,625.00 (construction)	Submitted 7/12/2022 \$41,950 Design award announced 7/7/2023 \$505,875 Constr award pending	\$115,000 allocated in FY23 City Capital Budget; for final design and partial match; additional match to meet 25% construction cost is necessary Ordinance 24-16 accepted COOP Agreement grant
Building Code Development	\$ 587,500.00	State BRIC Sub-Grant (Building Resilient Infrastructure & Communities)	\$ 470,000.00	\$ 117,500.00	Submitted 12/21/2022 Accepted for further review Awaiting decision	Council Approved application Reso 22-086 25% local match required 1st Req. for Information submitted to FEMA 5/17/24
Parks & Recreation						
Bayview Park Renovations	\$ 139,230.00	State of AK Healthy & Equitable Community Round 2	\$ 74,919.00	\$ 52,314.00 Addl redistribution funds requested	Submitted 4/24/2023 Awarded 5/8/2023 Accepted via Ord 23-36	Council Approved Resolution 23-031 \$12,000 donation from Kach Bay Rotary Additional funds from HART approved in COH Cap budget
HERC HazMat Assesment & Remediation		EPA Multipurpose Brownfield Federal Discretionary Grant	\$1,000,000		Submitted 11/13/2023 Not awarded.	Application approved via Council Resolution 23-117 Completed application debrief w funder
		AK DEC Brownfields Assesment & Cleanup (DBAC)			Submitted 2/15/2024 DBAC services approved	DBAC Services pending EPA review No local match required; State provides the services
Utilities - Infrastructure						
Spit Road Erosion Mitigation	\$ 1,812,052.00	FY23-24 Federal PROTECT-Program	\$ 1,812,052	-	Submitted 8/18/2023 Not Awarded State will reapply next round	Application requested planning funds for Homer Spit Erosion Mitigation. City of Homer is project sponsor; if awarded DOT will implement grant activities; pay 25% match
		FEMA BRIC Grant			Submitted Awaiting decision	
	\$ 1,794,420	FY25 CDS (Appropriations) Req	\$ 1,414,420	\$ 380,000 (State of AK match)	Submitted 3/22/2024 Not included in FY25 Approps Bill	Selected by Senator Murkowski to move to Appropriations Committee
Raw Water Transmission Main		FEMA Disaster Mitigation	\$ 1,988,650 (direct project costs)	-	Submitted 1/30/2020 Obligating Award Document Recd 11/3/2023 4/1/24 Kick-off Mtg with DHS&EM	4/11/23: Responded to latest FEMA request for information 5/2/23: Congressional Delegation approved award 7/11/23: FEMA Received Period of Performance Waiver 11/13 Ordinance to accept the grant approved
A-Frame Water Transmission Main	\$ 1,059,147	CDS (Appropriations) Request	\$ 794,360	\$ 264,787 (AK Revolving Loan Funds)	Submitted 3/22/2024 In FY Approps Bill: 7/25/24 Awaiting Senate & Pres Budget approval	Selected by Sen. Murkowski to move to Appropriations Committee. 7/25/24: Included in the FY25 Interior & Environment Approps Bill for \$650,000.
IT - Communications						
FY22 Cybersecurity (City-wide Cybersecurity Assessment and Remote Backup System for Cybersecurity Response & Recovery)	\$ 252,794.00	AK Division of Homeland Security FY22 State & Local Cybersecurity Grant Program	\$ 50,000	-	Submitted 8/31/2023 Award announced	\$50,000 awarded for Cybersecurity Assessment Ord 24-15 accepted award
FY22-23 Cybersecurity - Remote BU system, SIEM, Cybersec Plan	\$ 328,943	AK Division of Homeland Security	\$ 328,943	-	3/8/2024 Grant Deadline Submitted 3/8/2024	Awaiting Decision
Public Safety Communications (HPD Backup Repeater & Radio Equip HVFD APX-600 Radio Upgrade)	\$ 119,046.56	AK Division of Homeland Security FY23 State Homeland Security Grant Program	\$ 88,196.56	\$ -	Submitted 1/31/2023 Prelim Award 9/18/2023 Obligating Award Document Recd	11/13 Ordinance 23-55 to accept approved



# MEMORANDUM

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## **Extend Port & Harbor Advisory Commission Response to Resolution 24-024 Review of Land Allocation Plan and Use of the Area for the Large Vessel Haul Out**

**Item Type:** Informational Memorandum  
**Prepared For:** City Council  
**Date:** July 23, 2024  
**From:** Amy Woodruff, Administrative Supervisor  
**Through:** Bryan Hawkins, Port Director

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Through Resolution 24-024 the Council directed the Port & Harbor Advisory Commission to provide feedback on the Land Allocation Plan, specifically the parcel that is seasonally used as a Large Vessel Haul Out.

The Council had tentatively planned to review responses from Parks, Art, Recreation, & Culture Advisory Commission and Port & Harbor Advisory Commission (PHC) in August, however, due to commissioners' limited summer availability the PHC has postponed our second discussion to August 28<sup>th</sup> and anticipate having a written response to Council by the end of September.

### **RECOMMENDATION:**

City Council extend deadline for response to first meeting date in October.



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[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3449310>)

Finance | Homer, AK, USA | Full Time | \$30.05 - \$39.07 per hour  
Posted: Aug 02, 2024 Closing Date: Aug 31, 2024

#### **Deputy City Clerk I (<https://cityofhomerak.applicantpro.com/jobs/3448505>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3448505>)

City Clerk | Homer, AK, USA | Full Time | \$22.38 - \$23.94 per hour  
Posted: Aug 01, 2024 Closing Date: Aug 23, 2024

#### **Fire Captain (<https://cityofhomerak.applicantpro.com/jobs/3431096>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3431096>)

Fire | Homer, AK, USA | Full Time  
Posted: Jul 17, 2024 Closing Date: Aug 12, 2024

#### **Public Safety Dispatcher I (<https://cityofhomerak.applicantpro.com/jobs/3431117>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3431117>)

Police - Dispatch | Homer, AK, USA | Full Time | \$25.33 - \$27.53 per hour  
Posted: Jul 17, 2024 Closing Date: Aug 12, 2024

#### **Temporary Building Custodian (<https://cityofhomerak.applicantpro.com/jobs/3291759>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3291759>)

Building Custodian | Homer, AK, USA | Seasonal | \$19.39 per hour  
Posted: Mar 26, 2024 Closing Date: Until Filled

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# MEMORANDUM

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**Resolution 24-076, A Resolution of the City Council of Homer, Alaska Amending City of Homer Personnel Regulations, Chapter 10, Discipline – Causes and Actions and Chapter 11, Communication, Grievance and Appeal Procedures to Delegate Authority for Personnel Appeals to the State of Alaska Office of Administrative Hearings. City Manager/HR Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** June 27, 2024  
**From:** Andrea Browning, HR Director  
**Through:** Melissa Jacobsen, Interim City Manager

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## **Overview**

The City Attorney has recommended and worked with me on a change to the current Personnel Regulations, Chapter 10, Discipline Causes and Actions and Chapter 11, Communication, Grievance and Appeal Procedure.

Pursuant to Homer City Code Section 2.28.010, the City Personnel Regulations shall be adopted by Council resolution and administered by the City Manager. There is a resolution on the consent agenda outlining the changes, for your consideration.

## **Background**

Our current Personnel Regulations leave some ambiguity about steps forward after a Pre-Deprivation Hearing, since the language is contradictory in two separate sections. Attorney Gatti has cleaned up that language, and additionally advises that the City is much better off delegating authority for personnel appeals to the State of Alaska Office of Administrative Hearings.

Currently Personnel Regulations stipulate that if we go to arbitration, we solely use the American Arbitration Association (AAA), unless both parties agree. It is very slow and very expensive. The Office of Administrative Hearings is more expedient, more economical, and affords both sides a resolution.

This is not in response to a current matter designated for arbitration. Any personnel appeals that are in-process prior to Council approval of the resolution before you, are still subject to grievance procedures set forth in current Personnel Regulations, and will utilize AAA for arbitration proceedings. This request stems from a grievance that started in 2023, which highlighted the contradictions in our current Personnel Regulations and need to update the language.

## **Recommendation:**

I respectfully request Council consideration to update Personnel Regulations to include recommended changes to Section 10 and Section 11, as outlined in the resolution.



# MEMORANDUM

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**Resolution 24-076, A Resolution of the City Council of Homer, Alaska Amending City of Homer Personnel Regulations, Chapter 10, Discipline – Causes and Actions and Chapter 11, Communication, Grievance and Appeal Procedures to Delegate Authority for Personnel Appeals to the State of Alaska Office of Administrative Hearings. City Manager/HR Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** July 27, 2024  
**From:** Aaron Glidden, Deputy Harbormaster and Employee Committee Chair  
**Through:** Melissa Jacobsen, City Manager

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The Employee Committee met on July 9, 2024 to discuss the proposed changes to the City's personnel regulations as shown in Resolution 24-076. HR Director Browning was present to answer questions and give background on the proposed resolution. She provided information and emphasized the impact on employees with the existing process, and the benefit to the employees and city by implementing the proposed changes.

The Committee members discussed at length and agreed by consensus to review and discuss the changes with their respective departments, and participated in an online poll on July 17, 2024. The majority voted to support the Resolution as follows:

11 respondents; 10 voting "Yes"; 1 voting to "Abstain"

**RECOMMENDATION:**

The Employee Committee recommends that Council adopt Resolution 24-076.

City Manager/  
Personnel Director

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING CITY OF HOMER PERSONNEL REGULATIONS,  
CHAPTER 10, DISCIPLINE – CAUSES AND ACTIONS AND CHAPTER  
11, COMMUNICATION, GRIEVANCE AND APPEAL PROCEDURE, TO  
DELEGATE AUTHORITY FOR PERSONNEL APPEALS TO THE STATE  
OF ALASKA OFFICE OF ADMINISTRATIVE HEARINGS.

WHEREAS, Pursuant to City of Homer Personnel Regulation 1.6, Revisions and Amendments, the City Manager may recommend revisions to the Personnel Regulations at any time with the revisions effective upon the approval of the City Council.

**11.4.4 Step 4.** If the grievance is not settled in Step 2 and the aggrieved employee(s) elects not to utilize the grievance committee process of Step 3, the matter may be appealed in writing to the City Manager **Office of Administrative Hearings** within five working days of the date the employee receives the Department Director's written decision. The aggrieved employee(s) should submit a written request for a hearing ~~with the City Manager~~ to the Personnel Director, **who will then submit a request for a hearing with the Office of Administrative Hearings.** The aggrieved employee(s) should attach copies of all information pertaining to the grievance to the request. ~~The City Manager will schedule a hearing within ten working days of receiving the request. At the hearing the employee(s) will state the reasons for the grievance. The Department Director shall have an opportunity to present their position. Witnesses may be called to testify by either party, however witnesses cannot be compelled to testify or appear. The hearing shall be closed to the public. The City Manager shall reply to the grievance in writing within seven working days of meeting with the grievant(s). Copies of the written decision shall be given to the grievant(s), the Department Director and the Personnel Director.~~

**11.4.5 Step 5.** If not satisfied with the City Manager's Office of Administrative Hearings decision the aggrieved employee(s) may request arbitration pursuant to the procedures outlined in Section 11.5 appeal the decision of the Office of Administrative Hearings to Superior Court within 30 days after notice of the Office of Administrative

**Hearings decision is given to the employee in accordance with Part 600 of the Alaska Rules of Appellate Procedure. The appeal is heard solely on the administrative record.**

BE IT FURTHER RESOLVED that Homer Personnel Regulations are amended by deleting Section 11.5, Arbitration Procedures, in its entirety, as follows:

~~11.5— Arbitration Procedures. An employee may request arbitration of any unresolved grievances after completion of Step 3 or Step 4. The procedures for arbitration are as follows:~~

~~11.5.1 The employee(s) shall send a written request for arbitration to the Personnel Director explaining the specific unresolved grievance and referring to any provisions of the Personnel Regulations or any other law applicable to the grievance. The request shall be submitted to the Personnel Director within five working days of the City Manager's decision.—~~

~~11.5.2 Within five working days of receipt of a request for arbitration, the Personnel Director shall forward the request, together with the appropriate administrative fee, to the American Arbitration Association (AAA) for the initiation of arbitration proceedings. AAA proceedings shall be conducted by an arbitrator located in the State of Alaska unless, despite reasonable efforts by both parties, a qualified arbitrator located in the State of Alaska cannot be found. In lieu of submission to AAA, the grievant and the City Manager shall may agree to submit the matter to an arbitrator(s) to be selected by mutual agreement.~~

~~11.5.3 The arbitration shall be held at City Hall unless space is unavailable in which case the arbitrator shall select another location in the City. The aggrieved employee(s), the affected Department Director, City Manager and Personnel Director shall be entitled to be present at the arbitration. The aggrieved employee(s) and the City Manager may each have, as an assistant, one person to be in attendance at the arbitration. Either or both parties may be represented by an attorney in lieu of the assistant. The arbitration shall be closed to the public unless the aggrieved employee(s) requests the arbitration to be open to the public.~~

~~11.5.4 The arbitration shall be conducted by the arbitrator in whatever manner will most expeditiously permit full presentation of the evidence and argument of the parties. Witnesses may be called to testify by any party; however, witnesses cannot be compelled to testify or appear.~~

~~11.5.5 The arbitration shall be conducted under the AAA Employment Arbitration Procedures unless a different rule or procedure is set forth in the City Code or the Personnel Regulations. In the case of any inconsistency, the City Code and the Personnel Regulations, in that order of priority, shall prevail over the AAA Employment Arbitration Procedures. The Personnel Director shall make copies of the Employment Arbitration Procedures available to any City employee upon request.~~



11.5.6 Post hearing briefs shall be submitted by the parties only if ordered by the arbitrator.

11.5.7 The arbitrator shall have no authority to amend, modify, nullify, or ignore provisions of law, ordinances, or Personnel Regulations. The arbitrator shall consider and decide only the specific issue(s) submitted and has no authority to decide issues not submitted.

11.5.8 The arbitrator's award shall include a summary of the arbitrators' findings and conclusions. All expenses of the arbitration, not including attorney's fees and expenses for witnesses, shall be paid by the City. If the City is the prevailing party, then each employee who is a party to the grievance shall reimburse the City \$600.00 of expenses of the arbitration, which include AAA administrative and arbitrators' fees, travel and other expenses but no more than the total actual cost of the arbitration fees. Payment is due from the employee within 30 days of the grievance decision from the arbitrator. Each party shall bear its own attorney's fees and the expenses of producing witnesses called on its behalf.

11.5.9 Copies of the arbitration decision shall be personally delivered or mailed to the parties directly affected by the arbitration, the Personnel Director and the City Manager. The Personnel Director shall provide informational copies to the City Council. The arbitration decision shall be a public record.

BE IT FURTHER RESOLVED that Personnel Regulation 10.8, Appeal of Disciplinary Action is amended as follows:

**10.8 Administrative Appeal of Disciplinary Action.** Any appeals of personnel actions taken under Section 10.6 of these Regulations involving suspensions without pay, demotions, or dismissals shall be submitted to arbitration under Section 11.5 of these Regulations **the Office of Administrative Hearings**. The appeal shall be initiated by filing **submitting** a written request for arbitration **a hearing with to** the Personnel Director within five working days of the City Manager's decision, **who will then submit a request for a hearing with the Office of Administrative Hearings**. The appeal shall contain the information **specific points on appeal** required by Section 11.5.1 of these Regulations **referring to any provisions of the Personnel Regulations or any other law applicable to the appeal**. Filing a request for arbitration **an appeal** shall not suspend the effect of the City Manager's decision. **If not satisfied with the Office of Administrative Hearings decision the aggrieved employee(s) may appeal the decision of the Office of Administrative Hearings to Superior court within 30 days after notice of the Office of Administrative Hearings decision is given to the employee in accordance with Part 600 of the Alaska Rules of Appellate Procedure. The appeal is heard solely off the administrative record.**

128 PASSED AND ADOPTED by the Homer City Council this 12<sup>th</sup> day of August, 2024.

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CITY OF HOMER

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KEN CASTNER, MAYOR

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135 ATTEST:

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\_\_\_\_\_  
RENEE KRAUSE, MMC, CITY CLERK

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140 Fiscal note: N/A

**CITY OF HOMER  
HOMER, ALASKA**

Aderhold

**RESOLUTION 24-079**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
PROVIDING COMMENTS TO THE ALASKA STATE LEGISLATURE  
REGARDING THE IMPACT OF TAX EXEMPTIONS ON  
MUNICIPALITIES

WHEREAS, The Alaska Legislature regularly proposes various exemptions on municipal property and sales taxes and evaluates proposals for statewide sales taxes to generate new state revenues; and

WHEREAS, Article 10 of Alaska's constitution states that "The purpose of this article is to provide for maximum local self-government with a minimum of local government units, and to prevent duplication of tax-levying jurisdictions. A liberal construction shall be given to the powers of local government units."; and

WHEREAS, The City of Homer relies predominantly on sales and property taxes to fund general services to our residents and visitors; and

WHEREAS, Sales taxes represent 57% of Homer's general fund; and

WHEREAS, Real property taxes represent 23% of Homer's general fund; and

WHEREAS, The Alaska State Legislature has imposed on municipalities a \$150,000 senior property tax exemption for primary residences, an exemption that in the past was reimbursed by the State but is now an unfunded mandate; and

WHEREAS, For the City of Homer, the senior property tax exemption represents a XX% reduction in our annual budget; and

WHEREAS, Homer's sales tax rate is 4.85%, divided among the following specified budget purposes:

- 3.0% for the general fund
- 0.75% dedicated to a program to help expand the city's water and sewer lines
- 0.75% to pave and repair roads and expand sidewalks, and maintain and expand trails
- 0.30% to pay down the bond debt needed to build a police station
- 0.05% to maintain the police station long-term; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, provides the following comments to the Alaska State Legislature regarding mandating real property and sales tax exemptions and the imposition of a statewide sales tax:

- We ask that the Legislature honor Title 10 of Alaska's constitution.
- We believe the Legislature should consult with the Alaska Municipal League and municipalities regarding any bills that propose property or sales tax exemptions to understand how those exemptions would impact the ability of municipalities to provide critical public services to residents and visitors, including, but not limited to, providing police and fire services, maintaining local public infrastructure, managing zoning codes, conducting local elections, and responding to public needs.
- We ask that the Legislature recognize that implementing a statewide sales tax would likely force the City of Homer to reduce its sales tax, which would hinder our ability to provide the public services listed above; expand water and sewer infrastructure; maintain, improve, and expand roads, sidewalks, and trails; and pay down bond debt.
- Property tax exemptions on specified classes of property owners shift the burden of funding municipal services on other classes of property owners in ways that may not be fair or equitable.

PASSED AND ADOPTED BY THE CITY COUNCIL OF HOMER, ALASKA, THIS 22<sup>th</sup> day of July 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, ACTING CITY CLERK

Fiscal Note: N/A

**CITY OF HOMER  
HOMER, ALASKA**

Aderhold

**RESOLUTION 24-079(S)**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
PROVIDING COMMENTS TO THE ALASKA STATE LEGISLATURE  
REGARDING THE IMPACT OF TAX EXEMPTIONS ON  
MUNICIPALITIES

WHEREAS, The Alaska Legislature regularly proposes various exemptions on municipal property and sales taxes and evaluates proposals for statewide sales taxes to generate new state revenues; and

WHEREAS, Article 10 of Alaska's constitution states that "The purpose of this article is to provide for maximum local self-government with a minimum of local government units, and to prevent duplication of tax-levying jurisdictions. A liberal construction shall be given to the powers of local government units."; and

WHEREAS, The City of Homer relies predominantly on sales and property taxes to fund general services to our residents and visitors; and

WHEREAS, Sales taxes represent 57% of Homer's general fund; and

WHEREAS, Real property taxes represent 23% of Homer's general fund, based on a mill rate of 4.5 mils; and

WHEREAS, An example of a tax exemption that tThe Alaska ~~State~~ Legislature has imposed on municipalities is the \$150,000 senior property tax exemption for primary residences, an exemption that in the past was reimbursed by the State but is now an unfunded mandate; and

WHEREAS, For the City of Homer, the senior property tax exemption represents a ~~xx~~10% reduction in our annual budget, or the portion of revenues that are transferred to other property taxpayers; and

WHEREAS, Homer's sales tax rate is 4.85%, divided among the following specified budget purposes:

- 3.0% for the general fund
- 0.75% dedicated to a program to help expand the city's water and sewer lines
- 0.75% to pave and repair roads and expand sidewalks, and maintain and expand trails

- 0.30% to pay down the bond debt needed to build a police station
- 0.05% to maintain the police station long-term; and

WHEREAS, A statewide sales tax may cause the City of Homer to reduce its sales tax.

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NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, provides the following comments to the Alaska State Legislature regarding mandating real property and sales tax exemptions and the imposition of a statewide sales tax:

- We ask that the Legislature honor Title 10 of Alaska's constitution and allow for the maintenance of local government control.
- The Legislature and local governments should work as a partnership, and wWe believe the Legislature should consult with the Alaska Municipal League and municipalities regarding any bills that propose property or sales tax exemptions to understand how those exemptions would impact the ability of municipalities to provide critical public services to residents and visitors, including, but not limited to, providing police and fire services, maintaining local public infrastructure, managing zoning codes, conducting local elections, and responding to public needs.
- We ask that the Legislature recognize that implementing a statewide sales tax would likely force the City of Homer to reduce its sales tax, which would hinder our ability to provide the public services listed above; expand water and sewer infrastructure; maintain, improve, and expand roads, sidewalks, and trails; and pay down bond debt.
- Property tax exemptions on specified classes of property owners shift the burden of funding municipal services on other classes of property owners in ways that may not be fair or equitable.
- The cumulative impacts of multiple Legislatively imposed property tax exemptions and implementation of a statewide sales tax is detrimental to the ability of local governments to provide critical public services.

PASSED AND ADOPTED BY THE CITY COUNCIL OF HOMER, ALASKA, THIS 22<sup>th</sup> day of July 2024.

CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

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RENEE KRAUSE, MMC, ACTING CITY CLERK

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86 Fiscal Note: N/A