



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

## **City of Homer Agenda**

**City Council Regular Meeting**

**Monday, April 12, 2021 at 6:00 PM**

**City Hall Cowles Council Chambers via Zoom Webinar**

**Dial: +1 669 900 6833 or +1 253 215 8782 or Toll Free 877 853 5247 or 888 788 0099**

**Webinar ID: 205 093 973 Password: 610853**

### **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, pg. 6)

### **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 Meeting Minutes for March 22, 2021. City Clerk. Recommend adoption.
- b. Memorandum 21 057 from Mayor Castner Re: Appointment of Adele Person to the Economic Development Advisory Commission and Michael McKinney to the Library Advisory Board. Recommend approval.
- c. Memorandum 21 058 from Deputy City Clerk Re: Liquor License Renewals for Two Sisters Bakery, Kannery Grill, and Mermaid Cafe. Recommend approval.
- d. Ordinance 21 19, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget by Allocating an Additional \$25,000 from the Information System CARMA Fund for a Total Expenditure of \$75,000 to Replace and Upgrade Departmental Servers across City Departments. City Manager. Recommended dates Introduction April 12, 2021 Public Hearing and Second Reading April 26, 2021

Memorandum 21 058 from Library Director as backup

- e. Ordinance 21 20, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing the Expenditure of an Additional \$13,500 from the ADA

CARMA Fund for a total of \$48,060 for the Spit Handicapped Parking Paving Project. City Manager/Harbormaster. Recommended dates Introduction April 12, 2021 Public Hearing and Second Reading April 26, 2021

Memorandum 21 059 from Harbormaster as backup

- [f.](#) Ordinance 21 21, An Ordinance of the City Council of Homer, Alaska Authorizing the Issuance and Sale of a Series of Harbor Revenue Refunding Bonds for the Purpose of Refunding All or a Portion of the City's Outstanding Harbor Revenue Bond, 2013; Establishing the Terms of the Harbor Revenue Refunding Bond, 2021; and Authorizing the Sale of the Harbor Revenue Refunding Bond, 2021. City Manager. Recommended dates Introduction April 12, 2021 Public Hearing and Second Reading April 26, 2021

Memorandum 21 060 from City Attorney as backup

- [g.](#) Ordinance 21 22, An Emergency Ordinance of the City Council of Homer, Alaska Accepting Grant Funds from the State of Alaska Department of Health And Social Services for Distribution of COVID 19 Vaccines, as well as other COVID 19 Related Recovery and Prevention Strategies and Approving a Memorandum of Agreement. City Manager.

Memorandum 21 061 from Special Projects and Communications Director as backup

- [h.](#) Resolution 21 026, A Resolution of the City Council of Homer, Alaska Approving a Contract with Corvus Design of Anchorage, Alaska, for an Amount not to Exceed \$49,000 for the Wayfinding and Streetscape Project, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Clerk. Recommend adoption.

Memorandum 21 063 from City Clerk as backup

- [i.](#) Resolution 21 027, A Resolution of the City Council of Homer, Alaska Authorizing the City to Apply for a State of Alaska Recreational Trails Program Grant in an Amount up to \$150,000 for Funds to Construct an ADA Accessible Entrance Trail in Karen Hornaday Park and Expressing it's Commitment to Provide a 10% Local Match to Grant Funds. City Manager. Recommend adoption.

Memorandum 21 064 from Special Project and Communications Coordinator as backup

- [j.](#) Resolution 21 028, A Resolution of the City Council of Homer, Alaska Accepting the Road Financial Plan as a Blueprint for Planning Homer's Transportation Needs and Declaring it should be Updated as part of the City's Budget Cycle. City Manager/Public Works Director. Recommend adoption.

Memorandum 21 065 from Public Works Director as backup

## **VISITORS**

- a. Alaska Command Northern Edge Exercise John Mosher and Michael Hertzog (10 minutes)
- [b.](#) Kenai Peninsula Economic Development District Community Economic Development Strategy Update Tim Dillon KPEDD Executive Director (10 minutes)
- c. Unified Command Report (20 minutes)

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

- a. Committee of the Whole Report
- b. Special Meeting Report
- c. Mayor's Report
- d. Borough Report
- e. Planning Commission
  - [i.](#) Planning Commission Report
- f. Port and Harbor Advisory Commission
- g. Americans with Disabilities Act Compliance Committee
- h. Public Works Campus Task Force

**PUBLIC HEARING(S)**

- [a.](#) Ordinance 21 15, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of \$49,000 from the Sewer CARMA fund and \$49,000 from the Water CARMA fund to pay for Betterments to the City's Utilities Located in East Hill Road as part of the Alaska Department of Transportation and Public Facilities Repaving Project. City Manager/Public Works Director. Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021.

Memorandum 21 046 from Public Works Director as backup

- [b.](#) Ordinance 21 16, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of \$50,000 from the HART Road fund and \$50,000 from the Water CARMA fund to pay for Ground Water Research in the City Limits and Bridge Creek Reservoir Watershed. City Manager/Public Works Director. Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021.

Memorandum 21 047 from Public Works Director as backup

- [c.](#) Ordinance 21 17, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of Additional Pass Through Funds for the Alaska Department of Transportation and Public Facilities Lake Street Project. City

Manager/Public Works Director. Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021.

Memorandum 21 048 from Public Works Superintendent as backup

- d. Ordinance 21 18, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing an Additional Expenditure of \$33,185 from the Water CARMA Fund for a Total Expenditure of \$247,585 for the Raw Water Transmission Line Project Design. City Manager/Public Works Director. Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021

Memorandum 21 049 from Public Works Director as backup

### **ORDINANCE(S)**

- a. Ordinance 21 23, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 19.20.020 General Rules, Adding Launching, Landing or Retrieving of Motorized Watercraft in Prohibited from City Owned Beaches Except for Official Business Use. City Manager/Harbormaster. Recommended dates Introduction April 12, 2021 Public Hearing and Second Reading

Memorandum 21 062 from Harbormaster as backup

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

- a. City Manager's Report

### **PENDING BUSINESS**

### **NEW BUSINESS**

### **RESOLUTIONS**

- a. Resolution 21 029, A Resolution of the City Council of Homer, Alaska Supporting the Efforts of the Fairbanks Area Surface Transportation Planning Organization and Revision to the Alaska Administrative Code to Improve Safety for Pedestrians and Bicyclists using the Transportation Network. Aderhold.

### **COMMENTS OF THE AUDIENCE**

### **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, April 26, 2021 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 21-08 a Regular Meeting of the Homer City Council was called to order on March 22, 2021 by Mayor Ken Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

**PRESENT:** COUNCILMEMBER ADERHOLD, EVENSEN, HANSEN-CAVASOS, LORD, SMITH, VENUTI

**STAFF:** CITY MANAGER DUMOUCHEL  
CITY CLERK JACOBSEN  
DEPUTY CITY CLERK TUSSEY  
PUBLIC WORKS DIRECTOR KEISER  
FINANCE DIRECTOR WALTON  
HARBORMASTER HAWKINS  
CITY ATTORNEY GATTI

**AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

Mayor Castner announced the supplemental items provided: **VISITORS** Homer Drawdown Presentation - Peatlands at a Glance Information Sheet **ANNOUNCEMENTS/ PRESENTATIONS/REPORTS** Planning Commission Written Report

LORD/VENUTI MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **MAYORAL PROCLAMATIONS AND RECOGNITIONS**

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

Larry Slone, city resident, commented regarding Resolution 21-020 and supports the recommended action to postpone the resolution indefinitely. Providing tax exemption is a function of the Borough, and he's unsure it meets the criteria of public benefit.

## **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 Special Meeting Minutes of February 11 and March 9, 2021 and unapproved Regular Meeting Minutes for March 8, 2021. City Clerk. Recommend adoption.
- b. Memorandum 21-044 from Mayor Castner Re: Reappointment of Emilie Springer to the Library Advisory Board and Nicole Arevalo to the Economic Development Advisory Commission. Recommend approval.
- c. Memorandum 21-045 from Deputy City Clerk Re: Liquor License Renewals for Best Western Bidarka/Otter Room, Beluga Lake Lodge, Alice's Champagne Palace, Don Jose's Mexican Restaurant and Liquor License Premise Change for Odin Mead. Recommend approval.
- d. Ordinance 21-15, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of \$49,000 from the Sewer CARMA fund and \$49,000 from the Water CARMA fund to pay for Betterments to the City's Utilities Located in East Hill Road as part of the Alaska Department of Transportation and Public Facilities Repaving Project. City Manager/Public Works Director. Recommended dates Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021.

Memorandum 21-046 from Public Works Director as backup

- e. Ordinance 21-16, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of \$50,000 from the HART-Road fund and \$50,000 from the Water CARMA fund to pay for Ground Water Research in the City Limits and Bridge Creek Reservoir Watershed. City Manager/Public Works Director. Recommended dates Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021.

Memorandum 21-047 from Public Works Director as backup

- f. Ordinance 21-17, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of Additional Pass Through Funds for the Alaska Department of Transportation and Public Facilities Lake Street Project. City Manager/Public Works Director. Recommended dates Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021.

Memorandum 21-048 from Public Works Superintendent as backup

- g. Ordinance 21-18, An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing an Additional Expenditure of \$33,185 from the Water CARMA Fund for a Total Expenditure of \$247,585 for the Raw Water Transmission Line Project – Design. City Manager/Public Works Director. Recommended dates Introduction March 22, 2021 Public Hearing and Second Reading April 12, 2021

Memorandum 21-049 from Public Works Director as backup

- h. Resolution 21-021, A Resolution of the City Council of Homer, Alaska Authorizing the City Manager to Dispose of Used and Surplus Equipment from the derelict Vessel North Pacific Pursuant to HCC 18.30.010-020 and HCC 18.30.040(b). City Manager. Recommend adoption.
- i. Resolution 21-022, A Resolution of the City Council of Homer, Alaska Approving the Updated Regulations Concerning Public Records Inspection. City Manager/City Clerk. Recommend adoption.

Memorandum 21-051 from City Clerk as backup

- j. Resolution 21-023, A Resolution of the City Council of Homer, Alaska Declaring the City's Intended Distribution of a Federal Capitalization Grant in the amount of \$500,000 from Alaska Department of Environmental Conservation for Principal Forgiveness of Water Main Extensions. City Manager/Public Works Director. Recommend adoption.

Memorandum 21-052 from Public Works Director as backup

- k. Resolution 21-024, A Resolution of the City Council of Homer, Alaska Provisionally Awarding a Contract for Internet Service at the Homer Public Library to GCI Corporation and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Library Director.

Memorandum 21-053 from Library Director as backup

City Clerk Jacobsen read the consent agenda.

LORD/VENUTI MOVED TO ADOPT THE RECOMMENDATIONS OF THE CONSENT AGENDA AS READ.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **VISITORS**

- a. Homer Drawdown - Katie Gavenus and Dale Banks (10 minutes)

Katie Gavenus and Dale Banks reported on the Homer Drawdown Peatland Project. Ms. Gavenus shared an overview of what peatlands are and how they benefit local streams, provide

important moose habitat, serve as fire breaks, and manage storm water and mitigate flooding. She noted the City's work with the Climate Action Plan and Storm Water Master Plan as efforts toward maintaining and restoring peatlands in our area. The Homer Drawdown Project is a group that recognizes human activities and development can damage peatlands and that peatlands are undergoing rapid changes due to climate change. They are creating a plan for possible restoration projects and experimental plots to study and bolster peatland functions locally. The plan includes surveys, conservation, restoration, and learning and there are opportunities to help out by getting involved with the volunteer team, and participate in community events and trainings. More information will be available soon at [www.homerdrawdown.info](http://www.homerdrawdown.info)

Ms. Gavenus and Mr. Banks answered questions from Mayor and Council members.

b. Unified Command Report (20 minutes)

Homer Fire Chief Mark Kirko reported the City Emergency Operation Center is focused on staying on top of the data that's being compiled through the State and Federal resources to cast a future response if required as we move forward. Right now things are looking good and vaccinations are going well. We're focusing on what the next six months look like in Homer and how we'll respond if things change.

Public Health Nurse III Lorne Carroll reported on vaccines. They're safe and it's the fastest way to re-open Alaska's economy and communities. About 125 million doses have been administered in the U.S., 390,000 here in Alaska and zero deaths have been attributed to vaccination. COVID-19 vaccine is available to anyone 16 and older living or working in Alaska. 25% of the U.S. is partially covered and 13% fully vaccinated. In Alaska 29% are partially vaccinated and 1/5<sup>th</sup> fully vaccinated. 51,000 people who are pregnant in the U.S. have chosen to take the vaccine and that's another great safety profile. Youth 15 and under remain susceptible because a vaccine has not been approved for those under 16 yet. Cases continue, but the estimated daily growth rate is -0.26%. If you're fully vaccinated you can gather indoors with others fully vaccinated without a mask, and if your fully vaccinated you don't need to quarantine. Fully vaccinated is two doses of a two dose series plus 14 days, or 14 days after having the approved one dose vaccination. He thanked Council and the community for the support over this year.

South Peninsula Hospital (SPH) PIO Derotha Ferraro reported to date the vaccine clinics continue to go well. She shared her appreciation with the School District for flexibility in the use of the high school and the City for their work in planning the events. Just over 2000 have received both doses and just over 1000 have received one dose only. She shared about upcoming clinics, availability for vaccinations at the testing and vaccination clinic on Bartlett Street, and upcoming pop up events. Testing continues and we're at a 1% positivity rate. Transmission rates are low on the Southern Peninsula which puts the school district in the



green with only 9 total cases over the last two weeks. They look forward to working with the Unified Command on a Memorandum of Agreement for Department of Health and Social Services (DHSS) community funding that may be coming our way for continued vaccine outreach and rollout.

City of Homer PIO Rachel Tussey reported the PIO team is focusing a lot on vaccine hesitancy and sharing reasons why vaccines are a smart idea. She noted being done by City PIO Jenny Carroll in coordinating with partners on the DHSS funding opportunity for additional mass vaccine point of dispensing events and drive-thru/pop up vaccine sites.

The team answered questions from Mayor and Council and discussed outreach opportunities to help promote vaccination.

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

a. Committee of the Whole Report

Councilmember Lord reported at Committee of the Whole Council touched on almost every item on the Consent Agenda. They passed a large consent agenda at the beginning of the meeting, most items are ordinances being introduced that will come back for public hearing on April 12<sup>th</sup>.

b. Mayor's Report

Mayor Castner commented it seems we're being ultra-efficient, which he doesn't necessarily agree with, but as Councilmember Lord reported the Consent Agenda items were well discussed. He gets to propose what goes on the Consent Agenda and he typically includes first reading of ordinances there and then they come back at the next meeting for public hearing and discussion.

c. Borough Report

d. Planning Commission

Mayor Castner noted a written report from the Commission was provided in the supplemental packet.

e. Economic Development Advisory Commission

Economic Development Advisory Commission Chair Karin Marks reported the EDC met on March 9<sup>th</sup> and discussed progress with the Comprehensive Economic Development Strategy (CEDS). The business and residents surveys are closed and there will be a 30 day comment period on the draft CEDS in early to mid-May. The Commission discussed helping businesses to create on-line presence, one of their strategic goals. They're learning about the city budget

and particularly the general fund economic development. There's a zoom event April 13<sup>th</sup> by KPEDD Executive Director Tim Dillon on the new workforce website and CEDS. Registration will be available on the City website after April 1<sup>st</sup>. The Commission voted to support the Karen Hornaday Park Master Plan and have it move forward, and look forward to the selection of a consultant for the Wayfaring Streetscape Plan in early April. She shared appreciation on behalf of the Commission for outgoing members Jeff Johnson and Bill Richardson, and announced there are two openings on the Commission.

f. Parks Art Recreation and Culture Advisory Commission

Parks Art Recreation and Culture Advisory Commissioner Leon Galbraith reported the Commission discussed the James Sherry Pocket Park regarding a drainage issue and potential for a small green infrastructure project there. They also discussed verbiage regarding personal watercraft to help ensure it limits use to the harbor boat ramp only for launching and retrieval, Karen Hornaday Park parking improvements, and potential permitting for mobile food vendors in city parks.

g. Public Works Campus Task Force

Councilmember Venuti reported on the Task Force worked on risk cataloging and evaluation charting where they reviewed and rated level of impact of a tsunami wave into Kachemak Bay to the Public Works Campus. An issue that was noted is that if Public Works staff wasn't busy moving their equipment to either the high school or library, they could assist with notification and moving port and harbor equipment. At their next meeting they'll be addressing refining the chart of risks, considering probability, toxicity of the calcium chloride stored at Public Works if it were washed into the bay, and insurance coverage information.

**PUBLIC HEARING(S)**

**ORDINANCE(S)**

**CITY MANAGER'S REPORT**

a. City Manager's Report

City Manager Dumouchel highlighted the payoff of the loan from the Borough for the Natural Gas distribution line and an opportunity to refinance the Harbor bond that would produce a savings anywhere in the range of \$114,000 to \$247,000. He touched on the DHSS application for funding for vaccine distribution, as was noted in the Unified Command report, and plan to have an ordinance for that at the next meeting. He provided an update on the Council Chambers upgrades, reported he's happy to have gotten his first vaccine shot, and commented regarding work being done on food trucks in parks and also special events.

Councilmember Venuti commented regarding a possible legislative infrastructure bill that Homer may benefit from and encourage the City to be forward thinking and have a plan in place to use some of that funding toward replacing the HERC building.

There were other comments regarding the status of HERC and brief discussion of the anticipated recovery act money.

Councilmember Evensen addressed personal watercraft legislation timing, and also peatlands. City Manager Dumouchel commented regarding personal watercraft the Commissions are finishing their work that focuses on not being able to launch from the beach. There are other things people are interested in where we aren't likely the correct level of government to enforce. He anticipates having something to Council soon. Regarding peatlands he responded there could be a follow up conversation about some of the things addressed on the planning side when you have a mix of private property and people's right to develop mixed with natural resources and wetlands. He advised of efforts being made to train some City staff regarding wetland delineations.

#### **PENDING BUSINESS**

- a. Resolution 21-020, A Resolution of the City Council Exempting Kachemak Moose Habitat, Inc. from City Property Tax; Declaring that the Organization Satisfies the Criteria of Kenai Peninsula Borough Code 5.12.100, Real Property Tax-Exemptions-Community Purposes Property – Conditions, for Lot 4, Hodnik Subdivision, Kenai Peninsula Borough Parcel Number 17936032, Retroactive to January 1, 2021 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. Aderhold. (Postponed from March 8th)

Memorandum 21-050 from City Clerk as backup

Mayor Castner announced there's a motion on the floor to adopt Resolution 21-020 that was postponed from March 8<sup>th</sup> and opened the floor for discussion.

ADERHOLD/LORD MOVED TO POSTPONE RESOLUTION 21-020 INDEFINITELY.

There was brief discussion supporting this avenue since the Borough no longer requires a resolution from the City and recognizing that voting no on the resolution could give the appearance that the City doesn't support the exemption.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

#### **NEW BUSINESS**

## **RESOLUTIONS**

### **COMMENTS OF THE AUDIENCE**

Ginny Espenshade, city resident, thanked Council for the distribution of CARES funds into the community and shared regarding its benefits to The Exchange program and to SPARK. She updated that The Exchange program continues to be committed to overdose prevention these days as isolation and service interruptions caused by the pandemic have raised overdose numbers across the nation. They still have Narcan overdose prevention kits available for free, along with other harm reduction supplies. Anyone listening who wants more information can connect by email at [homerexchange@gmail.com](mailto:homerexchange@gmail.com) and she said they're very proud to have had uninterrupted service since the pandemic began. Regarding SPARK, they've managed to keep their activities COVID wise while still offering users the physical, social, mental, and emotional benefits of activity. They're carefully reinstating some of their youth activities and through a grant from the Youth Advisory Committee of the Homer Foundation they have funds available to help pay rental fees for groups who want to use the space for activities for community youth. If anyone has a great idea for a way to engage youth in play contact them at [sparkhomer@gmail.com](mailto:sparkhomer@gmail.com).

Larry Slone, city resident, shared his appreciation for the efforts of Homer Drawdown and is pleased they're amenable to allow the general public to have access to the peatland through trails. Regarding working toward resolution for the HERC, he noted his and others work on the HERC Task Force final report and about the importance of continuing that effort.

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

Mayor Gatti had no comments.

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

City Clerk Jacobsen announced openings on the Library Advisory Board and Economic Development Advisory Commission.

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

City Manager Dumouchel had no comments.

### **COMMENTS OF THE MAYOR**

Mayor Castner commented regarding a meeting with the Chamber of Commerce where they informed him things are looking optimistic for this summer season. He also noted as we work to define the projects we need to do, a reason he's a proponent for a capital budget, we need to plan for capital projects for the City.

## COMMENTS OF THE CITY COUNCIL

Councilmember Venuti expressed her sadness regarding the mass shooting today in Boulder, and reminded listeners that we have excellent mental health services available in town and anyone in need can call 235-7701. She thanked local and state police officers for all they do in our community. The anniversary of the 1964 Earthquake is approaching and she shared about her experience as a teenager when it hit and she lived in Kodiak. She encouraged people to be prepared and have an emergency kit.

Councilmember Aderhold wished everyone happy Spring, even though it doesn't quite feel like it outside yet. She shared about the pheasant in her yard.

Councilmember Smith shared his appreciation for the longer days and sunshine, he's looking forward to a great summer. Following up on Ms. Espenshade's comments on how are youth are struggling because of limitations to their coping mechanisms, he expressed his concerns about the up-tick in usage of vape pens by our youth and the way the industry is targeting young people. The tobacco industry was slapped back in 1998 for \$209 billion for marketing to young people and concealing the harm of smoking, second hand smoke, and the addictive nature of nicotine. E-cigarettes/vape pens are unregulated and have flavors like circus cookie, cotton candy, glazed donut, etc. It's reprehensible what big tobacco has done in investing in the e-cigarettes and there's no doubt who they're targeting. He wants the community to know that smoking may have declined, but you aren't smelling it because now it smells like candy and it may not set off any alarms that your kid might be vaping. History has already shown the nature of nicotine and how addictive it is. He's working with others in the community to put together a program for the high school to help get people informed.

Councilmember Evensen had no comments.

Councilmember Lord thanked Councilmember Smith for sharing that and for the efforts going in to it. Her daughter went to her first day of in person school, it felt good to walk in with her and thanks to all the teachers and families doing all forms of school and making it through. She, her husband, and all the adults in her family have gotten at least one vaccination dose so far and she thanked the Unified Command, the hospital, and the Tribal Health Clinics for their work. She encouraged everyone to get their questions answered and get vaccinated. She thanked the Snomads and the others who groom the trails up north. She had the opportunity to go snow machining in Caribou Hills and go dog mushing in Ninilchik and the trails are incredible and beautiful.

Councilmember Hansen-Cavasos is grateful for everyone taking steps with vaccines and continued masking. There have been health issues with an elder family member and it's been nice that one person has been able to go in and be with them during this time. She can't

imagine that we couldn't before. Sher reminded listeners that the Shorebird Festival is coming up May 6<sup>th</sup> – 9<sup>th</sup>.

There being no further business to come before the Council Mayor Castner adjourned the meeting at 7:30 p.m. The next Regular Meeting is Monday, April 12, 2021 at 6:00 p.m., Committee of the Whole at 5:00 p.m. and Worksessions Wednesday, March 31, 2021 at 4:00 p.m. and April 5, 2021 at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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Melissa Jacobsen, MMC, City Clerk

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



# City of Homer

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

Office of the Mayor

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Homer, Alaska 99603

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## Memorandum 21-057

TO: HOMER CITY COUNCIL

FROM: MAYOR CASTNER

DATE: APRIL 1, 2021

SUBJECT: APPOINTMENT OF ADELE PERSON TO THE ECONOMIC DEVELOPMENT  
ADVISORY COMMISSION AND MICHAEL MCKINNEY TO THE LIBRARY  
ADVISORY BOARD

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Adele Person is appointed to the Economic Development Advisory Commission to fill Jeffrey Johnson's seat vacancy, who did not seek reappointment to the EDC. Ms. Person's term will expire April 1, 2024.

Michael McKinney is appointed to the Library Advisory Board to fill Jacque Peterson's seat vacancy, who did not seek reappointment to the LAB. Mr. McKinney's term will expire April 1, 2024.

### Recommendation

Confirm the appointments of Adele Person to the Economic Development Advisory Commission and Michael McKinney to the Library Advisory Board.



# Advisory Body Application For Appointment to Committees, Commissions, Board & Task Forces

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

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

Phone: (907) 235-3130

Fax: (907) 235-3143

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

## Applicant Information

Full Name: Adele Person

Physical Address Where you Claim Residency: 4322 Bayview Ct

Mailing Address: 4322 Bayview Ct

City: Homer

State: AK

Zip: 99603

Phone Number(s): 907.299.3057

Email: adele@bunnellarts.org (work email, probably best)

## Advisory Body You Are Requesting Appointment To

**Planning Commission** – Held on the first and third Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. There is no first Regular Meeting in July or second Regular Meetings in November and December

**Parks, Art, Recreation & Culture Advisory Commission** – Held on the third Thursday February through June and August through November at 5:30 p.m.

**Port & Harbor Advisory Commission** – Held on the fourth Wednesday of the following months: January, February, March, April, September, October, and December at 5:00 p.m.; and May, June, July, and August at 6:00 p.m.

**Economic Development Advisory Commission** – Held on the second Tuesday of each month at 6:00 p.m.

**Library Advisory Board** – Held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m.

**Other** – Please Indicate \_\_\_\_\_

## Please Answer the Following

Are you a City Resident?  Yes  No If yes, how long have you been a City resident? 15 years

How long have you been a resident of the South Peninsula? 22 years



**Background Information**

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

City of Homer Public Art Committee; Halibut Cove Community Organization (President for 10years); Pioneer Avenue Revitalization Task Force; Pratt Museum Board member;

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

Bunnell Street Arts Center, Executive Director; Pioneer Avenue Task Force; Peony Festival Task Force; Homer SafeRoutes & Homer Area Trails; MAPP Alliance; Member of many local Homer non-profits; parent of HHS and FWA students; Recent Board member of the Pratt Museum; Halloween One-Way Organizer; Homer Cycling Club member;

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

I have worked on many civic projects. I documented "dead buildings" in 2014, partnered with the Homer Cycling Club on the Homer Shares the Road safety campaign, am a key member on the Pioneer Avenue Revitalization Task Force, and galvanized the work that led to the Soundview sidewalk. I have worked with Public Works, Planning, Admin, multiple commissions, and a wide range of individuals, community organizations, and businesses. As Executive Director of Bunnell, I am versed in project management, financial reporting, data, research, publicity, HR, overall admin, as well as making art.

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

The Wayfinding and Streetscape project is the next step in my 8+ years of work to see the Homer Central business district become a more walkable, economically vibrant area that serves residents and visitors alike. People come to Homer on their way to the Homer Spit and Fishing Hole and do not always bring their tourist dollars to the CBD. The CBD is difficult to negotiate as a pedestrian, and that means less people willing to walk into a store or coffee shop. Walkability was identified by the EDC's business survey as a key way to promote Homer's economic viability. A walkable community is also environmentally and socially healthy. The pandemic revealed just how wonderful access to outdoor spaces improved our well-being. I am also interested in other aspects of economic development, such as clear, concise and simple tax structures and incentives, housing accessibility, economic viability for young families, seniors, students, etc, sustainable development, mitigating the costs and impact of Climate Change, supporting alternative investments in energy and waste management, supporting our Port&Harbor, and partnering with Borough, State, Tribal, and Federal agencies on behalf of our community. Investment in a healthy community leads to a wealthy community. I thank you for your consideration.

**FOR PLANNING COMMISSION ONLY:**

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

No.

**FOR PORT & HARBOR ADVISORY COMMISSION ONLY:**

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

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



# Advisory Body Application For Appointment to Committees, Commissions, Board & Task Forces

Received  
City Clerk's Office  
MAR 25 2021

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

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

### Applicant Information

Full Name: Michael E. McKinney  
Physical Address Where you Claim Residency: 972 Lakeside Drive  
Mailing Address: same  
City: Homer State: AK Zip: 99603  
Phone Number(s): 907-235-5462 299-0294  
Email: hoosieralaskan@yahoo.com

### Advisory Body You Are Requesting Appointment To

- Planning Commission** – Held on the first and third Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. There is no first Regular Meeting in July or second Regular Meetings in November and December
- Parks, Art, Recreation & Culture Advisory Commission** – Held on the third Thursday February through June and August through November at 5:30 p.m.
- Port & Harbor Advisory Commission** – Held on the fourth Wednesday of the following months: January, February, March, April, September, October, and December at 5:00 p.m.; and May, June, July, and August at 6:00 p.m.
- Economic Development Advisory Commission** – Held on the second Tuesday of each month at 6:00 p.m.
- Library Advisory Board** – Held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m.
- Other** – Please Indicate \_\_\_\_\_

### Please Answer the Following

Are you a City Resident?  Yes  No If yes, how long have you been a City resident? 1998  
How long have you been a resident of the South Peninsula Area? 1997

**Background Information**

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

No

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

None

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

None

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

I have loved Libraries since receiving my first library card when I was 7 years old. Libraries are places of excitement, of relaxation, of the future, and of the past. Libraries are places that keep us from becoming stagnant. Libraries are the Travel Agencies for the mind. I think that to be a part of our town library, to help it grow and thrive, is a valuable way to volunteer my time.

**FOR PLANNING COMMISSION ONLY:**

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

**FOR PORT & HARBOR ADVISORY COMMISSION ONLY:**

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

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



# 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 21-058

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK

DATE: APRIL 6, 2021

SUBJECT: LIQUOR LICENSE RENEWALS FOR TWO SISTERS BAKERY, KANNERY GRILL AND MERMAID CAFE

---

The City Clerk's Office has been notified by the AMCO Board of the following Liquor License Permits for Renewal within the City of Homer for the following business(s):

License Type: Beverage Dispensary – Tourism Seasonal  
License #: 5546  
DBA Name: Kannery Grill  
Service Location: 451 Sterling Hwy, Homer, AK 99603  
Licensee: Ocean Shores, Inc.  
Contact Person: Michael Warburton

License Type: Restaurant/Eating Place – Public Convenience  
License #: 5049  
DBA Name: Two Sisters Bakery  
Service Location: 233 E Bunnell Avenue, Homer, AK 99603  
Licensee: Soul Sisters, Inc.  
Contact Person: Carri Thurman

License Type: Restaurant/Eating Place- Public Convenience  
License #: 4728  
DBA Name: Mermaid Cafe  
Service Location: 3487 Main Street Homer, AK 99603  
Licensee: Andrew and Sally Wills  
Contact Person: Sally Wills

RECOMMENDATION: Voice non objection and approval for the Liquor License Renewal Applications.  
Fiscal Note: Revenues.



March 19, 2021

City of Homer

Kenai Peninsula Borough

Via Email: [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov) ; [MJacobsen@ci.homer.ak.us](mailto:MJacobsen@ci.homer.ak.us) ; [MBerg@kpb.us](mailto:MBerg@kpb.us) ; [MJenkins@kpb.us](mailto:MJenkins@kpb.us) ; [BTaylor@kpb.us](mailto:BTaylor@kpb.us) ; [TShassetz@kpb.us](mailto:TShassetz@kpb.us) ;

**Re: Notice of Liquor License Renewal Application**

License Number	DBA	Type	City	Borough	Community Council
5049	Two Sisters Bakery	Restaurant/Eating Place - Public Convenience	Homer	Kenai Peninsula Borough	None
5546	Kannery Grill	Beverage Dispensary	Homer	Kenai Peninsula Borough	NONE

We have received a completed renewal application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

LIQUOR LICENSE

5049

3/16/2021

2021 - 2022

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

ABC BOARD

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating  
Convenience

LICENSE FEE: \$600.00

1138

CITY / BOROUGH: Homer  
Kenai Peninsula Borough

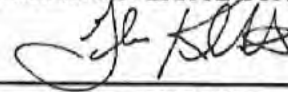
D/B/A: Two Sisters Bakery  
233 E Bunnell Ave

Mail Address:  
Soul Sisters Inc  
233 E Bunnell Ave  
Homer, AK 99603

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

LIQUOR LICENSE

5049

3/16/2021

2021 - 2022

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

ABC BOARD

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating  
Convenience

LICENSE FEE: \$600.00

CITY / BOROUGH: Homer  
Kenai Peninsula Borough

D/B/A: Two Sisters Bakery  
233 E Bunnell Ave

Mailing Address:  
Soul Sisters Inc  
233 E Bunnell Ave  
Homer, AK 99603

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

Doing Business As:	Two Sisters Bakery	License Number:	5049
License Type:	Restaurant/Eating Place-Public Convenience		
Examiner:	Kristina S.	Transaction #:	

Document	Received	Completed	Notes
AB-17: Renewal Application	12/18	3-16-21	
App and License Fees	12/18	3-16-21	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	12/18	3-16-21	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response: City of Homer      LGB 2 Response: KPB

Waive     Protest     Lapsed   
  Waive     Protest     Lapsed



Alaska Alcoholic Beverage Control Board

**Form AB-17: 2021/2022 License Renewal Application**

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

**Establishment Contact Information**

Licensee (Owner):	SOUL SISTERS INC	License #:	5049 <del>236030074</del>
License Type:	RESTAURANT EATING PLACE - PUBLIC CONVENIENCE		
Doing Business As:	TWO SISTERS BAKERY		
Premises Address:	233 E. BUNNELL AVE HOMER AK 99603		
Local Governing Body:	CITY of HOMER - KENAI PENINSULA BOROUGH		
Community Council:	NONE		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

**Section 1 - Licensee Contact Information**

**Contact Licensee:** The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	CARRI THURMAN	Contact Phone:	(907) 235-2280
Contact Email:	bakede xyz.net		

**Optional:** If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			





# Form AB-17: 2021/2022 License Renewal Application

## Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.  
<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	63431 D
-----------------------	---------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

### DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including non-profit must list ONLY the following:
  - o All shareholders who own 10% or more stock in the corporation
  - o Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
  - o All Members with an ownership interest of 10% or more
  - o All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list ONLY the following:
  - o Each Partner with an interest of 10% or more
  - o All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.

Name of Official:	CARRI THURMAN				
Title(s):	PRESIDENT	Phone:	907-399-3930	% Owned:	50
Mailing Address:	P.O. BOX 2621				
City:	HOMER	State:	AK	ZIP:	99603

Name of Official:	SHARON ROUFA				
Title(s):	SECRETARY VICE PRESIDENT	Phone:	907-399-6626	% Owned:	50
Mailing Address:	233 E. BUNNEL AVE				
City:	HOMER	State:	AK	ZIP:	99603

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



# Form AB-17: 2021/2022 License Renewal Application

## Section 3 – Sole Proprietor Ownership Information

**Corporations, LLC's and Partnerships of ALL kinds should skip this section.**

**READ BEFORE PROCEEDING:** Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an:  Applicant  Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an:  Applicant  Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

## Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
|   | 2019                                | 2020                                |
| 1. The license was regularly operated continuously throughout each year. (Year-round)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)<br><i>If your operation dates have changed, list them below:</i><br>_____ to _____  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.<br><i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/>            | <input type="checkbox"/>            |

**If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.**

## Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR 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 2019 or 2020?

Yes  No

**If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)**

**If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.**



# Form AB-17: 2021/2022 License Renewal Application

## Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

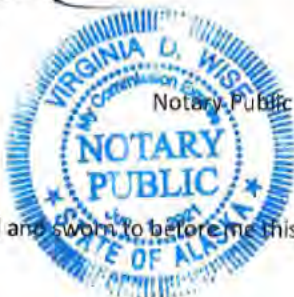
- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity 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.

[Handwritten Signature]  
Signature of licensee

[Handwritten Signature]  
Signature of Notary Public

Cree Thuman  
Printed name of licensee



Notary Public in and for the State of: Alaska

My commission expires: 06-01-21

Subscribed and sworn to before me this 16<sup>th</sup> day of December, 2020

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed Recreational Site Statement
- Tourism applications must include a completed Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

**Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.**

### FOR OFFICE USE ONLY

License Fee:	\$ <u>600</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
<b>Total Fees Due:</b>					\$ <u>900</u>

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Business License / License #245713

# LICENSE DETAILS

**License #:** 245713

[Print Business License](#)

**Business Name:** TWO SISTERS BAKERY

**Status:** Active

**Issue Date:** 03/24/1998

**Expiration Date:** 12/31/2022

**Mailing Address:** 233 E BUNNELL AVE  
HOMER, AK 99603-7827

**Physical Address:** 233 E BUNNELL AVENUE  
HOMER, AK 99603

## Owners

SOUL SISTERS INC

## Activities

**Line of Business**

72 - Accommodation and Food Services

**NAICS**

722211 - LIMITED-SERVICE RESTAURANTS

**Professional License**

#

## Endorsements

No Endorsements Found

## License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

Department of Commerce, Community, and Economic Development  
**CORPORATIONS, BUSINESS & PROFESSIONAL  
 LICENSING**

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

## ENTITY DETAILS

### Name(s)

Type	Name
Legal Name	SOUL SISTERS, INC.

**Entity Type:** Business Corporation

**Entity #:** 63431D

**Status:** Good Standing

**AK Formed Date:** 3/27/1998

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2022

**Entity Mailing Address:** 233 E. BUNNELL AVE, HOMER, AK 99603

**Entity Physical Address:** 233 E BUNNELL AVE, 233 E BUNNELL AVE, HOMER, AK 99603

## Registered Agent

**Agent Name:** Carrie Thurman

**Registered Mailing Address:** 233 E BUNNELL AVE, HOMER, AK 99603

**Registered Physical Address:** 233 E BUNNELL AVE, HOMER, AK 99603

## Officials

AK Entity #	Name	Titles	Owned
	Carri A. Thurman	Director, President, Shareholder	50.00
	Sharon T. Roufa	Secretary, Vice President, Treasurer, Shareholder	50.00

Show Former

## Filed Documents

Date Filed	Type	Filing	Certificate
3/27/1998	Creation Filing		
4/01/1998	Biennial Report		
10/29/1998	Biennial Report		
2/25/2000	Biennial Report	<a href="#">Click to View</a>	
6/07/2002	Biennial Report	<a href="#">Click to View</a>	
1/05/2004	Biennial Report	<a href="#">Click to View</a>	
1/05/2004	Agent Change	<a href="#">Click to View</a>	
2/27/2007	Biennial Report	<a href="#">Click to View</a>	
2/24/2010	Biennial Report	<a href="#">Click to View</a>	
5/17/2010	Biennial Report	<a href="#">Click to View</a>	
7/09/2012	Biennial Report	<a href="#">Click to View</a>	
1/16/2014	Biennial Report	<a href="#">Click to View</a>	
1/15/2016	Biennial Report	<a href="#">Click to View</a>	
1/02/2018	Biennial Report	<a href="#">Click to View</a>	
10/16/2019	Biennial Report	<a href="#">Click to View</a>	

COPYRIGHT © STATE OF ALASKA · DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

3/17/2021

ABC BOARD

# LIQUOR LICENSE 2021 - 2022

5546

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

5/1 - 9/30

LICENSE FEE: \$1,250.00

1103

CITY / BOROUGH: Homer  
Kenai Peninsula Borough

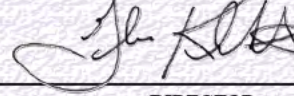
D/B/A: Kannery Grill  
451 Sterling Hwy

Mail Address:  
Ocean Shores Inc.  
3500 Crittenden Dr.  
Homer, AK 99603

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

3/17/2021

ABC BOARD

# LIQUOR LICENSE 2021 - 2022

5546

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

5/1 - 9/30

LICENSE FEE: \$1,250.00

CITY / BOROUGH: Homer  
Kenai Peninsula Borough

D/B/A: Kannery Grill  
451 Sterling Hwy

Mailing Address:  
Ocean Shores Inc  
3500 Crittenden Dr  
Homer, AK 99603

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

**COPY**

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)



Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

Doing Business As:	Kannery Grill	License Number:	5546
License Type:	Beverage Dispensary - Tourism Seasonal		
Examiner:	Nathanael D Hall	Transaction #:	100007272 & 7273

Document	Received	Completed	Notes
AB-17: Renewal Application	12/3	3/17	Incomplete sent 2/25
App and License Fees	12/3 & 12/8	12/8	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement	12/3	3/17	returned
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation	12/3		processed seperately
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	N/A
--------------------	-----

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

Waive     Protest     Lapsed

LGB 2 Response:

Waive     Protest     Lapsed





Alaska Alcoholic Beverage Control Board

## Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

### Establishment Contact Information

Licensee (Owner):	Ocean Shores Inc.	License #:	5546
License Type:	Beverage Dispensary - Tourism - Seasonal		
Doing Business As:	Kunnery Grill		
Premises Address:	451 Sterling Hwy. Homer 99603		
Local Governing Body:	City of Homer / Kenai Peninsula Borough		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:	3500 Crittenden Dr.		
City:	Homer	State:	AK
		ZIP:	99603

### Section 1 - Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Michael J Warburton	Contact Phone:	907-299-1400
Contact Email:	mjwarburton77@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

AMCO



# Form AB-17: 2021/2022 License Renewal Application

## Section 2 – Entity or Community Ownership Information

### Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.  
<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	76190 D
-----------------------	---------

**READ BEFORE PROCEEDING:** Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

### DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of **any** type *including non-profit* must list **ONLY** the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations, of any** type must list **ONLY** the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships of any** type, *including Limited Partnerships* must list **ONLY** the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.

Name of Official:	Michael J Warburton				
Title(s):	President/Secretary/Shareholder/Vice President	Phone:	907-299-1400	% Owned:	100
Mailing Address:	3500 Crittenden Dr.				
City:	Homer	State:	AK	ZIP:	99603

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

AMCO



# Form AB-17: 2021/2022 License Renewal Application

## Section 3 – Sole Proprietor Ownership Information

**Corporations, LLC's and Partnerships of ALL kinds should skip this section.**

**READ BEFORE PROCEEDING:** Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

**If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.**

This individual is an:  Applicant  Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an:  Applicant  Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

## Section 4 – License Operation

Check **ONE BOX** for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- |   | 2019                                | 2020                                |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round)   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2. The license was <b>only operated during a specific season</b> each year. (Seasonal)<br><i>If your operation dates have changed, list them below:</i>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <u>May 1</u> to <u>Sept 30</u>  |                                     |                                     |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.<br><i>A complete AB 30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.**

## Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR 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 2019 or 2020? Yes  No

**If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)**

**If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.**



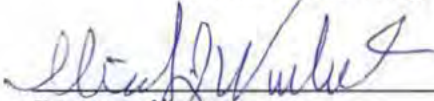
# Form AB-17: 2021/2022 License Renewal Application

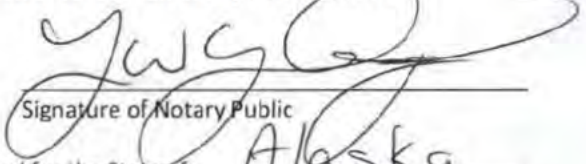
## Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

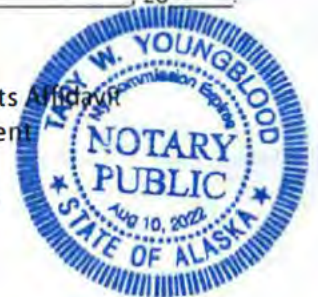
- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity 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.

  
 Signature of licensee  
Michael J Warburton  
 Printed name of licensee

  
 Signature of Notary Public  
 Notary Public in and for the State of: Alaska  
 My commission expires: 8/10/22  
 Subscribed and sworn to before me this 2 day of Dec, 2020

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed Recreational Site Statement
- Tourism applications must include a completed Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification



All renewal and supplemental forms are available online

**Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.**

### FOR OFFICE USE ONLY

License Fee:	\$ <u>2500</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
<b>Total Fees Due:</b>					\$ <u>300 2800</u>



Alaska Alcoholic Beverage Control Board  
**Tourism Statement**

A new, transfer, or renewal application for a beverage dispensary – tourism or restaurant / eating place – tourism license must be accompanied by a written statement that explains how the establishment encourages tourism and meets the requirements listed under AS 04.11.400(d) and 3 AAC 304.325.

This document must be submitted to AMCO's main office before any tourism license application will be reviewed.

**Section 1 – Establishment Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Doing Business As:	Kannery Grill	License #:	5546
License Type:	Beverage Dispensary-Tourism- Seasonal		

**Section 2 – Tourism Statement**

2.1. Explain how issuance of a liquor license at your establishment has/will encourage tourism.

The central focus of the business plan for the Ocean Shores involves catering to out of town tourists, local, and regional guests. The licensee will continue to run advertising on the internet with both non paid links and paid appearances on travel sites (Booking.com, Travelocity, Tripadvisor, etc.). The hotel has and continues to develop relationships with the Alaska railroad, and Ravn Air, Alaska State Ferry and the local art galleries to enhance, cater to, and expand tourism opportunities.

2.2. Explain how the facility was/will be constructed or improved as required by AS 04.11.400(d)(1):

This facility is located at 451 Sterling Hwy in Homer. The hotel has microwave ovens and mini refrigerators in every guest room. As such it is ideal for travelers who want an overnight stay in a beautiful location conveniently located between regular tourist destinations such as Valdez, Talkeetna, Anchorage and Denali.

2.3 Does the licensee or applicant for this liquor license also operate the tourism facility in which this license is located?

YES

NO

2.4 If "no" who operates the tourism facility?

[Empty text box for answer to 2.4]



**Alaska Alcoholic Beverage Control Board**  
**Tourism Statement**

2.5 Do you offer room rentals to the traveling public? YES  NO

If "yes" answer the following questions:

How many rooms are available?

There are 38 rooms for rent at the hotel.

How many of the available rooms (if any) have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)?

The hotel rooms are equipped with microwaves and mini refrigerators. Four of the rooms are equipped with full kitchen facilities. No we do not stock alcoholic beverages in the room rentals.

Do you stock or plan to stock alcoholic beverages in guest rooms? YES  NO

If "no" is your facility located within an airport terminal? YES  NO

2.6 If your establishment includes a dining facility, please describe that facility. If it does not please write "none".

Yes. The Ocean Shores has a fine dining restaurant. The name of the restaurant is The Kannery Grill. The facility serves breakfast and dinner daily.

2.7 If additional amenities are available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists), please describe them. If they are not offered, please write "none".

Yes, the Ocean Shores provides tourist type amenities to its guests such as sea kayaking, fishing charters, bear viewing, and restaurant selection. The resort is ideal for travelers who want an overnight stay in a beautiful beachfront setting. Ocean Shores will continue to operate the facility as a tourist facility. In short, all of those things, which are routinely done by hotels in Alaska to encourage tourism, will continue to be done by the operators of the Ocean Shores.

Department of Commerce, Community, and Economic Development  
**CORPORATIONS, BUSINESS & PROFESSIONAL  
 LICENSING**

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Corporations](#) / Entity Details

## ENTITY DETAILS

### Name(s)

Type	Name
Legal Name	THE OCEAN SHORES, INC.

**Entity Type:** Business Corporation

**Entity #:** 76190D

**Status:** Good Standing

**AK Formed Date:** 4/15/2002

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2022

**Entity Mailing Address:** 3500 CRITTENDEN DR, HOMER, AK 99603

**Entity Physical Address:** 3500 CRITTENDEN DR, HOMER, AK 99603

### Registered Agent

**Agent Name:** ROBERT REIMAN

**Registered Mailing Address:** 3500 CRITTENDEN DR, HOMER, AK 99603

**Registered Physical Address:** 3500 CRITTENDEN DR, HOMER, AK 99603

### Officials

Show Former

AK Entity #	Name	Titles	Owned
	Mike Warburton	President, Secretary, Shareholder, Treasurer, Director, Vice President	100.00

### Filed Documents

39

<b>Date Filed</b>	<b>Type</b>	<b>Filing</b>	<b>Certificate</b>
4/15/2002	Creation Filing	<a href="#">Click to View</a>	
7/12/2004	Biennial Report	<a href="#">Click to View</a>	
2/06/2007	Biennial Report	<a href="#">Click to View</a>	
11/11/2010	Biennial Report	<a href="#">Click to View</a>	
11/11/2010	Biennial Report	<a href="#">Click to View</a>	
10/22/2012	Biennial Report	<a href="#">Click to View</a>	
10/22/2012	Agent Change	<a href="#">Click to View</a>	
8/17/2014	Admin Dissolution		<a href="#">Click to View</a>
12/08/2014	Biennial Report	<a href="#">Click to View</a>	
12/08/2014	Reinstatement	<a href="#">Click to View</a>	<a href="#">Click to View</a>
7/25/2016	Agent Change	<a href="#">Click to View</a>	
8/15/2016	Biennial Report	<a href="#">Click to View</a>	
3/23/2018	Biennial Report	<a href="#">Click to View</a>	
4/14/2020	Biennial Report	<a href="#">Click to View</a>	

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**Alaska Department of Commerce, Community, and Economic Development**

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

This is to certify that

**KANNERY GRILL LLC**

PO BOX 870010, WASILLA, AK 99687

owned by

KANNERY GRILL LLC

is licensed by the department to conduct business for the period

October 28, 2020 to December 31, 2021  
for the following line(s) of business:

72 - Accommodation and Food Services



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

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

Julie Anderson  
Commissioner



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce,  
Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

March 17, 2021

Owner: Ocean Shores Inc.  
DBA: Kannery Grill  
Via Email: [mjwarburton77@gmail.com](mailto:mjwarburton77@gmail.com)

Re: Liquor License # 5546  
DBA: Kannery Grill

Dear Applicant:

I have received your application for renewal of your liquor license. 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 your local governing body, 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 will have 60 days to protest the renewal of your license or waive protest.

Your application will be scheduled for the **June 8<sup>th</sup>, 2021** board meeting for Alcoholic Beverage Control Board consideration.

The Zoom link 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 via email at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) if you have any questions.

Sincerely,

*Nathanael D. Hall*

Nathanael D Hall  
Occupational Licensing Examiner



April 2, 2021

City of Homer

Kenai Peninsula Borough

Via Email: [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov) ; [MJacobsen@ci.homer.ak.us](mailto:MJacobsen@ci.homer.ak.us) ; [MBerg@kpb.us](mailto:MBerg@kpb.us) ; [MJenkins@kpb.us](mailto:MJenkins@kpb.us) ; [BTaylor@kpb.us](mailto:BTaylor@kpb.us) ; [TShassetz@kpb.us](mailto:TShassetz@kpb.us) ;

**Re: Notice of Liquor License Renewal Application**

License Number	DBA	Type	City	Borough	Community Council
4728	Mermaid Café	Restaurant or Eating Place-Public Convenience	Homer	Kenai Peninsula Borough	NONE

We have received a completed renewal application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

4/1/2021

ABC BOARD

LIQUOR LICENSE  
2021 - 2022

4728

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating  
Convenience

LICENSE FEE: \$600.00

1138

CITY / BOROUGH: Homer  
Kenai Peninsula Borough

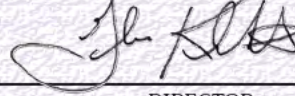
D/B/A: Mermaid Café  
3487 Main St

Mail Address:  
Andrew & Sally Wills  
PO Box 382  
Homer, AK 99603

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

4/1/2021

ABC BOARD

LIQUOR LICENSE  
2021 - 2022

4728

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating  
Convenience

LICENSE FEE: \$600.00

CITY / BOROUGH: Homer  
Kenai Peninsula Borough

D/B/A: Mermaid Café  
3487 Main St

Mailing Address:  
Andrew & Sally Wills  
PO Box 382  
Homer, AK 99603

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

**COPY**

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)



Alaska Alcoholic Beverage Control Board

## Master Checklist: Renewal Liquor License Application

Doing Business As:	Kannery Grill	License Number:	5546
License Type:	Beverage Dispensary - Tourism Seasonal		
Examiner:	Nathanael D Hall	Transaction #:	100007272 & 7273

Document	Received	Completed	Notes
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App and License Fees	12/3 & 12/8	12/8	

Supplemental Document	Received	Completed	Notes
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AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	N/A
--------------------	-----

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

Waive     Protest     Lapsed

LGB 2 Response:

Waive     Protest     Lapsed



Alaska Alcoholic Beverage Control Board

# Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

### Establishment Contact Information

Licensee (Owner):	Andrew & Sally Wills	License #:	4728
License Type:	Restaurant eating place Public Convenience		
Doing Business As:	Mermaid Cafe		
Premises Address:	3487 Main Street Homer, Alaska 99603		
Local Governing Body:	City of Homer		
Community Council:	Homer City Council		

If your mailing address has changed, write the NEW address below:

Mailing Address:	PO Box		
City:	State:	ZIP:	

### Section 1 - Licensee Contact Information

**Contact Licensee:** The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Andrew Wills	Contact Phone:	907-399-4338
Contact Email:	books@ak.net		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Sally Wills	Contact Phone:	907-399-4337
Contact Email:	books@ak.net		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			





# Form AB-17: 2021/2022 License Renewal Application

## Section 2 – Entity or Community Ownership Information

**Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	
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**READ BEFORE PROCEEDING:** Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

### DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including *non-profit* must list ONLY the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including *Limited Partnerships* must list ONLY the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:				
Title(s):	Phone:		% Owned:	
Mailing Address:				
City:	State:		ZIP:	

Name of Official:				
Title(s):	Phone:		% Owned:	
Mailing Address:				
City:	State:		ZIP:	

Name of Official:				
Title(s):	Phone:		% Owned:	
Mailing Address:				
City:	State:		ZIP:	

AMCO



# Form AB-17: 2021/2022 License Renewal Application

## Section 3 – Sole Proprietor Ownership Information

**Corporations, LLC's and Partnerships of ALL kinds should skip this section.**

**READ BEFORE PROCEEDING:** Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require. If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an:  Applicant  Affiliate

Name:	Andrew Wills	Contact Phone:	907-399-4338
Mailing Address:	P.O. Box 382		
City:	Homer	State:	Alaska
ZIP:	99603	Email:	

This individual is an:  Applicant  Affiliate

Name:	Sally Wills	Contact Phone:	907-399-4337
Mailing Address:	P.O. Box 382		
City:	Homer	State:	Alaska
ZIP:	99603	Email: books@ak.net	

## Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liqu or license was operated:

- |   | 2019                                | 2020                                |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round)   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)<br><i>If your operation dates have changed, list them below:</i>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.<br><i>A complete AB 30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB 29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/>            | <input type="checkbox"/>            |

**If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.**

## Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR 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 2019 or 2020? Yes  No

**If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)**

**If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.**

AMCO





Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 6 - Certifications

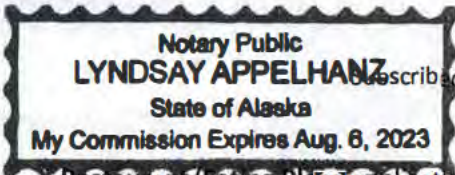
As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application... I certify that all current licensees... I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL)... I certify that all licensees, agents, and employees who sell or serve alcoholic beverages... I certify that I have not altered the functional floor plan...

I certify on behalf of myself or of the organized entity 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.

Signature of licensee: Andrew M. Wills
Printed name of licensee: Andrew M. Wills

Signature of Notary Public: Lyndsay Appelhanz
Notary Public in and for the State of: Alaska



My commission expires: 08/06/2023
Subscribed and sworn to before me this 3rd day of December, 2021.

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed Recreational Site Statement
Tourism applications must include a completed Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

Table with 4 columns: License Fee, Application Fee, Misc. Fee, Total Fees Due. Values: \$, \$ 300.00, \$, \$



**Alaska Department of Commerce, Community, and Economic Development**

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

This is to certify that

**MERMAID CAFE & B & B**

PO BOX 382, HOMER, AK 99603

owned by

ANDREW M WILLS

is licensed by the department to conduct business for the period

December 1, 2020 to December 31, 2022  
for the following line(s) of business:

72 - Accommodation and Food Services



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

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

Julie Anderson  
Commissioner

From: Andrew Wills  
 To: [Alcohol Licensing, CFD ABC \(CFD sponsored\)](#)  
 Subject: Andrew Wills, Mermaid Cafe #4728  
 Date: Thursday, February 25, 2021 2:12:50 PM

Hi Nathan,

We re-opened the Mermaid Cafe in Homer November 19th 2019 with the intention of being open year round. We closed March 22nd 2020 because of Covid. We have had 3 very tough summers. 2018 we had thick smoke from fires up north. In 2019, road construction (new stop light) had us blocked off from traffic all summer. And Spring and summer of 2020 there was Covid and it's still here in 2021. We are applying for a year round license and would like to be open year round. The restaurant business is difficult in the best of times. Throw in a plague and it is nearly impossible. I am looking forward to some degree of normalcy in the near future. Let me know if you need anything else.

Sincerely,

Andrew Wills  
 Mermaid Cafe  
 Po Box 382  
 Homer, Alaska 99603  
 907-399-4338

Alaska Alcoholic Beverage Control Board  
**Form AB-17: 2021/2022 License Renewal Application**

**Section 3 - Sole Proprietor Ownership Information**  
 Corporations, LLC's and Partnerships of ALL kinds should skip this section.  
 READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-085's, payment of \$48.25 for each new owner or officer, and a date stamped copy of the CBPI. Change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.  
**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require. If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.  
 This individual is an:  Applicant  Affiliate

Name:	Andrew Wills	Contact Phone:	907-399-4338
Mailing Address:	P.O. Box 382		
City:	Homer	State:	Alaska
Email:		ZIP:	99603

Name:	Sally Wills	Contact Phone:	907-399-4337
Mailing Address:	P.O. Box 382		
City:	Homer	State:	Alaska
Email:	books@ak.net	ZIP:	99603

**Section 4 - License Operation**

CHECK ONE BOX FOR EACH CALENDAR YEAR that best describes how this liquor license was operated:

1. The license was regularly operated continuously throughout each year. (Year-round)	2019	<input type="checkbox"/>	2020	<input type="checkbox"/>
The license was only operated during specific seasons each year. (Seasonal)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
If your operation dates have changed, list them below:	Alaska 19th 2019 to March 22nd 2020 to Covid			
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. A complete AB-37, 2006 of Minimum Operation Checklist, with all documentation must be provided with this form.		<input checked="" type="checkbox"/>		<input type="checkbox"/>
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29, Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.		<input type="checkbox"/>		<input type="checkbox"/>

**Section 5 - Violations and Convictions**

Have ANY Notices of Violation been issued for this license OR 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 2019 or 2020?  
 If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(c)(2).  
 If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMICCC  
 DEC - 4 2020  
 [Form AB-17] (rev 09/23/2020) Page 3 of 4

Sent from my iPad

**From:** Andrew Wills  
**To:** [Alcohol Licensing, CED ABC \(CED sponsored\)](#)  
**Subject:** Re: 4728 Mermaid Cafe renewal corrections follow up (high importance)  
**Date:** Thursday, March 18, 2021 2:32:55 PM

---

Hi Nathan,

I agree with you. You have my permission to make corrections to my application so we can move forward with the license. Thank you for reaching out.

Kind regards,

Andrew Wills  
Old Inlet Bookshop  
Mermaid Cafe & B&B  
PO Box 382  
3487 Main Street  
Homer, Alaska 99603  
907-399-4338

Sent from my iPad

> On Mar 17, 2021, at 4:20 PM, Alcohol Licensing, CED ABC (CED sponsored) <[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)> wrote:

>

> Andrew - I am not 100% I responded since 2/26. I honestly thought I did but my notes don't reflect it. Perhaps I sent it to the other email address. In any case, my sincerest apologies.

>

> In any case, I'm following up with you now concerning your renewal corrections. Here are my thoughts:

>

> 1. I have communicated with many business struggling right now. But yikes, you guys really went through the wringer. I want to help you guys out as much as I can with the tools at my disposal.

> 2. Based on the way you answered, you would have met the 240 hour minimum for both 2019 and 2020 calendar years.

> 3. However, this answer would then necessitate an AB-30 form with receipts, notary, etc. But, I don't think you should need to do the AB-30, based on the other supporting evidence you gave.

> 4. My position is that the reason for those specific dates of opening and closing was not specifically just to make the minimum, or to change to seasonal hours. There was other, secondary reasons.

>

> Therefore, I believe you have 2 choices:

>

> A. Write back agreeing with me, I'll alter the forms with your written permission and you're done.

> B. Disagree with me (totally your right to do so) but then I would need the AB-30 ASAP notarized with the receipts.

>

> <https://www.commerce.alaska.gov/web/Portals/9/pub/ABC/AlcoholLicenseApplicationForms/AB-30MinOpChecklist.pdf>

>

> Please let me know your answer ASAP so I can get this wrapped up for you either way. I'm not trying to influence your answers, I am just requesting clarification with the goal of helping you guys out here.

>

> Thanks,

>

> Nathan Hall

> Occupational Licensing Examiner



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Commerce,  
Community,  
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

April 1, 2021

Owner: Andrew & Sally Wills  
DBA: Mermaid Café  
Via Email: [books@ak.net](mailto:books@ak.net) ; [oldinletbooks@icloud.com](mailto:oldinletbooks@icloud.com)

Re: Liquor License # 4728  
DBA: Mermaid Café

Dear Applicant:

I have received your application for renewal of your liquor license. 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 your local governing body, 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 will have 60 days to protest the renewal of your license or waive protest.

Your application will be scheduled for the **April 28<sup>th</sup>, 2021** board meeting for Alcoholic Beverage Control Board consideration.

The Zoom link 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 via email at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) if you have any questions.

Sincerely,

*Nathanael D. Hall*

Nathanael D Hall  
Occupational Licensing Examiner



# City of Homer

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

Police Department

4060 Heath Street  
Homer, Alaska 99603

[police@cityofhomer-ak.gov](mailto:police@cityofhomer-ak.gov)  
(p) 907-235-3150  
(f) 907-235-3151/ 907-226-3009

## Memorandum

TO: RENEK KRAUSE, MMC, DEPUTY CITY CLERK

FROM: MARK ROBL, POLICE CHIEF

CC: LISA LINEGAR, COMMUNICATIONS SUPERVISOR

DATE: April 1, 2021

SUBJECT: LIQUOR LICENSE RENEWAL FOR TWO SISTERS BAKERY AND KANNERY GRILL  
NO OBJECTION.

---

Homer Police Department has no objection for the Renewal Applications within the City of Homer for the following businesses:

License Type: Restaurant/Eating Place Public Convenience  
License #: 5049  
DBA Name: Two Sisters Bakery  
Service Location: 233 E Bunnell Avenue  
Homer, AK 99603  
Licensee: Soul Sisters, Inc.  
Contact Person: Carri Thurman

License Type: Beverage Dispensary Tourism Seasonal  
License #: 5546  
DBA Name: Kannery Grill  
Service Location: 451 Sterling Hwy.  
Homer, AK 99603  
Licensee: Ocean Shores, Inc.  
Contact Person: Michael Warburton



# City of Homer

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

Police Department

4060 Heath Street  
Homer, Alaska 99603

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

(p) 907-235-3150

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

## Memorandum

TO: RENEK KRAUSE, MMC, DEPUTY CITY CLERK

FROM: MARK ROBL, POLICE CHIEF

CC: LISA LINEGAR, COMMUNICATIONS SUPERVISOR

DATE: APRIL 5, 2021

SUBJECT: LIQUOR LICENSE RENEWAL APPLICATION FOR MERMAID CAFÉ No Objection

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The Homer Police Department has no objection to the Liquor License Renewal Application within the City of Homer for the following businesses:

License Type: Restaurant/Eating Place Public Convenience  
License #: 4728  
DBA Name: Mermaid Cafe  
Service Location: 3487 Main Street Homer, AK 99603  
Licensee: Andrew and Sally Wills  
Contact Person: Sally Wills

**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-19**

An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget by Allocating an Additional \$25,000 from the Information System CARMA Fund for a Total Expenditure of \$75,000 to Replace and Upgrade Departmental Servers across City Departments.

Sponsor: City Manager

1. City Council Regular Meeting April 12, 2021

Memorandum 21 058 from Library Director as backup



**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**ORDINANCE 21-19**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA AMENDING THE 2021 CAPITAL BUDGET BY ALLOCATING AN ADDITIONAL \$25,000 FROM THE INFORMATION SYSTEMS CARMA FUND FOR A TOTAL EXPENDITURE OF \$75,000 TO REPLACE AND UPGRADE DEPARTMENTAL SERVERS ACROSS CITY DEPARTMENTS.

WHEREAS, The City of Homer relies on various arrays of servers for file storage and communications; and

WHEREAS, These servers reached the end of their normal service life in calendar year 2020 and their storage capacity is no longer sufficient for the City's needs; and

WHEREAS, The Homer City Council has previously allocated \$50,000 in the FY 2020 Capital Improvements budget to replace these servers, but placed the project on the deferred projects list at that time; and

WHEREAS, Resolution 21 012 Authorized the City Manager to review and release approved capital Projects put on hold by Resolution 20 050 on a case by case basis; and

WHEREAS, The cost has increased due to passage of time, disruptions in global supply chains caused by COVID 19, and new security requirements driven by U.S. China relations.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The 2021 Capital budget is hereby amended as follows to allocate an additional \$25,000 to replace and upgrade departmental servers across the City departments:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
156 0398	Departmental Servers Replacement and Upgrade	\$25,000

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 \_\_\_\_\_, 2021.

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CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:

---

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:



## City of Homer

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

Homer Public Library

500 Hazel Avenue  
Homer, AK 99603

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

(p) (907)-235-3180

(f) (907)-235-3136

### Memorandum 21-058

TO: Mayor Castner and Homer City Council  
THROUGH: Robert Dumouchel, City Manager  
FROM: David Berry, Library Director  
DATE: March 1, 2021  
SUBJECT: Citywide Server Upgrades

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The City of Homer hosts most of its electronic records on a set of servers spread across departments throughout the City. The servers are the foundation for nearly all the City's operations they store files, serve public facing websites and handle all remote work operations. They also preserve official records and provide backups in case of data theft or loss.

The servers have been in need of upgrading for some time. Their performance storage capacity is 90-95% full and the hardware is approaching the end of its lifespan. The IT division recommends expanding the existing capacity from its current 8 TB to 12 TB, modernizing the hardware and upgrading the operating software to present day standards. The expected lifespan for new equipment is approximately 5 years.

In Ord. 19 51(A) the City Council adopted the budget for FY 2020/2021 and included \$50,000 to fund upgrades and replacements to City servers. This replacement project was placed on hold, along with other capital projects, by Resolution 20 050. While staff made their best effort to accurately estimate the cost of server replacements in 2019, the real cost is now estimated to be approximately \$75,000. Factors such as supply chain disruptions caused by COVID 19 and new security requirements driven by U.S. China relations have driven up prices over the last two years. If the servers are replaced soon, the additional storage capacity should last the City until roughly 2026, based upon current usage statistics.

#### RECOMMENDATION

Adopt an ordinance appropriating an additional \$25,000 in total funding from the Information Systems CARMA Fund for upgrades to the departmental servers, with the goal of beginning work as soon as possible.

**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-20**

An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing the Expenditure of an Additional \$13,500 from the ADA CARMA Fund for a total of \$48,060 for the Spit Handicapped Parking Paving Project.

Sponsor: City Manager/Harbormaster

1. City Council Regular Meeting April 12, 2021

Memorandum 21 059 from Library Director as backup

**CITY OF HOMER  
HOMER, ALASKA**

City Manager/Harbormaster

**ORDINANCE 21-20**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE 2021 CAPITAL BUDGET AND AUTHORIZING THE  
EXPENDITURE OF AN ADDITIONAL \$13,500 FROM THE ADA CARMA  
FUND FOR A TOTAL OF \$48,060 FOR THE SPIT HANDICAPPED  
PARKING PAVING PROJECT.

WHEREAS, The City Council approved a budget amendment on December 4 , 2019  
amending the 2020 2021 ADA CARMA capital budget appropriating \$34,560 for ADA spit parking  
improvements; and

WHEREAS, Public Works completed the design and bid the Spit Handicapped Parking  
Space Paving improvements in 2020. The low bid exceeded the budget established by the City  
Council; and

WHEREAS, Funding available in the ADA CARMA account.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the 2021 Capital Budget and  
authorizes an expenditure up to an additional \$13,500 for the Spit Handicapped Parking  
Improvements:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
156 0400	ADA CARMA	\$13,500

Section 2. This is a budget amendment ordinance, is temporary in nature, and shall  
not be codified.

ENACTED BY THE HOMER CITY COUNCIL this 12th day of April, 2021.

CITY OF HOMER

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

44 ATTEST:

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47 \_\_\_\_\_

48 MELISSA JACOBSEN, MMC, CITY CLERK

49

50 YES:

51 NO:

52 ABSENT:

53 ABSTAIN:

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55 First Reading:

56 Public Hearing:

57 Second Reading:

58 Effective Date:



# City of Homer

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

## Public Works

3575 Heath Street  
Homer, AK 99603

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

(p) 907-235-3170

(f) 907-235-3145

## Memorandum 21-059

TO: Rob Dumouchel, City Manager  
THROUGH: Janette Keiser, Director of Public Works  
FROM: Bryan Hawkins, Harbormaster  
DATE: March 23, 2021  
SUBJECT: Spit Handicapped Parking Space Paving

---

### **Background:**

The City Council approved a budget amendment on December 4 , 2019 amending the 2020 2021 ADA CARMA capital budget appropriating \$34,560 for ADA spit parking improvements. Public Works completed the design and bid the Spit Handicapped Parking Space Paving improvements in 2020. The low bid exceeded the budget established by the City Council.

### **Funding is available:**

According to the finance department, there is \$100,000 in the ADA CARMA account. The City Manager believes that there are no other designs on those funds.

### **Recommendation:**

That the City Council appropriate an additional \$13,500 to complete this project.

**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-21**

An Ordinance of the City Council of Homer, Alaska Authorizing the Issuance and Sale of a Series of Harbor Revenue Refunding Bonds for the Purpose of Refunding All or a Portion of the City's Outstanding Harbor Revenue Bond, 2013; Establishing the Terms of the Harbor Revenue Refunding Bond, 2021; and Authorizing the Sale of the Harbor Revenue Refunding Bond, 2021.

Sponsor: City Manager

1. City Council Regular Meeting April 12, 2021

Memorandum 21 060 from City Attorney as backup



1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Manager

4  
5  
6 **ORDINANCE 20-21**  
7

8  
9 AN ORDINANCE OF THE CITY OF HOMER, ALASKA,  
10 AUTHORIZING THE ISSUANCE AND SALE OF A SERIES OF  
11 HARBOR REVENUE REFUNDING BONDS FOR THE PURPOSE OF  
12 REFUNDING ALL OR A PORTION OF THE CITY’S OUTSTANDING  
13 HARBOR REVENUE BOND, 2013; ESTABLISHING THE TERMS OF  
14 THE HARBOR REVENUE REFUNDING BOND, 2021; AND  
15 AUTHORIZING THE SALE OF THE HARBOR REVENUE  
16 REFUNDING BOND, 2021.  
17

18 WHEREAS, The City of Homer, a first class city organized under the Constitution and  
19 laws of the State of Alaska (the “City”) owns and operates a harbor (as further defined in Section 1,  
20 the “Harbor”) as a revenue-producing enterprise; and  
21

22 WHEREAS, The City has authorized the issuance of harbor revenue bonds in one or more  
23 series pursuant to Ordinance 13-15, adopted by the City Council on May 13, 2013 (the “Master  
24 Ordinance”); and  
25

26 WHEREAS, The City, to finance harbor capital improvements, issued and sold its Harbor  
27 Revenue Bond, 2013, in the original principal amount of \$3,735,000 (the “2013 Bond”) to the  
28 Alaska Municipal Bond Bank (the “Bond Bank”), as authorized by the Master Ordinance and  
29 Ordinance No. 13-16, adopted by the City Council on May 13, 2013 (the “2013 Series Ordinance,”  
30 and together with the Master Ordinance, the “Ordinance”), on the terms and conditions set forth in  
31 the Ordinance and a loan agreement between the City and the Bond Bank dated as of June 1, 2013  
32 (the “Loan Agreement”); and  
33

34 WHEREAS, The Bond Bank issued and sold its General Obligation Bonds, 2013A Series  
35 Two Bonds (the “Bond Bank Bonds”), to provide funds to purchase the 2013 Bond, as provided  
36 in the Loan Agreement; and  
37

38 WHEREAS, Section 6 of the Loan Agreement provides that payments of principal of and  
39 interest on the 2013 Bond may be adjusted to reduce debt service on the 2013 Bond if the Bond  
40 Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and  
41

42 WHEREAS, The Bond Bank now intends to issue a series of its general obligation  
43 refunding bonds for the purpose, among others, of refunding a portion or all of the Bond Bank  
44 Bonds to achieve debt service savings; and  
45  
46

47 WHEREAS, The Council wishes to approve the City’s participation in this refinancing and  
48 authorize the issuance of a series of harbor revenue refunding bonds for purposes of refunding all  
49 or a portion of the outstanding 2013 Bond if the Bond Bank successfully refinances all or a portion  
50 of the Bond Bank Bonds; and  
51

52 WHEREAS, The Council finds that it is necessary and appropriate to delegate to each of  
53 the City Manager, acting City Manager, City Finance Director or acting Finance Director to  
54 determine the final maturity date, the principal installment amounts, interest rates and other details  
55 of the harbor revenue refunding bond, and to determine other matters that are not provided for in  
56 this ordinance.  
57

58 NOW, THEREFORE, THE CITY OF HOMER HEREBY ORDAINS:

59 Section 1. Definitions. The terms used in this Series Ordinance which are defined in  
60 the Master Ordinance shall have the meanings set forth in the Master Ordinance. In addition the  
61 following terms shall have the following meanings in this Series Ordinance:  
62

63 “Amendatory Loan Agreement” means the agreement amending terms of the Loan  
64 Agreement.  
65

66 “Bond Bank Refunding Bonds” means general obligation refunding bonds issued by the  
67 Bond Bank following the date of this Ordinance, all or part of the proceeds of which are used to  
68 refund, in whole or in part, its General Obligation Bonds, 2013A Series Two Bonds.  
69

70 “Code” means the Internal Revenue Code of 1986, as amended from time to time, together  
71 with all regulations applicable thereto.  
72

73 “Government Obligations” means obligations that are either (i) direct obligations of the  
74 United States of America or (ii) obligations of an agency or instrumentality of the United States  
75 of America the timely payment of the principal of and interest on which are unconditionally  
76 guaranteed by the United States of America.  
77

78 “Loan Agreement” has the meaning set forth in the recitals to this Series Ordinance.  
79

80 “Refunded Bond” means the portion of principal installments of the 2013 Bond refunded  
81 by the 2021 Bond.  
82

83 “2013 Bond” means the City of Homer, Alaska, Harbor Revenue Bond, 2013.  
84

85 “2021 Bond Fund” means the Harbor Revenue Bond Fund, 2021, established by Section  
86 13 of this Series Ordinance.  
87

88 “2021 Bond” means the City of Homer, Alaska, Harbor Revenue Refunding Bond, 2021  
89 authorized by this Series Ordinance.  
90

91 “2021 Debt Service Account” means the account of that name created in the 2021 Bond

92 Fund by Section 13(a) of this Series Ordinance.  
93

94 “2021 Reserve Account” means the account of that name created in the 2021 Bond Fund  
95 by Section 13(b) of this Series Ordinance.

96 Section 2. Authorization of 2021 Bond and Purpose of Issuance. For the purpose of  
97 refunding the Refunded Bond, to make any required deposit into the 2021 Reserve Account, and  
98 to pay all costs incidental thereto and to the issuance of the 2021 Bond, the City hereby authorizes  
99 and determines to issue and sell, as a series of Bonds under the Master Ordinance, referred to  
100 herein as the 2021 Bond in the aggregate principal amount of not to exceed \$2,300,000.

101 Section 3. Obligation of 2021 Bond. The 2021 Bonds shall be an obligation only of  
102 the 2021 Bond Fund and shall be payable and secured as provided herein and in the Master  
103 Ordinance. The 2021 Bond shall be on a parity of lien with other series of Bonds issued pursuant  
104 to the Master Ordinance. Neither the faith and credit nor the taxing power of the City is pledged  
105 for the payment of the 2021 Bond.

106 Section 4. Description of 2021 Bond. The 2021 Bond shall be designated “City of  
107 Homer, Alaska, Harbor Revenue Refunding Bond, 2021.” The 2021 Bonds shall be in the  
108 denomination of \$5,000 or any integral multiple thereof, shall be numbered separately in the  
109 manner and with such additional designation as the Registrar deems necessary for purposes of  
110 identification, and may have endorsed thereon such legends or text as may be necessary or  
111 appropriate to conform to the rules and regulations of any governmental authority or any usage or  
112 requirement of law with respect thereto.  
113

114 The 2021 Bonds shall mature in one or more years commencing on or after June 1, 2021  
115 and ending no later than December 31, 2034. The 2021 Bond shall bear interest from its dated  
116 date, payable commencing on a date on or after June 1, 2021, and semi-annually thereafter in each  
117 year. Interest will be computed on the basis of a 360-day year consisting of twelve 30-day months.  
118

119 Subject to Section 2 and the remainder of this section, the aggregate principal amount, the  
120 principal amount of each installment, the interest rates, the dated date, the principal and interest  
121 payment dates and the record dates for principal and interest payments on the 2021 Bond shall be  
122 determined at the time of execution of the Amendatory Loan Agreement under Section 17 and set  
123 forth in the Amendatory Loan Agreement.

124 Section 5. Optional Redemption. Optional redemption of the 2021 Bond by the City,  
125 the dates on when such principal installments are subject to optional redemption, the terms upon  
126 which such principal installments may be optionally redeemed, and the redemption price or  
127 redemption prices for such optional redemption, shall be determined at the time of execution of  
128 the Amendatory Loan Agreement under Section 17 and set forth in the Amendatory Loan  
129 Agreement.

130

131            Section 6.        Selection of 2021 Bond for Redemption; Notice of Redemption.

132            (a) Selection of 2021 Bond Principal Installments for Redemption. When the Bond Bank  
133 is the Registered Owner of the 2021 Bond, the selection of the principal installments of the 2021  
134 Bond to be redeemed shall be made as provided in the Amendatory Loan Agreement. When the  
135 Bond Bank is not the Registered Owner of the 2021 Bond, the selection of principal installments  
136 of the 2021 Bond to be redeemed shall be made as provided in this subsection (a). If the City  
137 redeems at any one time fewer than all of the principal installment of the 2021 Bond having the  
138 same maturity date, the same principal installment date, or portions of 2021 Bond of such principal  
139 installment to be redeemed, shall be selected by pro rata pass-through distribution of principal (or  
140 in such other manner determined by the Registrar) in increments of \$5,000. In the event that only  
141 a portion of the principal amount of the 2021 Bond is redeemed, upon surrender of such 2021 Bond  
142 at the office of the Registrar there shall be issued to the Registered Owner, without charge therefor,  
143 for the then unredeemed balance of the principal sum thereof, at the option of the Registered  
144 Owner, a 2021 Bond or 2021 Bonds of like maturity and interest rate in any of the denominations  
145 authorized herein.

146            (b) Notice of Redemption. When the Bond Bank is the Registered Owner of the 2021  
147 Bond, notice of any intended redemption of the 2021 Bond shall be given as provided in the Loan  
148 Agreement or Amendatory Loan Agreement, as the case may be. When the Bond Bank is not the  
149 Registered Owner of the 2021 Bond, notice of any intended redemption of 2021 Bond shall be  
150 made as provided in this subsection (b). Notice of redemption shall be mailed not less than 30 nor  
151 more than 45 days prior to the date fixed for redemption by first class mail to the Registered  
152 Owners of the 2021 Bond to be redeemed at their addresses as they appear on the Bond Register  
153 on the day the notice is mailed. Notice of redemption shall be deemed to have been given when  
154 the notice is mailed as herein provided, whether or not it is actually received by the Registered  
155 Owners. All notices of redemption shall be dated and shall state: (1) the redemption date; (2) the  
156 redemption price; (3) if fewer than all of the outstanding 2021 Bond is to be redeemed, the  
157 identification (and, in the case of partial redemption, the respective principal installment amounts)  
158 of the 2021 Bond to be redeemed; (4) that on the redemption date the redemption price will become  
159 due and payable upon each such 2021 Bond or portion thereof called for redemption, and that  
160 interest thereon shall cease to accrue from and after said date; and (5) the place where such 2021  
161 Bond is to be surrendered for payment of the redemption price, which place of payment shall be  
162 the office of the Registrar.

163  
164            Official notice of redemption having been given as aforesaid, the 2021 Bond or portions of  
165 2021 Bond to be redeemed shall, on the redemption date, become due and payable at the  
166 redemption price therein specified, and from and after such date, such 2021 Bond or portions of  
167 2021 Bond shall cease to bear interest. Upon surrender of such 2021 Bond for redemption in  
168 accordance with said notice, such 2021 Bond shall be paid at the redemption price. Installments of  
169 interest due on or prior to the redemption date shall be payable as herein provided for payment of  
170 interest. Upon surrender of any 2021 Bond for partial redemption, there shall be prepared for the  
171 Registered Owner a new 2021 Bond or Bonds of the same maturity in the amount of the unpaid  
172 principal installment. The 2021 Bond which have been redeemed shall be canceled and destroyed  
173 by the Registrar and shall not be reissued.

174

175  
176 Each check or other transfer of funds issued to pay the redemption price of 2021 Bond shall  
177 bear the CUSIP number, if any, identifying, by maturity, the 2021 Bond being redeemed with the  
178 proceeds of such check or other transfer.

179 Section 7. Form of Bond. The 2021 Bond shall be in substantially the following form,  
180 with such variations, omissions and insertions as may be required or permitted by this Series  
181 Ordinance or the Master Ordinance:

182  
183 UNITED STATES OF AMERICA STATE OF ALASKA  
184 CITY OF HOMER

185  
186 NO. \_\_\_\_\_ \$ \_\_\_\_\_

187  
188 HARBOR REVENUE REFUNDING BOND, 2021

189 REGISTERED OWNER:

190  
191 PRINCIPAL AMOUNT:

192  
193  
194 The City of Homer, a municipal corporation of the State of Alaska (the "City"),  
195 acknowledges itself indebted and for value received promises to pay (but only out of the sources  
196 mentioned herein) to the Registered Owner identified above, or its registered assigns, the principal  
197 amount shown above in the following installments on \_\_\_\_\_ 1 of each of the following years,  
198 and to pay interest on such installments from the date hereof, payable on \_\_\_\_\_ 1, 20\_\_ and  
199 semiannually thereafter on the 1st days of \_\_\_\_\_ and \_\_\_\_\_ of each year, at the rates per  
200 annum as follows:

201  
202 Year Principal Amount Interest Rate Year Principal Amount Interest Rate

203  
204  
205 When this 2021 Bond is owned by the Alaska Municipal Bond Bank (the "Bond Bank"),  
206 payment of principal and interest shall be made as provided in the Loan Agreement dated June 1,  
207 2013, as amended by an Amendatory Loan Agreement dated as of \_\_\_\_\_ 1, 2021, between the  
208 Bond Bank and the City (together, the "Loan Agreement"). When this 2021 Bond is not owned  
209 by the Bond Bank, installments of principal and interest on this 2021 Bond shall be paid by check  
210 or draft mailed by first class mail to the Registered Owner as of the close of business on the \_\_\_\_\_  
211 day of the month \_\_\_\_\_, each an installment payment date; provided that the final installment of  
212 principal and interest on this 2021 Bond shall be payable upon presentation and surrender of this  
213 2021 Bond by the Registered Owner at the office of the Registrar. Interest will be computed on  
214 the basis of a 360-day year consisting of twelve 30-day months. Both principal of and interest on  
215 this 2021 Bond are payable in lawful money of the United States of America which, on the  
216 respective dates of payment thereof, shall be legal tender for the payment of public and private  
217 debts.

218  
219 Installments of principal of this 2021 Bond due on and after \_\_\_\_\_, 20\_\_, shall be subject

220 to prepayment on and after \_\_\_\_\_, 20\_\_\_\_, at the option of the City (subject to any applicable  
221 provisions of the Loan Agreement or Amendatory Loan Agreement, as applicable), in such  
222 principal amounts and from such maturities as the City may determine, and by lot within a  
223 maturity, at a redemption price equal to the principal amount to be prepaid, plus accrued interest  
224 to the date of prepayment.

225  
226 This 2021 Bond is a special obligation of the City and is one of a duly authorized issue of  
227 Bonds of the City designated "City of Homer, Alaska, Harbor Revenue Bonds" (the "Bonds"),  
228 issued and to be issued in various series under Ordinance 13-15 (the "Master Ordinance"),  
229 adopted May 13, 2013, and a Series Ordinance authorizing each such series. As provided in the  
230 Master Ordinance, the Bonds may be issued from time to time pursuant to Series Ordinances in  
231 one or more series, in various principal amounts, may mature at different times, may bear interest  
232 at different rates and, subject to the provisions thereof, may otherwise vary. The aggregate  
233 principal amount of Bonds which may be issued under the Master Ordinance is not limited, and  
234 all Bonds issued and to be issued under said Master Ordinance are and will be equally and ratably  
235 secured by the pledges and covenants made therein, except as otherwise expressly provided or  
236 permitted in the Master Ordinance.

237  
238 This 2021 Bond is one of a series of Bonds issued in the aggregate principal amount of  
239 \$\_\_\_\_\_ under the Master Ordinance and Ordinance 20-\_\_\_\_ (the "Series Ordinance"),  
240 adopted \_\_\_\_\_, 2021, for the purpose of refunding outstanding Bonds.

241  
242 This 2021 Bond shall be an obligation only of the 2021 Bond Fund and shall be payable  
243 and secured as provided in the Master Ordinance and the Series Ordinance. Neither the faith and  
244 credit nor the taxing power of the City is pledged for the payment of the 2021 Bond. The City has  
245 pledged to pay into the 2021 Bond Fund from Net Revenue or money in the Harbor Revenue Fund,  
246 on or prior to the respective dates on which the same become due, such amounts as are required to  
247 pay the interest and principal to become due on this 2021 Bond. Said amounts so pledged are  
248 hereby declared to be a lien and charge upon Gross Revenue superior to all other charges of any  
249 kind or nature whatsoever, except for Operating Expenses and except that the amounts so pledged  
250 are of equal lien to any lien and charge thereon which may hereafter be made to pay and secure  
251 the payment of the principal of and interest on any Parity Bonds.

252  
253 IT IS HEREBY CERTIFIED and declared that this 2021 Bond is issued pursuant to and in  
254 strict compliance with the constitution or statutes of the State of Alaska, and that all acts, conditions  
255 and things required to happen, to be done, and to be performed precedent to and on the issuance  
256 of this 2021 Bond have happened, been done and been performed.

257  
258 IN WITNESS WHEREOF, THE CITY OF HOMER, ALASKA, has caused this 2021  
259 Bond to be signed in its name and on its behalf by the manual or facsimile signature of its Mayor  
260 and its corporate seal (or a facsimile thereof) to be impressed or otherwise reproduced hereon and  
261 attested by the manual or facsimile signature of its Clerk, all as of the \_\_\_\_ day of \_\_\_\_ 2021.

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263  
264 CITY OF HOMER

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\_\_\_\_\_  
\_\_\_\_\_  
Mayor

A T T E S T:

\_\_\_\_\_  
Clerk

[SEAL]

281           Section 8. Execution. The 2021 Bond shall be executed in the name of the City by  
282 the manual or facsimile signature of the Mayor, and its corporate seal (or a facsimile thereof) shall  
283 be impressed or otherwise reproduced thereon and attested by the manual or facsimile signature of  
284 the City Clerk. The execution of a 2021 Bond on behalf of the City by persons who at the time of  
285 the execution are duly authorized to hold the proper offices shall be valid and sufficient for all  
286 purposes, although any such person shall have ceased to hold office at the time of delivery of the  
287 2021 Bond or shall not have held office on the date of the 2021 Bond.

288           Section 9. Payment of Principal and Interest. The 2021 Bond shall be payable in  
289 lawful money of the United States of America which at the time of payment is legal tender for the  
290 payment of public and private debts. When the Bond Bank is the Registered Owner of the 2021  
291 Bonds, payment of principal and interest on the 2021 Bond shall be made as provided in the Loan  
292 Agreement, as amended by the Amendatory Loan Agreement. When the Bond Bank is not the  
293 Registered Owner of the 2021 Bond, installments of principal and interest on the 2021 Bond shall  
294 be paid by check mailed by first class mail to the Registered Owner as of the record date for the  
295 installment payment at the address appearing on the Bond Register; provided that the final  
296 installment of principal and interest on a 2021 Bond shall be payable upon presentation and  
297 surrender of the 2021 Bond by the Registered Owner at the office of the Registrar.

298           Section 10. Registration. The 2021 Bond shall be issued only in registered form as to  
299 both principal and interest. The Registrar shall keep, or cause to be kept, the Bond Register at the  
300 principal office of the City. The City and the Registrar may treat the person in whose name any  
301 2021 Bond shall be registered as the absolute owner of such 2021 Bond for all purposes, whether  
302 or not the 2021 Bond shall be overdue, and all payments of principal of and interest on a 2021  
303 Bond made to the Registered Owner thereof or upon its order shall be valid and effectual to satisfy  
304 and discharge the liability upon such 2021 Bond to the extent of the sum or sums so paid, and  
305 neither the City nor the Registrar shall be affected by any notice to the contrary.

306           Section 11. Transfer and Exchange. The 2021 Bond shall be transferred only upon the  
307 books for the registration and transfer of 2021 Bond kept at the office of the Registrar. Upon  
308 surrender for transfer or exchange of any 2021 Bond at such office, with a written instrument of  
309 transfer or authorization for exchange in form and with guaranty of signature satisfactory to the  
310 Registrar, duly executed by the Registered Owner or the duly authorized attorney of the Registered  
311 Owner, the City shall execute and deliver an equal aggregate principal amount of 2021 Bond of  
312 the same maturity of any authorized denominations, subject to such reasonable regulations as the  
313 City may prescribe and upon payment sufficient to reimburse it for any tax, fee or other  
314 governmental charge required to be paid in connection with such transfer or exchange. A 2021  
315 Bond surrendered for transfer or exchange shall be canceled by the Registrar.

316           Section 12. Bonds Mutilated, Destroyed, Stolen or Lost. Upon surrender to the  
317 Registrar of a mutilated 2021 Bond, the City shall execute and deliver a new 2021 Bond of like  
318 maturity and principal amount. Upon filing with the Registrar of evidence satisfactory to the City  
319 that a 2021 Bond has been destroyed, stolen or lost and of the ownership thereof, and upon  
320 furnishing the City with indemnity satisfactory to it, the City shall execute and deliver a new 2021  
321 Bond of like maturity and principal amount. The person requesting the execution and delivery of  
322 a new 2021 Bond under this section shall comply with such other reasonable regulations as the  
323 City may prescribe and pay such expenses as the City may incur in connection therewith.

324           Section 13. 2021 Bond Fund. A special fund of the City designated the “Harbor  
325 Revenue Bond Fund, 2021” is hereby created for the purpose of paying and securing the payment  
326 of the 2021 Bond. The 2021 Bond Fund shall be held separate and apart from all other funds and  
327 accounts of the City and shall be a trust fund for the owners, from time to time, of the 2021 Bond.

328           (a) 2021 Debt Service Account. A 2021 Debt Service Account is hereby created in the  
329 2021 Bond Fund for the purpose of paying the principal of and interest on the 2021 Bond. The  
330 City hereby irrevocably obligates and binds itself for as long as the 2021 Bond remain Outstanding  
331 to set aside and pay into the 2021 Debt Service Account from Net Revenue or money in the Harbor  
332 Revenue Fund, on or prior to the respective dates on which the same become due (i) such amounts  
333 as are required to pay the interest scheduled to become due on the Outstanding 2021 Bond, and  
334 (ii) such amounts as are required to pay maturing principal of the Outstanding 2021 Bond.

335           (b) 2021 Reserve Account. A 2021 Reserve Account is hereby created in the 2021 Bond  
336 Fund for the purpose of securing the payment of the principal of and interest on the 2021 Bond.  
337 On the date of issuance of the 2021 Bond, the City shall deposit a sum in the 2021 Reserve Account  
338 that is equal to the Reserve Requirement for the 2021 Bond. If a deficiency occurs in the 2021  
339 Debt Service Account, an amount sufficient to make up the deficiency shall be withdrawn from  
340 the 2021 Reserve Account and transferred to the 2021 Debt Service Account. The City shall make  
341 up any deficiency in the 2021 Reserve Account resulting from such a withdrawal within one year  
342 out of Net Revenue or out of any other moneys legally available for such purpose, after providing  
343 for the payments required to be made into the 2021 Debt Service Account within such year.

344           Any amount in the 2021 Reserve Account in excess of the Reserve Requirement for the  
345 2021 Bond may be transferred to the 2021 Debt Service Account and used to pay the principal of  
346 and interest on the 2021 Bond as the same becomes due and payable. Whenever there is a sufficient  
347 amount in the 2021 Bond Fund, including the 2021 Reserve Account and the 2021 Debt Service



348 Account, to pay the principal of and interest on all Outstanding 2021 Bond, the amount in the 2021  
349 Reserve Account may be used to pay such principal and interest.

350  
351 (c) Pledge and Lien. Said amounts so pledged to be paid into the 2021 Debt Service  
352 Account and the 2021 Reserve Account are hereby declared to be a lien and charge upon Gross  
353 Revenue superior to all other charges of any kind or nature whatsoever, except for Operating  
354 Expenses and except that the amounts so pledged are of equal lien to any lien and charge thereon  
355 which may hereafter be made to pay and secure the payment of the principal of and interest on any  
356 Parity Bonds.

357 Section 14. Disposition of the Sale Proceeds of the 2021 Bond. Proceeds attributable  
358 to the sale of the 2021 Bond shall be applied to redeem the Refunded Bond and to pay issuance  
359 costs of the 2021 Bond and shall be deposited in the appropriate funds or accounts for such  
360 purposes.

361 Section 15. Tax Covenants. Subject to applicable law, the City may issue the 2021  
362 Bond on a taxable or tax-exempt basis. If the 2021 Bond is issued on a tax-exempt basis, the City  
363 covenants to comply with any and all applicable requirements set forth in the Code in effect from  
364 time to time to the extent that such compliance shall be necessary for the exclusion of the interest  
365 on the 2021 Bond from gross income for federal income tax purposes.

366 Section 16. Defeasance. In the event money and/or non-callable Government  
367 Obligations maturing at such times and bearing interest to be earned thereon in amounts sufficient  
368 to redeem and retire any or all of the 2021 Bond in accordance with their terms are set aside in a  
369 special trust account to effect such redemption or retirement and such moneys and the principal of  
370 and interest on such Government Obligations are irrevocably set aside and pledged for such  
371 purpose, then no further payments need be made to pay or secure the payment of the principal of  
372 and interest on such 2021 Bond and such 2021 Bond shall be deemed not to be Outstanding.

373 Section 17. Sale of 2021 Bond. The 2021 Bond shall be sold at negotiated sale to the  
374 Bond Bank as provided in the Amendatory Loan Agreement. Subject to the limitations provided  
375 in Sections 2 and 4, each of the City Manager or acting City Manager and the City Finance Director  
376 or acting City Finance Director is hereby authorized to determine the aggregate principal amount  
377 of the 2021 Bond, the amount of each principal installment of each maturity, the interest rates, the  
378 dated date, the principal and interest payment dates, the record dates for principal and interest  
379 payments, and the redemption terms, if any, for the 2021 Bond, and other details of the 2021 Bond.  
380 In determining the maturities, the principal installments amounts, the interest rates, yields, and  
381 redemption terms, if any, for the 2021 Bond, the City Manager or City Finance Director shall take  
382 into account those factors which, in his judgment, will result in the lowest true interest cost on the  
383 2021 Bond to their maturity, including without limitation current financial market conditions and  
384 current interest rates for obligations comparable in tenor and quality to the 2021 Bond.

385 Notwithstanding, in no event shall the 2021 Bond be issued if the Annual Debt Service in  
386 each Fiscal Year on all Bonds Outstanding after the issuance of the 2021 Bond is greater than the  
387 Annual Debt Service in the same Fiscal Year if the 2021 Bond was not issued. Based upon the  
388 foregoing determinations, the City Manager, the acting City Manager, the City Finance Director,  
389 and acting Finance Director each is authorized to execute the Amendatory Loan Agreement, in

390 substantially the form presented at this meeting.

391 Section 18. Ongoing Disclosure. The City acknowledges that, under Rule 15c2-12 of  
392 the Securities and Exchange Commission (the “Rule”), the City may now or in the future be an  
393 “obligated person” with respect to the Bond Bank Bonds. In accordance with the Rule and as the  
394 Bond Bank may require, the City shall undertake to provide certain annual financial information  
395 and operating date as reasonably requested by the Bond Bank.

396 Section 19. Authority of Officers. The City Manager, the acting City Manager, the  
397 Finance Director, the acting Finance Director, the Clerk and the acting Clerk are, and each of them  
398 hereby is, authorized and directed to do and perform all things and determine all matters not  
399 determined by this Series Ordinance, to the end that the City may carry out its obligations under  
400 the 2021 Bond and this Series Ordinance.

401 Section 20. Miscellaneous.

402 (a) All payments made by the City of, or on account of, the principal of or interest on the  
403 2021 Bond shall be made on the several 2021 Bond ratably and in proportion to the amount due  
404 thereon, respectively, for principal or interest as the case may be.

405 (b) No recourse shall be had for the payment of the principal of or the interest on the 2021  
406 Bond or for any claim based thereon or on the Master Ordinance or this Series Ordinance against  
407 any member of the Council or officer of the City or any person executing the 2013 Bonds. The  
408 2021 Bond are not and shall not be in any way a debt or liability of the State of Alaska or of any  
409 political subdivision thereof, except the City, and do not and shall not create or constitute an  
410 indebtedness or obligation, either legal, moral or otherwise, of said state or of any political  
411 subdivision thereof, except the City.

412 Section 21. Severability. If any one or more of the provisions of this Series Ordinance  
413 shall be declared by any court of competent jurisdiction to be contrary to law, then such provision  
414 shall be null and void and shall be deemed separable from the remaining provisions of this Series  
415 Ordinance and shall in no way affect the validity of the other provisions of this Series Ordinance  
416 or of the 2021 Bond.

417 Section 22. Non-Code Ordinance. This ordinance is not permanent in nature and shall  
418 not be codified.

419 Section 23. Effective Date. This ordinance shall take effect upon passage and approval.

420

421 ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, this  
422 \_\_\_\_ day of \_\_\_\_\_, 2021

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425  
426  
427  
428  
429

CITY OF HOMER

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

430 ATTEST:

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432  
433

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

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440  
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YES:

NOES:

ABSTAIN:

ABSENT:

442  
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First Reading:

Public Reading

Second Reading:

Effective Date:

## MEMORANDUM 21-060

TO: Members of the City Council  
City of Homer, Alaska

THRU: City Manager  
Robert Dumouchel

FROM: Jermain, Dunnagan & Owens, P.C.  
Bond Counsel

DATE: April 7, 2021

RE: Proposed Issuance of Harbor Revenue Refunding Bond, 2021

---

The City of Homer, Alaska ("City") authorized the issuance of harbor revenue bonds in one or more series pursuant to Ordinance 13-15, adopted by the City Council on May 13, 2013 ("Master Ordinance"). The City, to finance harbor capital improvements, issued and sold its Harbor Revenue Bond, 2013 ("2013 Bond") to the Alaska Municipal Bond Bank (the "Bond Bank"), as authorized by the Master Ordinance and Ordinance No. 13-16, adopted by the City Council on May 13, 2013.

The Bond Bank purchased the City's 2013 Bond with proceeds of its General Obligation Bonds, 2013A Series ("2013 Bond Bank Bonds") pursuant to the terms of a loan agreement dated as of June 1, 2013 ("Loan Agreement"). The Bond Bank now intends to refinance all or a portion of the 2013 Bond Bank Bonds to achieve debt service savings. The City may realize these savings under the terms of the Loan Agreement.

The Ordinance before you authorizes the City's participation in the refinancing through the issuance of a City harbor revenue refunding bond.

The transaction is currently scheduled to close in June 2021.

**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-22**

An Emergency Ordinance of the City Council of Homer, Alaska Accepting Grant Funds from the State of Alaska Department of Health And Social Services for Distribution of COVID 19 Vaccines, as well as other COVID 19 Related Recovery and Prevention Strategies and Approving a Memorandum of Agreement.

Sponsor: City Manager

1. City Council Regular Meeting April 12, 2021

Memorandum 21 061 from Special Projects and Communications Coordinator as backup

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**ORDINANCE 21-22**

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA ACCEPTING GRANT FUNDS FROM THE STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES FOR DISTRIBUTION OF COVID 19 VACCINES, AS WELL AS OTHER COVID 19 RELATED RECOVERY AND PREVENTION STRATEGIES AND APPROVING A MEMORANDUM OF AGREEMENT.

WHEREAS, In support of efforts statewide to respond to and recover from the COVID 19 pandemic and to help decrease health inequities, the State of Alaska Department of Health and Social Services (DHSS) made funding available to local units of government for COVID 19 testing and vaccine distribution; and

WHEREAS, The City, in partnership with South Peninsula Hospital and Kachemak City, submitted a funds request to utilize the City of Homer’s \$254,040 allotment and Kachemak City’s \$24,376.44 allotment to support Homer Unified Command’s ongoing efforts to distribute COVID 19 vaccinations to residents of the Southern Kenai Peninsula; and

WHEREAS, The City is pleased to have been awarded \$278,416.00 through a Memorandum of Agreement to support COVID 19 vaccination distribution and COVID 19 vaccine and testing communication and education through March 31, 2022; and

WHEREAS, An MOA between the City and DHSS is in the best interest of public health and safety in that it supports the ongoing distribution of vaccines with special focus on lowering barriers to vaccine access among hard to reach populations; and

WHEREAS, Staff requests accepting this grant through Emergency Ordinance so that we may enter into the MOA and begin accessing grant funds in a timely manner to support current vaccination efforts. A regular Ordinance replacing this Emergency Ordinance will be brought before Council at the April 26 meeting.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby approves the Memorandum of Agreement between the City of Homer and the State of Alaska DHSS, a copy of which is attached and incorporated herein.

43            Section 2. The Homer City Council hereby appropriates the DHSS Community funding  
44 in the amount of \$278,416 for the purpose outlined in the MOA:

45

46            Revenue:

47 <u>Account No.</u>	48 <u>Description</u>	49 <u>Amount</u>
	DHSS COVID 19 Community Grant	\$278,416.00

50            Expenditure:

51 <u>Account No.</u>	52 <u>Description</u>	53 <u>Amount</u>
	DHSS COVID 19 Community Grant	\$278,416.00

54            Section 3. The City Manager is authorized to negotiate and execute the appropriate  
55 documents.

56

57            Section 4. This is an emergency ordinance of general character and will be effective for  
58 60 days, in accordance with HCC 1.08.040.

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60            ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 12th day of April, 2021.

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CITY OF HOMER

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KEN CASTNER, MAYOR

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69 ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

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YES:

NO:

ABSTAIN:

ABSENT:

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Introduction:

Public Hearing:

Second Reading:

Effective Date:



## City of Homer

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

Office of the City Manager

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(f) 907-235-3148

### Memorandum 21-061

TO: Mayor Castner and Homer City Council  
FROM: Jenny Carroll, Special Projects & Communications Coordinator  
THROUGH: Rob Dumouchel, City Manager  
DATE: April 5, 2021  
SUBJECT: DHSS Community COVID 19 Testing & Vaccine Grant Award

---

The City is pleased to have been awarded \$278,416.00 from the State Department of Health and Social Services (DHSS) in support of Homer Unified Command's ongoing vaccine distribution to residents of the Southern Kenai Peninsula. Emergency Ordinance 21 22 accepts these grant funds and approves the Memorandum of Agreement between the City of Homer and DHSS that governs the use of the funds during the one year period of performance.

DHSS made these funds available to local units of government statewide to support COVID 19 testing and vaccine administration, with special focus on lowering barriers to vaccine access among hard to reach populations. The \$278,416 award represents City of Homer's \$254,040 per capita allotment and Kachemak City's \$24,376.44 per capita allotment.

Specifically, these funds will support area mass vaccine clinics, pop up vaccine events and other distribution efforts as needed, which include events for the homeless or those at risk of homelessness, seasonal workers, and workers in the commercial fishing industry, among others. Funds provided will also support contract services to assist PIOs with targeted outreach.

Staff requests accepting this grant through Emergency Ordinance so that we may enter into the MOA and begin accessing grant funds in a timely manner to support current vaccination efforts. A regular Ordinance replacing this Emergency Ordinance will be brought before Council at the April 26 meeting.

#### **RECOMMENDATION**

Approve the Memorandum of Agreement between the City of Homer and DHSS and appropriate grant funds.





**Memorandum of Agreement (MOA) Between  
State of Alaska - Department of Health and Social Services  
Division of Public Health – COVID-19 Emergency Operations Center (DPH-EOC)  
- and -  
City of Homer  
MOA # C0621-570-C**

**I. PURPOSE AND SCOPE**

The purpose of this MOA is to provide funding to government entities to implement community-driven strategies that support COVID-19 related activities. These activities include improving efforts and increase access to COVID-19 testing in the community, building capacity to increase access to COVID-19 vaccine in the community and implementing strategies that decrease health inequities, as well as other COVID-19 related recovery and prevention strategies.

**II. THE DPH AGREES TO:**

Provide support to the community on COVID-19 vaccine administration, testing, and other COVID-19 related activities. The COVID-19 EOC Team is available to consult and provide technical assistance to government entities and to pre-approved pass-through recipients of award funding. The team will also ensure that approved activities meet the funding requirements.

**III. THE CITY OF HOMER AGREES TO:**

Provide vaccination clinics to serve the cities of Homer and Katchemak, COVID-19 vaccine and testing communication and education, and pass-through funding to community organizations/businesses providing COVID-19 outreach services in the community.

Recipient must establish/maintain/provide electronic reporting of SARS-CoV2/COVID-19 laboratory data to CDC daily per the guidance provided by CDC (e.g., CELR). This includes all testing (e.g., positive/negative, PCR, Point-of-Care, etc.) and complete data elements (e.g., race/ethnicity) per CARES legislation and ELC performance measures.

Any additional activities not specifically stated in this MOA must be approved by the COVID-19 EOC Team prior to those activities occurring.

**IV. JOINT RESPONSIBILITIES:**

Both parties will make a good faith effort to communicate about any issues that might arise that will impact the timeliness of activities, reporting, or payment.

V. PERIOD OF AGREEMENT AND TERMINATION:

This agreement will terminate on March 31, 2022 and receipts must be for activities prior to this date. Funds are intended to be used to support staff time (including overtime), supplies, and other materials as needed to support COVID-19 related activities.

VI. TERMS OF PAYMENT

The State agrees to pay the City of Homer up to \$278,416.00 over the term of this agreement.

The Contractor will submit monthly invoices detailing services performed in accordance with appendix A.

The invoice must:

- reference the contractor's name, address and phone number
- reference the contract number: C0621-570-C
- include an invoice number
- Reference the Alaska Division of Public Health – COVID Admin

The Contractor shall submit final invoices to the address specified below no later than 30 days after March 31, 2022. Failure to include the required information on the invoice may cause an unavoidable delay to the payment process. The State will pay all invoices within thirty (30) days of invoice approval by the Project Director.

Email invoices to:

[covidadmin@alaska.gov](mailto:covidadmin@alaska.gov)

(please reference *Community MOA Reimbursement Request* in the subject line)

Notwithstanding any other provision of this contract, it is understood and agreed that the State shall withhold reimbursement at any time the Contractor fails to comply with the terms of the MOA.

VII. GRANT COMPLIANCE FROM THE FEDERAL NOTICE OF GRANT AWARD

- Recipients must comply with the Terms and Conditions of this award, all Code of Federal Regulations, and the Alaska Administrative Manual.
- In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CK19-1904 entitled "Cooperative Agreement for Epidemiology and Laboratory Capacity (ELC), which is hereby made a part of this non-research award, hereinafter referred to as the Notice of Award (NoA).
- Coronavirus Disease 2019 (COVID-19) Funds: A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or the Consolidated Appropriations Act, 2021, Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260), agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance

from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

- To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, Recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group. This includes, but is not limited to, immigration status, criminal history, incarceration, or homelessness. To this end, and to help achieve the public health imperative of widespread herd immunity to COVID-19, Recipient must administer or distribute vaccine to any and all individuals within a prioritized group in the same timeframe, taking into account available vaccine doses. For example, if meatpacking plant workers are a prioritized group, then all workers in that group, including undocumented immigrants, must be vaccinated to help assure that the plant is in a position to safely resume essential functions. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.
- Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
- This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

#### **Unallowable Costs:**

- Resources funded by another HSS Contract or HSS-Cares source
- Purchase of vehicles
- Reimbursement of pre-award costs
- Research
- Indirect costs associated with the award
- Food and/or water for events
- Hospital bill or insurance claims
- Clinical care (except as otherwise noted in Domain 5 and as may be provided in further guidance from CDC)
- Publicity and propaganda (lobbying):
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
  - See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: [https://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)
  - All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

## VII. CONTACT INFORMATION

DPH-EOC primary point of contact: Maria Caruso

Division of Public Health, COVID Program Coordinator  
3601 C Street, Suite 722  
Anchorage AK 99503  
Office: 907-310-6092  
Email: [maria.caruso@alaska.gov](mailto:maria.caruso@alaska.gov)

City of Homer primary point of contact: Jennifer Carroll  
City of Homer, Special Projects & Communications Coordinator  
Office: 907-435-3101  
Email: [jcarroll@ci.homer.ak.us](mailto:jcarroll@ci.homer.ak.us)

City of Homer finance contact: Elizabeth Walton  
City of Homer, Finance Director  
Office: 907-435-3117  
Email: [ewalton@ci.homer.ak.us](mailto:ewalton@ci.homer.ak.us)

City of Homer additional contact: Rob Dumouchel  
City of Homer, City Manager  
Office: 907-435-3102  
Email: [rdumouchel@ci.homer.ak.us](mailto:rdumouchel@ci.homer.ak.us)

VIII. SIGNATURES

By signature of the below, both parties agree to the terms of this MOA.

**City of Homer**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert Dumouchel, City Manager, City of Homer

**State of Alaska**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Maria Caruso, DPH-EOC Program Coordinator

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Heidi Hedberg, EOC/Unified Commander & DPH Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jason Grove, Procurement Manager

**CITY OF HOMER  
HOMER, ALASKA**

City Clerk

**RESOLUTION 21-026**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA APPROVING A CONTRACT WITH CORVUS DESIGN OF ANCHORAGE, ALASKA, FOR AN AMOUNT NOT TO EXCEED \$49,000 FOR THE WAYFINDING AND STREETSCAPE PROJECT AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The Request for Proposals was advertised in the Homer News March 4 and 11, 2021, the Anchorage Daily News March 7, 2021 and sent to two plans rooms in the state, and posted on the city website; and

WHEREAS, Proposals were due by 4:00 p.m. Tuesday March 30, 2021 p.m. and three proposals were received by the City Clerk's Office; and

WHEREAS, A committee reviewed proposals on April 7, 2021, selecting the firm of Corvus Design of Anchorage, Alaska as the most responsive fitting the requirements of the City; and

WHEREAS, This award is not final until notice is received by Corvus Design from the City of Homer.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby approves the contract for the Wayfinding and Streetscape project to Corvus Design of Homer, Alaska in an amount not to exceed \$49,000 and authorizes the City Manager to execute the appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 12 day of April, 2021.

CITY OF HOMER

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

ATTEST:

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Split equally between HART Roads and HART Trails funds per Ordinance 19 54(S 2)(A 2)



# City of Homer

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

Office of the City Clerk

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(f) 907-235-3143

## Memorandum 21-063

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: APRIL 7, 2021

SUBJECT: AWARD OF CONTRACT FOR WAYFINDING AND STREETScape PROJECT

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The request for proposals for the Wayfinding and Streetscape Project was issued February 25, 2021 in an effort to plan and design standards that will be adopted by Homer City Council and used to guide City improvements/ enhancements such as the location and design of wayfinding signage, landscaping, benches, trash receptacles, pocket parks, etc.

Proposals were submitted by PDC Engineers, Soldotna, Alaska, Corvus Design, Inc. of Anchorage, Alaska, and Graphic House, Inc. of Wausau, Wisconsin.

Submittals were evaluated and scored by a review committee that consisted of Deputy City Planner Engebretsen, Parks Maintenance Superintendent Steffy, Economic Development Commission Chair Marks and interested citizen Adele Person in accordance with the following criteria:

<b>Proposed Contract, Work Plan, and Cost</b>		<b>45 Points</b>
• Proposed schedule	-	
• Cost	15 points	
• Public and Economic Development Commission involvement plan	10 points	
• Work plan to be broken down by Tasks 1-IV. An innovative process is welcome as long as all tasks are accomplished.	20 points	
<b>Proposed Project Manager and Team Members, Qualifications and Experience</b>		<b>40 Points</b>
• Qualifications, experience, and training of staff to be assigned to project.	15 points	
• Firm's knowledge of Homer/surrounding area and understanding our community to capture the essence of what makes Homer unique in the final designs.	5 points	
• Record of past performance of Firm in similar, previous projects.	10 points	
• Provide 3 references	10 points	
<b>Quality of Submittal</b>		<b>15 Points</b>

• Conformance with RFP requirements, including compliance and timely submission of all documents requested	
<b>Total Possible Points    100 Points</b>	

Corvus Design, Inc. was found to be compliant and qualified to meet the specifications, and provide work necessary for this project.

RECOMMENDATION: Adopt a Resolution awarding the contract for the Wayfinding and Streetscape Project to Corvus Design, Inc. of Anchorage, Alaska.



# City of Homer

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

491 East Pioneer Avenue  
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

## Memorandum

TO: Rob Dumouchel, City Manager  
FROM: Julie Engebretsen, City Planner  
DATE: April 7, 2021  
SUBJECT: Selection of a contractor for the Wayfinding Streetscape Project

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**Recommendation:** Award the Wayfinding and Streetscape contract to Corvus Design, of Anchorage, Alaska.

### Synopsis

A Request for Proposals was issued on February 25, 2021. Three proposals were received. A selection committee of Deputy City Planner Engebretsen, Parks Maintenance Superintendent Steffy, Economic Development Commission Chair Marks and interested citizen Adele Person met on Monday April 5. (Additional staff and members of other commissioners were invited but were unable to participate). After reviewing the proposals and score sheets, the selection committee recommends Corvus Design of Anchorage.



1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Manager

4 **RESOLUTION 21-027**

5  
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 AUTHORIZING THE CITY TO APPLY FOR A STATE OF ALASKA  
8 RECREATIONAL TRAILS PROGRAM GRANT IN AN AMOUNT UP TO  
9 \$150,000 FOR FUNDS TO CONSTRUCT AN ADA ACCESSIBLE  
10 ENTRANCE TRAIL IN KAREN HORNADAY PARK AND EXPRESSING  
11 ITS COMMITMENT TO PROVIDE A 10% LOCAL MATCH TO GRANT  
12 FUNDS.

13  
14 WHEREAS, The City of Homer strives to provide and improve city operated facilities and  
15 services to meet the needs of the community; and

16  
17 WHEREAS, The State of Alaska, Department of Natural Resources, Division of Parks and  
18 Outdoor Recreation administers the Recreational Trails Program (RTP) which provides  
19 reimbursable, matching grant funds to develop and repair recreational trails; and

20  
21 WHEREAS, Improving accessibility and pedestrian safety in Karen Hornaday Park has  
22 long been a part of the Karen Hornaday Park Master Plan and is an eligible activity under this  
23 RTP grant program; and

24  
25 WHEREAS, Providing equitable, safe pedestrian routes for recreation in Karen  
26 Hornaday Park is identified as a priority project in the City of Homer's Capital Improvement  
27 Plan and the City of Homer's ADA Transition Plan; and

28  
29 WHEREAS, The City of Homer has a design and cost estimate for an accessible entrance  
30 trail that addresses pedestrian safety concerns; and

31  
32 WHEREAS, The City proposes to apply for \$150,000 in RTP grant funds to assist with  
33 construction the ADA accessible entrance trail.

34  
35 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, supports  
36 preparation and submission of a RTP grant application for up to \$150,000 and authorizes the  
37 City Manager to submit the appropriate documents.

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39 BE IT FURTHER RESOLVED that the City Council expresses its commitment to match  
40 grant funds with Homer Accelerated Roads and Trails funds to meet the grant match  
41 requirements.

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PASSED AND ADOPTED by the Homer City Council this 12 day of April, 2021.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



# City of Homer

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(f) 907-235-3148

## Memorandum 21-064

TO: Mayor Castner and Homer City Council  
FROM: Jenny Carroll, Special Projects & Communications Coordinator  
THROUGH: Rob Dumouchel, City Manager  
DATE: March 31, 2021  
SUBJECT: Resolution supporting application for a Recreational Trails Program grant

Administration is prepared to apply for up to \$150,000 in Recreational Trails Program (RTP) grant funding to construct an ADA accessible trail in Karen Hornaday Park. The trail, which has a design and cost estimate, will run parallel to and adjacent to a redesigned park entrance road and a new parking configuration, and will be of similar design as the Poopdeck Platt Trail.

This improvement addresses Karen Hornaday Park pedestrian safety and accessibility concerns which are prioritized in the City's Capital Improvement Plan and the ADA Transition Plan.

The grant application requires a support resolution from the governing body, and if successful, will require a 10% local match which will be requested from the HART Trails Fund through a grant acceptance Ordinance.

### **RECOMMENDATION**

Approve the resolution authorizing the RTP grant application and committing to the 10% local matching funds.

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Manager/  
4 Public Works Director

5 **RESOLUTION 21-028**

6  
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 ACCEPTING THE ROAD FINANCIAL PLAN AS A BLUEPRINT FOR  
9 PLANNING HOMER'S TRANSPORTATION NEEDS AND DECLARING  
10 IT SHOULD BE UPDATED AS PART OF THE CITY'S BUDGET CYCLE.

11  
12 WHEREAS, The citizens of Homer voted to establish the Homer Accelerated Road &  
13 Trails Fund ("HART"), to be built from a portion of sales tax; and

14  
15 WHEREAS, The Homer City Council adopted the HART Policy Manual which identifies  
16 criteria to use when considering whether projects are eligible for HART Funds; and

17  
18 WHEREAS, In mid 2020, the City Council adopted a Road Assessment Report, which  
19 establishes a systematic means of evaluating and rating the physical condition of Homer's  
20 roads, and

21  
22 WHEREAS, The Public Works Department has proposed a Road Financial Plan, which  
23 shows how the HART Policy Manual and the Road Assessment Report can be used together to  
24 program improvements to Homer's transportation system in an affordable and sustainable  
25 manner; and

26  
27 WHEREAS, The Road Financial Plan describes how the condition of the road, as  
28 determined using the PASER methodology, developed by the University of Wisconsin to  
29 evaluate the condition of paved and gravel roads, can be used, along with socio economic  
30 factors, such as the impact of economic development and traffic circulation, to develop an  
31 Overall Rating for each road; and

32  
33 WHEREAS, The proposed Road Financial Plan programs the use of HART monies to fix  
34 "the worst first"; that is, to repair roads with the lowest Overall Rating first; and

35  
36 WHEREAS, The proposed Road Financial Plan shows how almost all of Homer's roads  
37 can be upgraded to at least a "good" rating, within the next five years; and

38  
39 WHEREAS, The proposed Road Financial Plan is designed to be a living document; that  
40 is, to change from year to year as road conditions change or as roads are prioritized differently;  
41 and

43 WHEREAS, The primary purpose of the proposed Road Financial Plan is to demonstrate  
44 how, the HART Funds, if programmed systematically, can, over time, make substantial  
45 improvements to Homer’s transportation and drainage infrastructure; and

46  
47 WHEREAS, The proposed Road Financial Plan has been reviewed with the Homer  
48 Planning Advisory Commission, Homer Parks, Art, Recreation and Culture Citizens Advisory  
49 Commission and Economic Development Commission at their regularly schedule meetings  
50 earlier this year, where it was enthusiastically received.

51  
52 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer Accepts the  
53 methodology of the Road Financial Plan, as a means to guide the development of  
54 transportation/drainage related capital improvement and major maintenance projects, with  
55 the proviso that this acceptance does not constitute specific appropriations for any projects,  
56 which will, instead, be done as part of the capital planning effort, conducted as part of the  
57 City’s budget processes and declares the Road Financial Plan should be updated as part of the  
58 City’s budget cycle.

59  
60 PASSED AND ADOPTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 12 day of April,  
61 2021.

62  
63 CITY OF HOMER  
64  
65 \_\_\_\_\_  
66 KEN CASTNER, MAYOR

67 ATTEST:  
68  
69 \_\_\_\_\_  
70 MELISSA JACOBSEN, MMC, CITY CLERK

71  
72 Fiscal note: N/A

	1st 6 months 2021 Rating 9-10	FY 22 Rating - 11	FY 23 (Rating - 12)	FY 24 (Rating - 13)	FY 25 (Rating - 14)	FY 26 (Rating - 15)	FY 27	FY 28	FY 29	FY 30
<b>Fleet Replacement</b>	\$ 272,200.00	\$ 670,000.00	\$ 235,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
<b>Grind &amp; Repave Projects</b>	\$ 177,895.00	\$ 70,784.00	\$ 100,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
Bay Avenue										
Klondike Ave										
W. Bayview Ave										
Lakeside Circle										
E Street										
Svedlund Circle										
Island View Court										
B Street										
Pine Terrace Circle										
Tulin Terrace Blvd										
Spruce Terrace Circle										
A Street										
<b>Road base reconstruction projects</b>										
Karen Hornaday Park Road	\$ 120,000.00									
Rangeview Ave	\$ 120,000.00									
Ohlson Lane		\$ 120,000.00								
Sprucewood Dr		\$ 120,000.00								
Shelford Street			\$ 120,000.00							
W. Bunnell Ave			\$ 120,000.00							
Lampert Lane				\$ 120,000.00						
Mission Road				\$ 120,000.00						
Pleasant Way					\$ 120,000.00					
Rainbow Place					\$ 120,000.00					
Kalalock Ct.						\$ 120,000.00				
Meadow Drive						\$ 120,000.00				
Spruce Lane							\$ 120,000.00			
Wright Street							\$ 120,000.00			
Paintbrush Court								\$ 120,000.00		
Paintbrush Street								\$ 120,000.00		
Woodside Ave									\$ 120,000.00	
Bayview Court									\$ 120,000.00	
Calhoun Court										\$ 120,000.00
W City View Ave										\$ 120,000.00
Spruce Circle										\$ 120,000.00
<b>Dig out Frost Boils</b>	\$ 5,000.00									
Crossman Ridge Road - Skyline to Gate	\$ 5,000.00									
Eagle View Drive - Diamond Willow to Garden Park	\$ 5,000.00									
Garden Park Road - at 1630	\$ 5,000.00									
Sprucewood - near west entrance by Roger's Loop	\$ 5,000.00									
Sprucewood - 2200- 2240	\$ 5,000.00									
Emerald Place - 135 LF	\$ 5,000.00									
Bay Vista Pl. and Bay Vista Court	\$ 5,000.00									
Fireweed Lane	\$ 5,000.00									
Fireweed Avenue	\$ 5,000.00									
<b>Add Gravel</b>	\$ 10,000.00									
E. Fairview Ave	\$ 10,000.00									
Saltwater	\$ 10,000.00									
Alder Lane	\$ 10,000.00									
Dewberry Lane	\$ 10,000.00									
Eagle Pl	\$ 10,000.00									
Hanso Ave	\$ 10,000.00									
Dehel Ave		\$ 10,000.00								
Hidden Way		\$ 10,000.00								
Kalalock Ct				\$ 10,000.00						
Orion Circle					\$ 10,000.00					
Emerald Road					\$ 10,000.00					
Diamond Creek PL						\$ 10,000.00				
Queets Circle						\$ 10,000.00				
<b>Sidewalks</b>	\$ 900,000.00		\$ 1,000,000.00	\$ 750,000.00	\$ 1,100,000.00					
Main Street Sidewalk										
Ben Walters Way Sidewalk										
Svedlund/Herndon to Senior Citizens Center										
Kachemak Way Sidewalk										
<b>Total Projected Expenditures</b>	\$ 795,095.00	\$ 1,900,784.00	\$ 1,675,000.00	\$ 1,490,000.00	\$ 1,850,000.00	\$ 750,000.00	\$ 610,000.00	\$ 610,000.00	\$ 490,000.00	\$ 610,000.00
<b>Revenues</b>	\$ 250,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
<b>Balance</b>	\$ 6,472,383.26	\$ 5,927,288.26	\$ 4,526,504.26	\$ 3,351,504.26	\$ 2,361,504.26	\$ 1,011,504.26	\$ 761,504.26	\$ 651,504.26	\$ 541,504.26	\$ 551,504.26

Projects in Blue will be repaired with funds from the Small Works Roads Repair Program



## **Memorandum 21-065**

TO: City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Janette Keiser, PE, Director of Public Works  
DATE: March 30, 2021  
SUBJECT: Proposed Road Financial Plan

### **I. The Issue:**

We promised to develop a Road Financial Plan, which would (1) identify roads that needed work, beyond normal maintenance, to keep them in serviceable condition and (2) show how expenses associated with such work, would be funded. Attached is our proposal for this plan.

### **II. Background:**

The citizens of Homer voted to establish the Homer Accelerated Road & Trails Fund (“HART”), which would be built from a portion of sales tax. The Homer City Council adopted the HART Policy Manual which identifies criteria to use when considering whether projects are eligible for HART Funds. In mid 2020, the City Council adopted a Road Assessment Report, which establishes a systematic means of evaluating and rating the condition of Homer’s Roads. The purpose of the subject memorandum is that connects the dots; that is, introduces a Road Maintenance Financial Plan, which shows how the HART Fund and the Road Assessment Report can be used together to program improvements to Homer’s road system in an affordable and sustainable manner.

The Road Maintenance Financial Plan describes how the condition of the road, as determined using the PASER methodology, developed by the University of Wisconsin to evaluate the condition of paved and gravel roads, with socio economic factors, such as the impact of economic development and traffic circulation, to develop an Overall Rating for each road. Funding is then assigned to fix “the worst first”; that is, use HART monies to repair roads with the lowest Overall Rating first.

The Road Maintenance Financial Plan shows how all of Homer’s roads can be upgraded to at least a “good” rating, within the next five years. The Plan is designed to be a living document; that is, it will change from year to year as road conditions change or as roads are prioritized differently, as development conditions change. The main point of this proposed Plan is to demonstrate how, if

used systematically, the funds we have been entrusted with, if programmed systematically, can, over time, make substantial improvements to Homer's transportation and drainage infrastructure.

We have reviewed the proposed plan with the Planning Commission, PARCAC and EDC at their meetings earlier this year, where it was enthusiastically received.

### **III. Recommendation**

We recommend the City Council adopt the Road Maintenance Financial Plan strategy. What does this mean? It means the City Council would adopt the criteria based methodology and commit to the concept of a long term plan to repair/rebuild Homer's roads. We are not asking for specific appropriations for specific projects at this time. We will do this later, as part of the 5 Year Capital Improvement Plan we will be presenting soon.





# City of Homer

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

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## Memorandum 21-044a

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: March 12, 2021  
SUBJECT: Budget Work Session #1 – Admin & Finance Departments; Admin Fees

The work session on March 15<sup>th</sup> will provide Council with an opportunity to provide early comments and feedback to staff regarding the budget for the Administration Department, the Finance Department, and the calculation of Admin Fees which are charged to the special revenue (water and sewer) and enterprise fund (Harbor).

The work session will be structured as follows:

- Administration and Finance Department
  - Staff from both departments will be available to discuss any budget-related comments or questions the Council may have. A PowerPoint presentation will be used to keep us on track and give the conversation some structure. There will be a built-in opportunity to discuss each division of the Administration Department and the Finance Department. Please note that that staff have not completed their budget worksheets yet. Per the budget development schedule, they are due to Finance on March 29<sup>th</sup> and I will be meeting with each department/division in early April to discuss and finalize drafts.
- Admin Fees
  - Finance Director Walton and I will give a brief presentation about admin fees. We will discuss the context for evaluating them, the current calculation, the previous calculation methodology, and our ideas for an update to integrate into the FY22/23 budget. We have some questions for Council and will finish with open discussion.

Attached to this memo are a copy of the truncated FY21 budget as well as copies of PowerPoint presentations covering the discussion topics. I encourage Council to review these documents in advance and come prepared with any questions/comments/ideas/suggestions for staff.

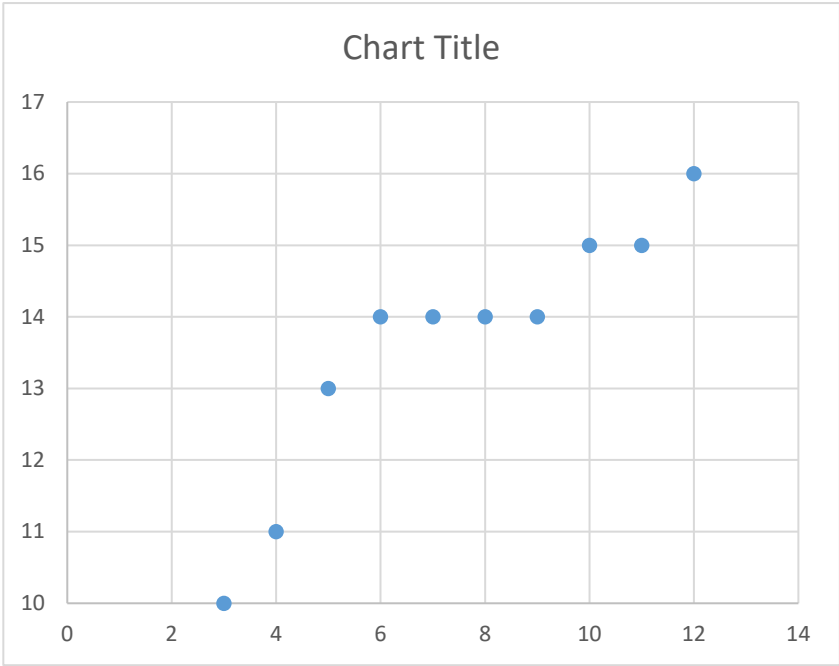
Enclosures:

1. Administration and Finance Department Presentation
2. Admin Fees Presentation
3. Current Admin Fee Sheet
4. Former Admin Fee Sheet
5. FY21 Adopted Budget

Paved Roads	Developed Parcels Served	Parcel Rating	Road Condition - Rating	Impact on Traffic circulation	Impact on economic development	Repairs are beyond the scope of normal maintenance	Overall Rating
BAY AVE	24	1	3	2	2	1	9
KLONDIKE AVE	30	1	4	1	2	1	9
OHLSON LN	5	5	2	1	1	1	10
W BUNNELL AVE	5	5	3	1	1	1	11
ISLAND VIEW CT	11	3	3	3	3	1	13
BAYVIEW CT	7	4	3	3	3	1	14
PINE TERRACE CIR	4	5	2	3	3	1	14
TULIN TERRACE BLVD	3	5	2	3	3	1	14
WOODSIDE AVE	3	5	2	3	3	1	14
A ST	4	5	4	3	2	1	15
CALHOUN CT	7	4	4	3	3	1	15
SPRUCE TERRACE CIR	2	5	4	3	3	1	16

**Key to Rating System**

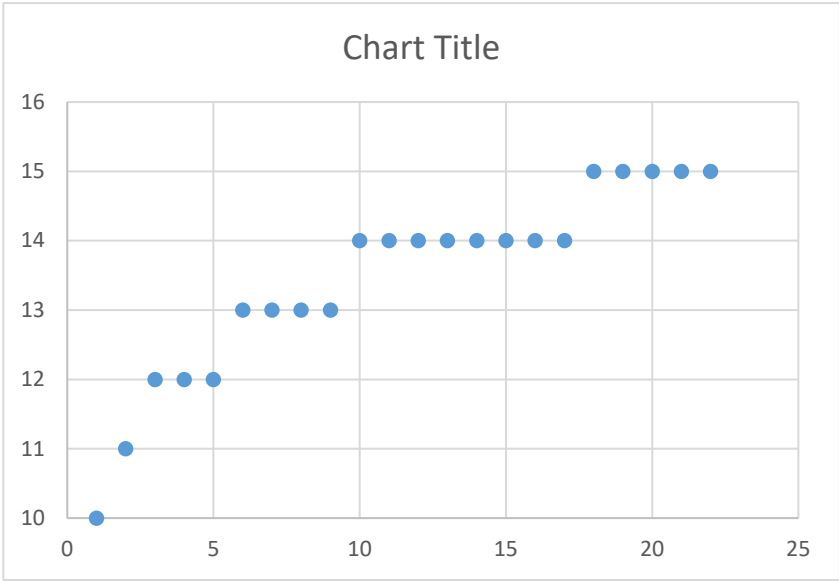
Parcel Rating Based on Parcel Development Density Along Roadway - Very low-5, low-4, Med-3, High-2, Very high-1	Road Condition: Failed - 1; Very Poor - 2; Poor - 3; Fair - 4; Good - 6; Very Good - 7;	Impact on Traffic Circulation - Low -3, Medium-2, High-1	Impact on Economic Development - Low 3, Medium-2, High-1	Repairs are beyond the scope of normal maintenance - No - 2; Yes - 1
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Gravel Road	Developed Parcels Served	Parcel Rating	Road Condition - Rating	Impact on Traffic circulation	Impact on economic development	Repairs are beyond the scope of normal maintenance	Overall Rating
RANGEVIEW AVE	23	1	2	2	3	2	10
SPRUCEWOOD DR	17	2	2	2	3	2	11
LAMPERT LN	6	4	2	2	2	2	12
SHELFORD ST	7	4	2	3	1	2	12
MISSION RD	18	2	2	3	3	2	12
HIDDEN WAY	12	3	2	3	3	2	13
MEADOW DR	8	4	2	3	2	2	13
OHLSON LN	5	5	2	2	2	2	13
EAGLE PL	10	4	2	3	2	2	13
CROSSMAN RIDGE RD	0	5	1	3	3	2	14
HANSEN AVE	1	5	2	3	2	2	14
PAINTBRUSH CT	7	4	2	3	3	2	14
QUEETS CIR	4	4	2	3	3	2	14
EMERALD RD	6	4	2	3	3	2	14
WRIGHT ST	2	5	2	2	3	2	14
ALDER LN	5	5	2	3	2	2	14
PAINTBRUSH ST	8	4	2	3	3	2	14
BAY VISTA CT	5	5	2	3	3	2	15
PLEASANT WAY	3	5	2	3	3	2	15
ORION CIR	4	5	2	3	3	2	15
WYTHE WAY	5	5	2	3	3	2	15
SPRUCE LN	3	5	2	3	3	2	15

**Key to Rating System**

Parcel Rating Based on Parcel Development Density Along Roadway - Very low-5, low-4, Med-3, High-2, Very high-1	Road Condition: Failed - 1; Very Poor - 2; Poor - 3; Fair - 4; Good - 6; Very Good - 7;	Impact on Traffic Circulation - Low -3, Medium-2, High-1	Impact on Economic Development - Low 3, Medium-2, High-1	Repairs are beyond the scope of normal maintenance - No - 2; Yes - 1
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City of Homer

# Road Assessment Report

Summer 2020

City of Homer Public Works Department  
7-20-2020

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## Executive Summary

Data collection and record keeping are necessary for producing and maintaining organized and efficient work processes. A data-driven and systematic process for identifying road deficiencies will help the City of Homer identify and achieve short and long term maintenance goals by generating evidenced-based action plans for prioritizing tasks and guiding budgeting decisions. Additionally, having quantifiable data regarding the City's infrastructure will help educate, demonstrate accountability to, and build credibility with the City's executive leadership, elected officials and the public.

This Report describes the road assessment process developed by the City of Homer Public Works Department in the summer of 2020. The process included the following steps:

- a. Researching best practices related to road assessment models;
- b. Adapting a selected model to Homer conditions;
- c. Conducting a field review of actual road conditions;
- d. Compiling the data into an assessment report, complete with findings and ratings of Homer's road conditions;
- e. Integrating the ratings into the City's existing GIS maps;
- f. Preparing this Road Assessment Study; and
- g. Using the Study to program road maintenance tasks.

A result of the process is a system of methods and standards, which can be used to regularly assess road conditions. This system can be used as a tool to plan and explain road maintenance work.



## Introduction

The City of Homer's crew of heavy equipment operators maintain fifty miles of roads within the City of Homer. Of that total, 29 miles are gravel roads and 21 miles are paved roads. Regular road maintenance duties include (a) snow removal and sanding in the winter; and (b) ditch clearing, corridor brushing, crack sealing, patching, grading and dust control in the summer and shoulder seasons. Maintenance procedures and requirements differ, depending on road type – gravel or paved. For example, crack sealing is a paved road repair, while grading is a routine maintenance duty for the City's gravel roads.

As winter road maintenance is devoted to snow removal and sanding, maintenance that directly affects road structural conditions occurs in the summer and shoulder seasons. For example, grading and dust control of gravel roads takes place in early summer, just after the ground has thawed. Crack sealing of paved roads takes place in mid-summer, when it's dry. Brush cutting and ditch cleaning of all roads takes place in late summer, because these activities are less weather dependent. The record of what maintenance activities are conducted on what roads is largely anecdotal, rather than documented.

An annual or biannual road condition inventory, based on a systematic road assessment strategy, with detailed spatial information will provide a documented record of deficiencies, repairs, and progress. This will enable road maintenance activities to be budgeted for and planned with greater efficiency. It will also allow crews to conduct training and preparedness activities more mindfully in the event of employee turnover.

The road condition assessment data was largely collected by and integrated with the City's web-based, GPS-enabled Geographic Information System (GIS) by the City's GIS Technician, Aaron Yeaton. In the future, updates to the road condition assessment survey will be made by the road maintenance crews utilizing the same system. This will allow for mobile and spatially accurate data gathering that can be updated with real time immediacy. When needed, this information could be disseminated in maps and tables to other Public Works and City of Homer employees. Having evidenced- based information in this format will also allow the City to engage in more proactive public outreach – to educate the community about road maintenance activities.

## Methodology

Two methods were used in the assessment process. Method 1 utilized GPS and a Geographic Information System (GIS) to thoroughly map road deficiencies, to documented observations about road conditions while walking along the roads. This data was later analyzed to evaluate and rate overall road condition. Initially, the goal was to walk all fifty miles of Homer’s roads throughout the summer for a close, highly detailed evaluation of the City’s roads. While this method did create detailed data, it was time-consuming. Further, the data indicated that many of Homer’s roads had similar problems, so the high level of detail was not the most efficient use of time. To expedite the process, Method 2, where the roads were evaluated from a vehicle, was used.

Method 2 involved a “pencil and clipboard” assessment while driving along the roads with a member of the City’s road maintenance crew. It was accomplished much more quickly and with the added assistance of an experienced road maintenance expert, it generated a detailed and accurate summation of road conditions.

Both methods relied on the criteria set forth in the Pavement Surface Evaluation and Rating (PASER) model developed by the Transportation Information Center, University of Wisconsin – Madison.<sup>1</sup> There is a separate PASER manual for paved roads and for gravel roads. The PASER manuals guided the quantification of road conditions and provided important insights into the process of (a) conducting objective road assessment data and (b) documenting ratings of road conditions.

The PASER model doesn’t specifically address brush and tree obstructions, which are important issues in the City of Homer. The criteria in the PASER model were augmented to include vegetation as an element of road corridor conditions. Yet, to maintain fidelity with PASER’s quantification methods, which mostly focuses on road surface conditions, the assessment of vegetation and corridor conditions did not overly impact the final road condition ratings.

### Method 1

Gravel roads were first assessed. This choice was made so that springtime breakup conditions endemic to many of Homer’s gravel roads, could be evaluated prior to grader maintenance. Ninety-six roads totaling 21 miles were inventoried using a web-interfaced Trimble R2 GPS device and associated base station. With 3-inch accuracy, affording detailed assessment and mapping of road deficiencies, two-thirds of the gravel roads were walked and inventoried in GIS – Method 1. The remaining third of the gravel roads was mapped using GPS and GIS but while driving – Method 2. Time was of the essence because of the need to record gravel road conditions ahead of advancing grader maintenance. This quicker assessment undoubtedly left out some deficiency details, particularly regarding culverts, but the overall condition of roads was nevertheless mapped adequately.

Generally, gravel road conditions can change rapidly due to environmental factors and recent maintenance activities. Because of this, the PASER model recommends that gravel road assessment be based on major factors rather than detailed surface conditions. The five main surface conditions and defects for gravel roads are:

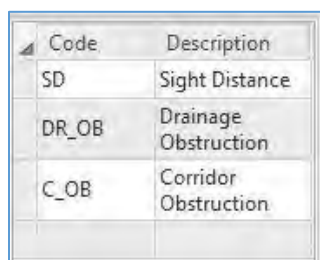
1. crown condition,
2. drainage,
3. gravel layer,
4. surface deformation, and
5. surface defects.

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<sup>1</sup> The City of Soldotna uses the PACER Model for its Road Maintenance Plan.

These categories provide the basis for quantifying overall road condition. Spring breakup conditions, as a seasonal inevitability, were included in the “surface deformation” category. According to the PASER model, “surface deformations” are limited to washboarding, potholes and ruts, but not the kind of seasonal frost-heaving some Alaskan roads experience. This is probably because the original Pacer criteria were developed in Wisconsin where it is unlikely the ground shifts as dynamically as it does in Alaska.

Prior to field work, a series of GIS feature classes applicable to PASER’s road deficiency categories were created in a Geodatabase to be used for mapping road conditions. For example, polygon features were made to represent breakup conditions, polyline features to represent sub-standard ditches, and point features to represent vegetation obstructions. These features were given added specificity by applying “domains”, or coded descriptions, within their attribute tables. For example, for vegetation obstructions, a domain was created to describe the nature of the obstruction in the form of a drop down menu, as shown in the figure below.



Code	Description
SD	Sight Distance
DR_OB	Drainage Obstruction
C_OB	Corridor Obstruction

*Figure 1: Domains assigned to vegetation obstruction feature*

Having such fields in the Attribute Tables facilitated data gathering in the field. A “Notes” field was also added to the Attribute Table to further augment basic attribute information. For instance, a “features condition” could be rated with considerable detail by added notes such as severe, moderate, etc. This gave us the opportunity to add historic notes about a particular road – for example, whether it was built to City standards or not.

When taking measurements, the GPS device interfaces with the GIS “Collector” App, which is a cloud-based platform that hosts editable maps used for taking field measurements. The Collector App records location, counts, lengths, areas, dates, as well as any notes and posts them to the City’s GIS organizational account in real time. Once features are collected the maps were uploaded locally onto a desktop to ArcGIS Pro for further analysis and editing of symbology.

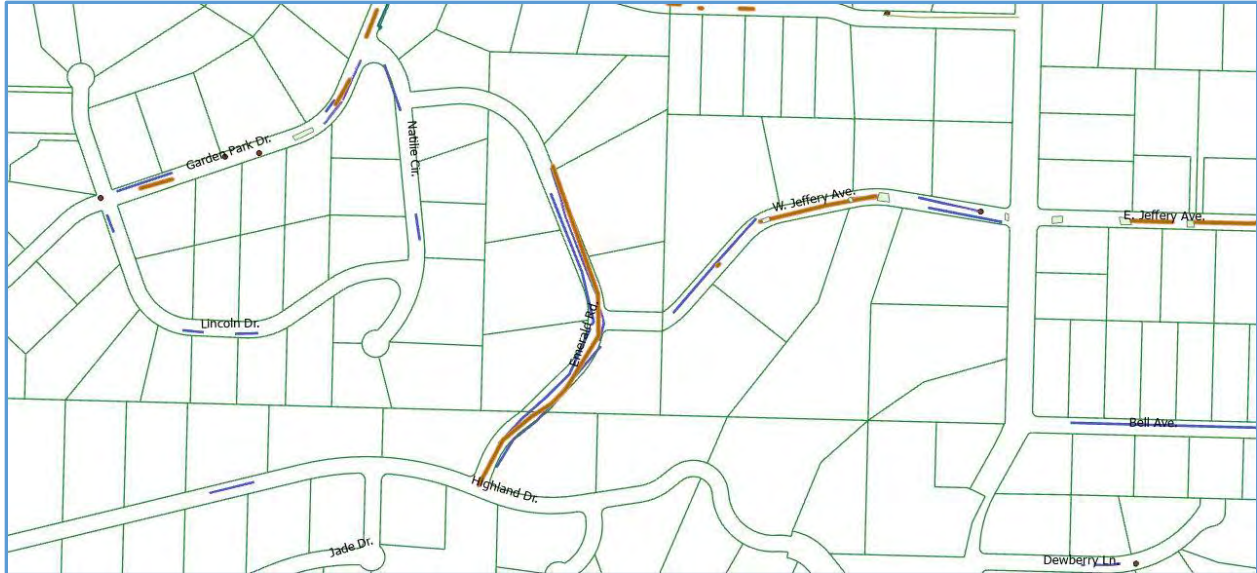


Figure 2: Gravel road deficiencies mapped in a GIS. Different symbology represent different deficiencies: i.e. breakup, potholes, and shallow ditches.

Analysis of mapped features in ArcGIS Pro allowed close evaluation of the counts, lengths and areas of road deficiencies. This information was compared to individual road length, thereby providing close approximation of overall road condition for rating purposes. Each deficiency category (surface conditions, and defects listed by PASER) was then given an averaged value ranging from poor to excellent. The values were weighted based on comparisons of road condition segments. For example if a small length of a long road was experiencing severe breakup, but the remainder of the road was in fair condition, the overall value for surface deformation was ranked from “fair to moderate”.

PASER ratings for gravel roads range from 1 – 5; with “1” being a road in failed condition, “5” being excellent. Ultimately, the ratings are prescriptive in nature; meaning each rating corresponds to the level of maintenance the road needs. If a rating of “5” is given, the road has been recently constructed and needs no maintenance, whereas a road with a rating of “1” requires complete reconstruction. To produce a final rating for a particular road, the scores in the individual deficiency categories were averaged to produce an overall rating. The final ratings were exported from ArcGIS attribute tables into Excel formats to produce finished tables.

## Method 2

The City’s paved roads were assessed using Method 2, the drive-along method. The roads were evaluated by directly applying the PASER model’s paved roads criteria. Before the field survey began, the criteria were inserted into an Excel table. These categories involved assessment of the following conditions:

1. surface defects,
2. surface deformation,
3. cracks,
4. patches, and
5. potholes.

Since drainage isn’t as crucial a factor to paved road surfaces as it is for gravel roads, the PASER model does not use it as a standalone category. To maintain as comprehensive a survey as possible, a drainage category was added to the PASER model. As with the gravel road assessments, we added a vegetation category, which, as with

the gravel road assessments, did not overly effect the final road rating so as to maintain the integrity of the PASER model's quantification methods.

Over the course of several days, the team, including the City's GIS Technician and an experienced road maintenance operator, drove along the City's paved roads to observe, evaluate and rate them. They routinely stopped to more closely examine defects and deformities. Adding the expertise of a seasoned road maintenance operator proved invaluable in making comprehensive assessments more quickly.

Because paved roads are not typically subject to the same type of rapid changes that gravel roads are, the ratings for paved roads tend to be more nuanced. Condition categories have more variables to consider. For example, the category of "surface deformation" includes rutting, distortion – rippling and shoving, settling, and frost heave. The condition of "cracking" includes there are longitudinal, transverse, slippage, reflection, block and alligator cracking. Final road conditions ranged from 1 to 10, with "1" meaning "failed" and "10" meaning "excellent". The ratings encompassed varying degrees of poor, fair, good and excellent. Like the gravel road assessments, final paved road ratings were based on averaging the values of the condition categories. And, as with the gravel road assessments, ratings are based on road maintenance needs.

# Results

## Gravel Roads

The majority of gravel roads fall into the “Fair” category (rating – 3), with the next numerous being “Good” (rating 4). A considerable number of roads fall into the “Poor” category (rating – 2). The “fair” and “poor” rated roads mostly comprise those of the annexation area. These roads were not constructed to City standards and inherently have structural issues and alignment problems. The “excellent” ratings are roads that have been constructed within the last year. A “failed” rating was applied to Crossman Ridge Road, due to severe breakup issues. The major deficiencies contributing to a less than good rating were poor gravel layer and breakup issues.

Table 1

GRAVEL					
Rating	1	2	3	4	5
Descrp.	Failed	Poor	Fair	Good	Excellent
# Roads	1	35	60	50	3

RATINGS ARE RELATED TO NEEDED MAINTENANCE OR REPAIR	
<b>Rating 5</b>	Newly constructed road. Excellent crown and drainage. No maintenance required.
<b>Rating 4</b>	Good crown and drainage. Routine maintenance.
<b>Rating 3</b>	Roadway shows traffic effects. Needs regrading, minor ditch maintenance, and spot gravel application.
<b>Rating 2</b>	Road needs additional aggregate layer, major drainage improvements.
<b>Rating 1</b>	Travel is difficult. Complete rebuilding required.

Table 2: PASER rating descriptions for gravel roads



*Figure 3: Severe  
Breakup area on  
Sprucewood Dr.*



*Figure 4: Extensive  
Breakup down the  
length of Eagle Pl.*

As stated previously, local road condition issues, particularly breakup-related subsidence and boiling, are not reflected in PASER's rating criteria. Interpolation of PASER criteria were made to suit local conditions. Therefore springtime breakup was a major factor in evaluating gravel road surface deformities. Even though these inferences were made, the basic evaluation process outlined by PASER was valuable and applicable for rating Homer's gravel roads.

**Paved Roads**

Overall, Homer’s paved roads are in better condition than the gravel roads. The majority of paved roads fell into the lower “Good” category (Rating 6), followed by the upper “Good” category (Rating 7) and then “Fair” (Ratings 4 & 5). Of the Hundred plus paved roads in the community, only 8 rated in the two “Poor” categories.

PAVED										
Rating	1	2	3	4	5	6	7	8	9	10
Descrp.	Failed	Very Poor	Poor	Fair	Fair	Good	Good	Very Good	Excellent	Excellent
# Roads	0	4	4	3	7	44	33	9	1	4

Table 3

Surface rating	Visible distress*	General condition/treatment measures
<b>10</b> Excellent	None.	New construction.
<b>9</b> Excellent	None.	Recent overlay. Like new.
<b>8</b> Very Good	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
<b>7</b> Good	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/8") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
<b>6</b> Good	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"–1/2"), some spaced less than 10'. First sign of block cracking. Slight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
<b>5</b> Fair	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2") show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2").
<b>4</b> Fair	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
<b>3</b> Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" or 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
<b>2</b> Very Poor	Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective.
<b>1</b> Failed	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

Table 4: PASER rating description for paved roads





*Figure 5:  
Extensive  
Alligator  
cracking  
and Rutting  
on Ohlsen  
Ln.*



*Figure 6:  
Longitudinal  
cracking at  
shoulder indicative  
of failing subgrade.  
Tulin Terrace*

The vast majority of paved roads have minor to moderate longitudinal and lateral cracking that is maintainable with annual crack sealing. Most roads have minor surface defects, most notably ravelling, which is a condition where pavement material deteriorates exposing the aggregate. Among the roads meriting reconstruction are Ohlsen Lane, Tulin Terrace Blvd. and Woodside Ave. These roads have extensive alligator cracking, rutting and potholes; deformities that indicate the road structure itself, not just the pavement surface, is failing. Many roads have minor rutting. Although the PASER model considers rutting to be a surface deformity caused by sub-surface settling, in the case of Homer, rutting is mostly due to studded tire use. Nevertheless, as rutting compromises sheeting of water from crown to shoulder, it was a contributing factor in road rating.

## Vegetation

A significant aspect of this assessment outside the PASER criteria involved inventorying vegetation obstructions. As the road crew annually brushes out road corridors to an extent reasonable for proper maintenance, the areas of alder, perennial grasses, etc. within the corridor were generally disregarded during this assessment. Exceptions were made when these obstructions impeded sight distance or the establishment of drainage ditches. These situations often occur in cases where the road is not aligned with the right-of-way. In some cases, the road is so far off center, the edge of the road practically grazes the outer boundary of the right-of-way. In such cases, the road crew does its best to maintain a reasonably brush-free corridor to enable snow plowing, ditching and other essential maintenance activities. However, this is not always possible.

Corridor obstructions, such as large spruce, located inside the right-of-way were mapped in Method 1 or made note of in Method 2. These obstructions often impede operator maintenance during snow removal and ditching. Roads that have notable vegetation impediments are Easy Street, Mountain Park Street, and Race Road. Vegetation ratings are available in the master spreadsheets located in the Appendices. Landowner concern for the vegetation fronting their property, often makes problem tree removal a sensitive issue.



*Figure 7: Tree, well inside right of way, scarred from grader during snow removal*



*Figure 8: Tree limbs within roadway*

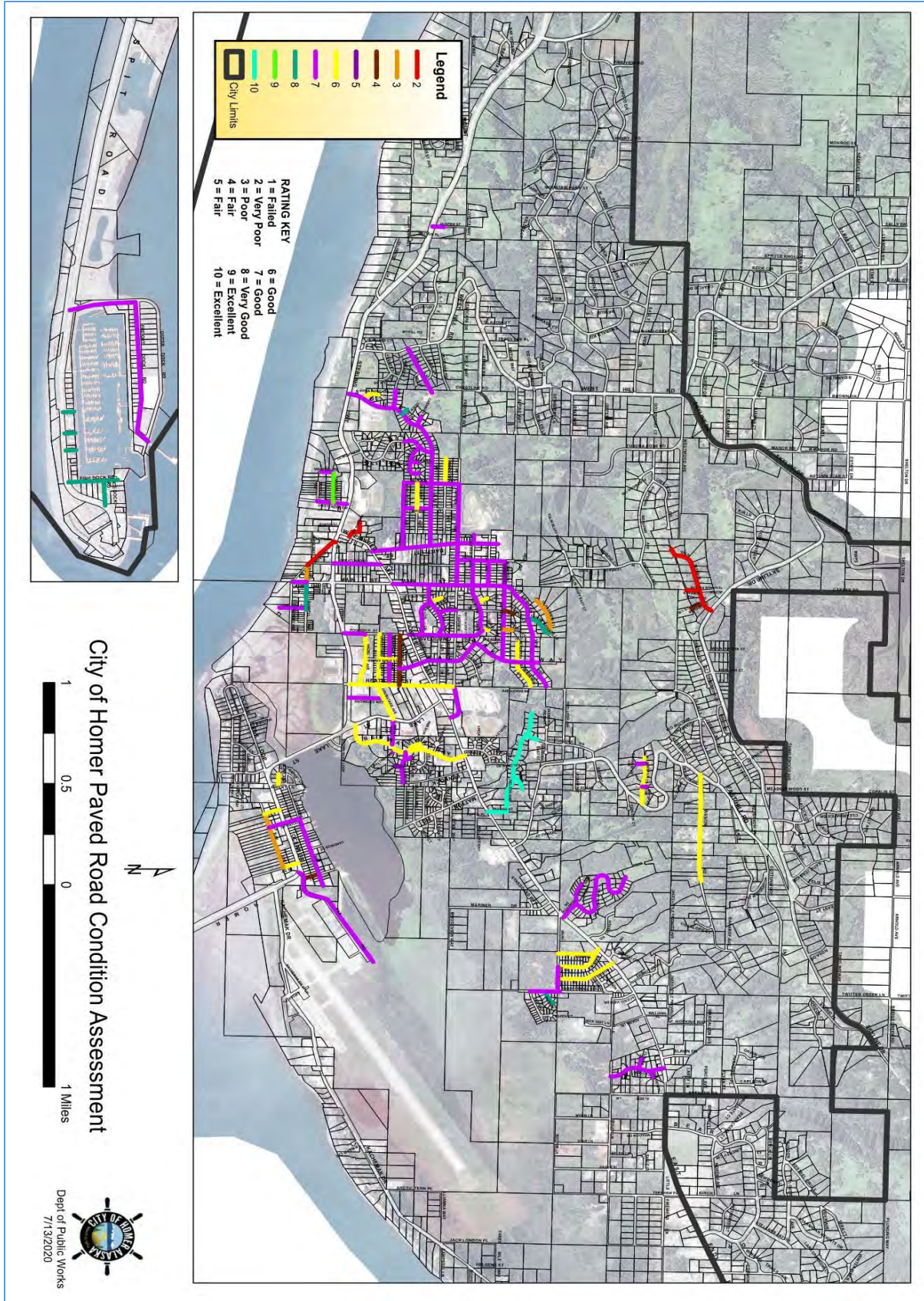


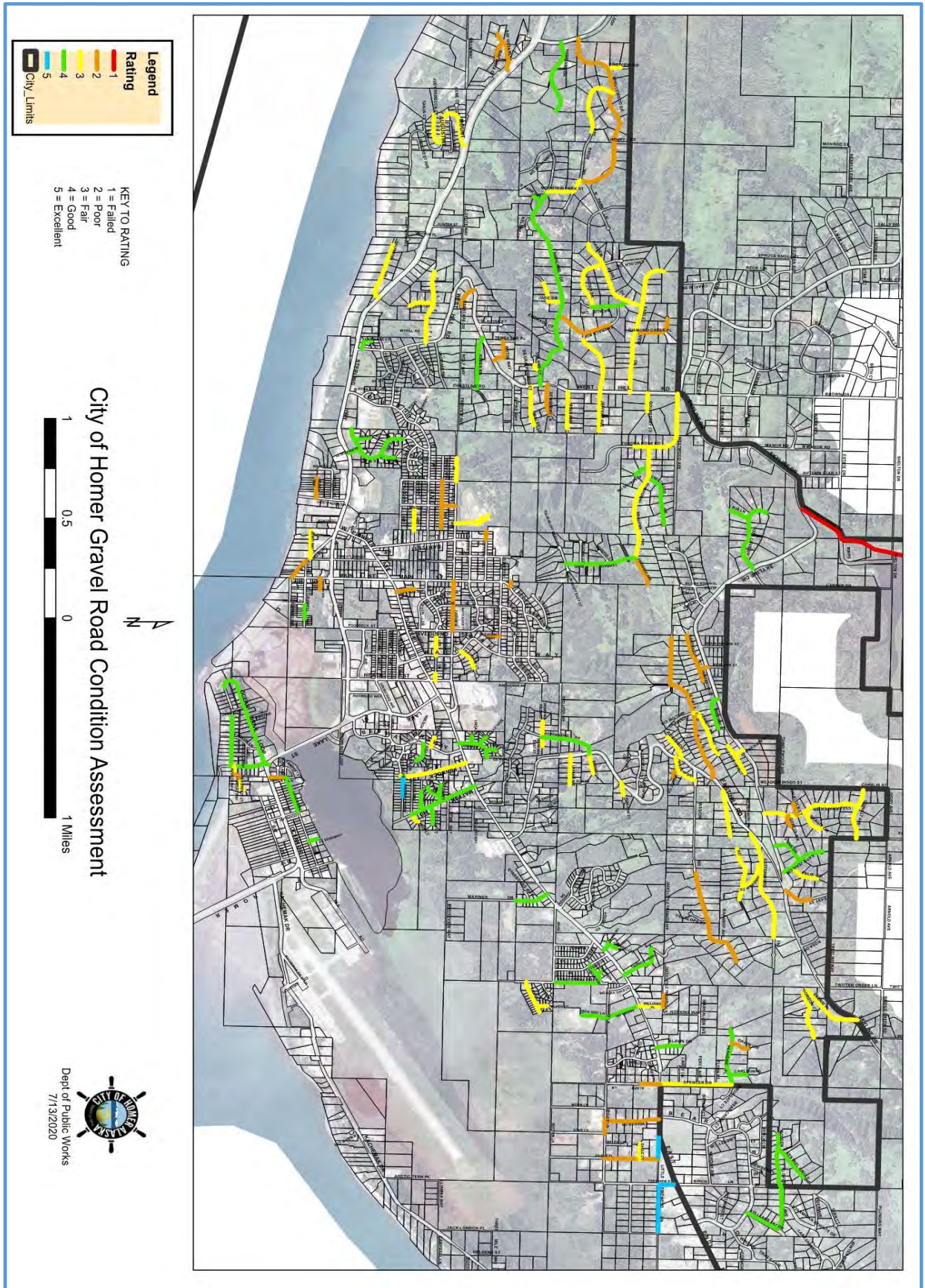
*Figure 9: Alder, routinely hedged, yet impeding ditch establishment due to road misalignment*



*Figure 10: Spruce trees in corridor preventing proper ditch establishment*

## Appendix A - Maps





## **Appendix B – Paved Road Assessment Tables**

PAVED ROAD INFO			ROAD SURFACE CONDITION					VEG	RATING
STREET	TYPE	ANNEXED	SURFACE DEFECTS	SURFACE DEFORMATION	CRACKS	PATCHES & POTHoles	DRAINAGE	VEGETATION	1: FAILED 2: VERY POOR 3: POOR 4: FAIR 5: FAIR 6: GOOD 7: GOOD 8: VERY GOOD 9: EXCELLENT 10: EXCELLENT
A St.	Paved		Minor	Minor	Severe	Minor		Moderate	4
B St.	Paved		Minor	Minor	Moderate	Minor		Moderate	6
Bay Ave.	Paved		Moderate	Moderate	Severe	Moderate		Minor	3
W. Bayview Ave.	Paved		Minor	Minor	Severe	Moderate		None	5
E. Bayview Ave.	Paved		Minor	Minor	Moderate	None		Moderate	7
Bayview Ct.	Paved		Minor	Severe	Severe	Minor		None	3
Beluga Pl.	Paved		Minor	Minor	Minor	None		None	7
Ben Walters Ct.	Paved		Minor	Minor	Minor	Minor		None	7
Ben Walters Ln.	Paved		Minor	Minor	Moderate	None		None	6
Bonanza Ave.	Paved		Minor	Minor	Minor	Minor		None	7
W. Bunnell Ave.	Paved		Moderate	Moderate	Severe	Moderate		None	3
Calhoun Ct.	Paved		Minor	Moderate	Moderate	Minor		Minor	4
Cittenden Dr.	Paved		Minor	Minor	Minor	Minor		None	7
Nielson Cir.	Paved		Moderate	Minor	Moderate	Minor		Minor	6
Clover Pl.	Paved		Minor	None	Minor	None		None	7
Clover Ln.	Paved		Minor	Minor	Minor	None		Minor	7
East Hill Rd.	Paved		Minor	None	Minor	None		Minor	7
Ice Dock Rd.	Paved		None	None	None	None		None	8
FAA Rd.	Paved		Minor	Minor	Moderate	Minor		None	7
E. St.	Paved		Minor	Minor	Moderate	Moderate		None	6
Grubslake Ave. East	Paved		Minor	Minor	Minor	None		None	10
Daybreeze Ct.	Paved		Minor	Minor	Minor	None		None	7
Calamari Ct.	Paved		Minor	Minor	Minor	None		None	7
Sea Plane Ct.	Paved		Minor	Minor	Minor	Minor		None	6
El Sario Ct.	Paved		Minor	Minor	Moderate	None		None	6
Elderberry Ct.	Paved		Minor	Minor	Moderate	None		None	6
Elderberry Dr.	Paved		Minor	Minor	Moderate	None		None	6
W. Fairview Ave.	Paved		Minor	None	Minor	None		None	7
Freight Dock Rd.	Paved		Minor	None	None	None		None	7
Frisbee Ct.	Paved		None	None	None	None		None	8

Gravel\_Roads\_Table



PAVED ROAD INFO		ROAD SURFACE CONDITION						VEG	RATING
STREET	TYPE	ANNEXED	SURFACE DEFECTS	SURFACE DEFORMATION	CRACKS	PATCHES & POTHOLES	DRAINAGE	VEGETATION	1:FAILED 2:VERY POOR 3:POOR 4:FAIR 5:FAIR 6:GOOD 7:GOOD 8:VERY GOOD 9:EXCELLENT 10:EXCELLENT
Gavin Ct.	Paved		Minor	Minor	Moderate	None	6	None	6
Hazel Ave	Paved		Minor	Minor	Moderate	Minor	6	None	6
Herdon Dr.	Paved		Minor	Minor	Moderate	None	6	Minor	7
Hiliview Pl.	Paved		Minor	Minor	Minor	None	7	Moderate	7
E. Danview Ave.	Paved		Minor	Minor	Moderate	None	5	None	7
Larkspur Ct.	Paved		Minor	Minor	Moderate	None	6	Moderate	6
N. Larkspur Cir.	Paved		Minor	Minor	Minor	None	7	Moderate	7
S. Larkspur Cir.	Paved		Minor	Minor	Minor	None	7	Moderate	7
Lakeside Ct.	Paved		Minor	Minor	Minor	None	7	None	7
Lakeside Dr.	Paved		Minor	Minor	Minor	None	7	None	7
Lakeside Cir.	Paved		Moderate	Minor	Minor	None	5	None	5
Pine Terrace Cir.	Paved	YES	Moderate	Moderate	Severe	None	2	Minor	2
Smoky Bay Way	Paved		Minor	Minor	Moderate	None	6	None	7
Rochelle Rd.	Paved		Minor	Minor	Minor	Minor	6	None	6
Sabrina Rd.	Paved		Minor	Minor	Minor	Minor	6	None	6
Silka Rose Cir	Paved		Minor	Minor	Minor	Minor	6	None	6
Spruce Terrace Cir.	Paved	YES	Moderate	Moderate	Moderate	None	4	None	4
Svedlund Cir	Paved		Minor	Minor	Moderate	Moderate	6	None	6
Svedlund St.	Paved		Minor	Minor	Moderate	Minor	6	None	7
Tamara St.	Paved		Minor	Minor	Moderate	Minor	6	Minor	6
Towne Heights Ln.	Paved		None	None	None	None	8	None	8
Tulin Terrace Blvd.	Paved	YES	Moderate	Moderate	Severe	Moderate	2	Moderate	2
Waddell St.	Paved		None	None	Minor	None	9	None	9
Woodside Ave.	Paved		Moderate	Severe	Severe	Moderate	2	None	2
Freight Dock Rd.	Paved		Minor	None	Minor	None	7	None	7
Harbor Entrance Roads	Paved		Moderate	None	None	Moderate	8	None	8
Harbor Entrance Roads	Paved		Moderate	None	None	Moderate	7	None	7
Harbor Entrance Roads	Paved		Moderate	None	None	Minor	7	None	7
Fish Dock Rd.	Paved		None	None	None	None	8	None	8
Lakeshore Dr.	Paved		Minor	Minor	Moderate	Minor	6	None	7
Douglas Pl.	Paved		Minor	None	Minor	None	6	None	7
Douglas Pl.	Paved		Minor	None	Minor	None	6	None	7
Forest Glenn Dr.	Paved		Minor	Minor	Minor	Minor	7	None	7

Gravel\_Roads\_Table

PAVED ROAD INFO			ROAD SURFACE CONDITION					VEG	RATING
STREET	TYPE	ANNEXED	SURFACE DEFECTS	SURFACE DEFORMATION	CRACKS	PATCHES & POTHOLES	DRAINAGE	VEGETATION	1:FAILED 2:VERY POOR 3:POOR 4:FAIR 5:FAIR 6:GOOD 7:GOOD 8:VERY GOOD 9:EXCELLENT 10:EXCELLENT
W. Danview Ave.	Paved		Minor	None	Moderate	None		6 None	7
W. Danview Ave.	Paved		Minor	None	Moderate	None		6 None	7
Rangeview Ave.	Paved		Minor	Minor	Moderate	None		6 None	6
Cathoun St.	Paved		Minor	Minor	Moderate	None		6 None	7
Lae Dr.	Paved		Minor	Minor	Moderate	None		6 None	7
Mark White Ave.	Paved		Minor	Minor	Minor	None		6 None	7
Mission Rd.	Paved		Minor	Minor	Moderate	None		6 Minor	6
Fairview Ave.	Paved		Minor	Minor	Minor	Minor		6 None	7
E. Bunnell Ave.	Paved		Minor	None	None	None		8 None	8
Main St.	Paved		Minor	Minor	Minor	None		6 None	7
Heath St.	Paved		Minor	Minor	Moderate	Minor		5 None	6
Heath St.	Paved		Minor	Minor	Moderate	Minor		5 None	6
Mountain View Dr.	Paved		Minor	Minor	Moderate	None		6 None	7
Klondike Ave.	Paved		Moderate	Moderate	Moderate	Moderate		4 None	4
Kachemak Way	Paved		Minor	Minor	Minor	None		7 None	7
Soundview Ave.	Paved		Minor	Minor	Moderate	None		6 None	7
Barlett St.	Paved		Minor	Minor	Minor	None		6 None	7
Spruceview Ave.	Paved		Minor	None	Moderate	Minor		6 None	7
Mulliken St.	Paved		Minor	Minor	Minor	None		7 None	7
Shelly Ave.	Paved		Minor	Minor	Minor	None		7 None	7
Talen Ln.	Paved		Minor	None	None	None		8 None	8
Cabana Ct.	Paved		Minor	Minor	Minor	None		6 None	7
Compass Dr.	Paved		Minor	Minor	Minor	None		7 None	7
Candlelight Ct.	Paved		Minor	Minor	Minor	Minor		7 None	7
Craftsman Rd.	Paved		Minor	Minor	Minor	Minor		7 None	7
Kachemak Way	Paved		Minor	Minor	Minor	None		7 None	7
Hunter St.	Paved		Minor	Minor	Minor	Minor		7 None	7
Early Spring St.	Paved		Minor	Minor	Minor	Minor		7 None	7
Snowbird St.	Paved		Minor	None	Minor	None		7 None	7
Grubstake Ave.	Paved		Minor	Minor	Moderate	None		5 None	6
Main St.	Paved		Minor	Minor	Minor	Minor		6 None	7
Eric Ln.	Paved		Minor	Minor	Minor	None		8 None	7
Craftsman Rd.	Paved		Minor	Minor	Minor	None		7 None	7

Gravel\_Roads\_Table

PAVED ROAD INFO			ROAD SURFACE CONDITION					VEG	RATING
STREET	TYPE	ANNEXED	SURFACE DEFECTS	SURFACE DEFORMATION	CRACKS	PATCHES & POTHOLES	DRAINAGE	VEGETATION	1:FAILED 2:VERY POOR 3:POOR 4:FAIR 5:FAIR 6:GOOD 7:GOOD 8:VERY GOOD 9:EXCELLENT 10:EXCELLENT
Greatland St.	Paved		Minor	None	Minor	Minor		None	7
Lucky Shot St.	Paved		Minor	Minor	Minor	Minor		Minor	6
Novlew	Paved		Minor	Minor	Minor	Minor		None	7
Ronda S.	Paved		None	None	None	None		None	10
Nelson Ave.	Paved		None	None	None	None		None	10
South Slope Dr.	Paved		None	None	None	None		None	10
Father Dean Ct.	Paved		None	None	None	None		None	10
Wright St.	Paved		Minor	Minor	Moderate	None		None	7
Novlew Ave.	Paved		Minor	Minor	Minor	Minor		None	6
Island View Ct.	Paved		Minor	Moderate	Severe	None		None	3
Hohe St.	Paved		Minor	Minor	Moderate	None		None	7
Poopedck St.	Paved		Minor	Minor	Moderate	None		None	7

Gravel\_Roads\_Table

## **Appendix C – Gravel Road Assessment Tables**

GRAVEL ROAD			ROAD SURFACE CONDITIONS				VEGETATION CONDITIONS		RATING	
STREET	TYPE	ANNEX	CROWN	DRAIN AGE	GRAVEL LAYER	SURFACE DEFORMATION	SURFACE DEFECTS	VEG	VEGETATION NOTES	1:FAILED 2:POOR 3:FAIR 4:GOOD 5:EXCELLENT
Adams Dr.	Gravel		Good	Good	Good	None	None	None		4
Alder Ln.	Gravel		Poor	Fair	Poor	Moderate	None	None		2
April Pl.	Gravel		Good	Good	Good	None	None	None		4
Aspen Ct.	Gravel		Fair	Fair	Fair	Minor	None	Minor	Routine Brushing	3
Aspen Ln.	Gravel		Fair	Fair	Fair	Minor	None	Minor	Ditch Obst	3
Aurora Ct.	Gravel		Good	Good	Good	None	None	None		4
Barnett Pl.	Gravel		Good	Fair	Fair	None	None	None		3
Bay Ridge Rd.	Gravel	YES	Fair	Good	Fair	Minor	None	None		3
Bay Vista Ct.	Gravel		Fair	Poor	Poor	Moderate	Moderate	None		2
Bay Vista Pl.	Gravel		Fair	Poor	Poor	Minor	None	None		2
Bell Ave.	Gravel	YES	Fair	Fair	Fair	Minor	None	None		3
Beluga Cir.	Gravel		Good	Good	Good	None	None	None		4
Beluga Ct.	Gravel		Good	Good	Good	None	None	None		4
Camppground Rd.	Gravel		Fair	Fair	Fair	None	None	None		3
Carlson Pl.	Gravel	YES	Good	Good	Good	None	None	None		4
Carriage Ct.	Gravel		Good	Good	Good	None	None	None		4
Clearwater Dr.	Gravel	YES	Good	Fair	Good	Minor	None	None		3
Cook Way	Gravel		Good	Good	Good	None	None	None		4
Cottonwood Ln.	Gravel	YES	Fair	Good	Poor	Moderate	Minor	None		3
Cozy Cove Dr.	Gravel		Good	Good	Good	None	None	None		4
Crestwood Cir.	Gravel	YES	Good	Good	Good	Minor	None	None		4
Crossman Ridge Rd.	Gravel	YES	Poor	Poor	Poor	Severe	None	None		1
Dehel Ave.	Gravel		Poor	Poor	Fair	Minor	None	None		2
Dewberry Ln.	Gravel		Poor	Fair	Poor	Minor	None	None		2
Diamond Creek Pl.	Gravel	YES	Fair	Fair	Poor	Moderate	None	None		2
Dons Dr.	Gravel	YES	Good	Fair	Good	None	None	None		4
E. Bunnell Ave.	Gravel		Good	Good	Good	None	None	None		4
E. Fairview Ave.	Gravel		Poor	Poor	Poor	Severe	None	None		2
E. Jeffery Ave.	Gravel	YES	Fair	Fair	Good	Moderate	None	None		3
Eagle Court	Gravel		Fair	Fair	Fair	Minor	Minor	None		3
Eagle Pl.	Gravel		Poor	Poor	Poor	Severe	None	Moderate		2

Gravel\_Roads\_Table

STREET	TYPE	ANNEX	CROWN	DRAIN	GRAVEL	SURFACE DEFORMA	SURFACE DEFECTS	VEG	VEGETATION	1:FAILED 2:POOR 3:FAIR 4:GOOD 5:EXCELLENT
Eagle View Dr.	Gravel	YES	Good	Good	Poor	Moderate	None	Minor	Routine Brushing/1 spruce Spruce within entire	3
Easy St.	Gravel	YES	Fair	Poor	Fair	Minor	None	Severe	maintenance corridor	2
Emerald Rd.	Gravel	YES	Fair	Poor	Poor	Severe	None	None		2
Felix Cir.	Gravel	YES	Good	Fair	Good	None	None	Moderate	Spruce Obst	3
Fireweed Ave.	Gravel	YES	Fair	Fair	Poor	Severe	None	None	Bad Breakup	2
Forest Glenn Dr.	Gravel		Good	Good	Good	None	None	None		4
Forget Me Not Ln.	Gravel	YES	Good	Fair	Fair	Minor	None	None		3
Garden Park Dr.	Gravel	YES	Good	Fair	Fair	Moderate	None	None		3
Glacier View Ct.	Gravel	YES	Good	Poor	Good	Minor	None	None		3
Glenview St.	Gravel		Good	Good	Good	None	None	None		4
Goldberry Ct.	Gravel	YES	Fair	Fair	Fair	None	None	None		3
Golden Plover Ave.	Gravel		Good	Good	Good	None	None	None		4
Hanson Ave.	Gravel		Poor	Poor	Poor	Minor	None	Minor		2
Heidi Ct.	Gravel		Good	Good	Good	Minor	Minor	None		4
Hidden Way	Gravel		Poor	Poor	Poor	Moderate	Moderate	Moderate		2
Highland Dr.	Gravel		Good	Good	Good	Minor	None	None		4
Highland Dr.	Gravel		Fair	Fair	Fair	Moderate	None	None		2
Hightlook Ct.	Gravel		Good	Fair	Good	None	None	None		3
Hilfair Ct.	Gravel		Good	Good	Good	None	None	None		3
Hillside Pl.	Gravel		Fair	Fair	Fair	Minor	None	None		4
Horizon Ct.	Gravel		Fair	Poor	Fair	Minor	None	Moderate	Row Misaligned crowding road	3
Hornaday Parking Ave	Gravel		Fair	Fair	Fair	None	None	None		3
Iris Ct.	Gravel		Good	Poor	Good	None	None	None	No Drainage at CuldeSac	3
Jack Gist Ln.	Gravel		Good	Good	Good	None	None	None		4
Jade Dr.	Gravel		Fair	Fair	Poor	Moderate	None	None		3
Jakes Little Fireweed	Gravel	YES	Good	Poor	Good	None	None	Severe	alders prevent ditch establishment	2
Janeview Dr.	Gravel	YES	Good	Fair	Good	Minor	None	Minor	SD Obs'ts	3
Jennifer Pl.	Gravel		Good	Good	Good	Minor	Minor	None		3

Gravel\_Roads\_Table

STREET	TYPE	ANNEX	CROWN	DRAIN AGE	GRAVEL LAYER	SURFACE DEFORMA TION	SURFACE DEFECTS	VEG	VEGETATION NOTES	1:FAILED 2:POOR 3:FAIR 4:GOOD 5:EXCELLENT
Jenny Way	Gravel		Good	Fair	Fair	None	None	None		3
Judy Rebecca Ct.	Gravel		Fair	Fair	Fair	Minor	None	None		3
Kalalock Ct.	Gravel	YES	Poor	Fair	Poor	Moderate	None	Moderate	Spruce/Alder	2
Kestrel Circle	Gravel		Good	Good	Good	None	None	None		4
Kia Ln.	Gravel		Good	Good	Good	None	None	Minor	SD Obst	4
Kramer Ln.	Gravel		Good	Good	Good	Minor	None	None		4
Krueth Way	Gravel		Good	Poor	Good	None	None	None		3
Lake St.	Gravel		Good	Good	Good	None	None	None		4
Lakeshore Dr. (W)	Gravel		Good	Good	Good	None	None	Minor		4
Lampert Ln.	Gravel		Good	Poor	Good	Severe	None	None		2
Lampert Ln.	Gravel		Good	Good	Good	Minor	None	None		4
Landing St.	Gravel		Good	Good	Good	None	None	None		4
Latham Ave.	Gravel		Fair	Good	Poor	Moderate	None	None		3
Lee Dr.	Gravel		Poor	Fair	Poor	None	None	None	Minor	3
Lincoln Dr.	Gravel	YES	Good	Good	Fair	None	None	None		3
Linda Ct.	Gravel		Good	Good	Good	Minor	None	None		4
Little Firweed Ln.	Gravel		Excellent	Excellent	Excellent	None	None	None		5
Little Firweed Ln.	Gravel		Good	Good	Good	None	None	None		4
Lupine Ct.	Gravel		Good	Fair	Good	Minor	None	None		3
Mariner Dr.	Gravel		Fair	Good	Good	Good	None	None		4
Mariner Dr.	Gravel		Fair	Fair	Fair	Minor	None	None		3
Mattox Rd.	Gravel		Good	Good	Good	Minor	None	None		4
Meadow Dr.	Gravel		Poor	Poor	Fair	Moderate	None	None		2
Miller Ln.	Gravel		Fair	Fair	Fair	Moderate	None	None		3
Mission Rd.	Gravel	YES	Fair	Poor	Poor	Moderate	None	None	Routine Brushing	2
Mount Augustin Dr.	Gravel		Fair	Fair	Poor	Moderate	None	None	Routine Brushing Spruce well within	3
Mountain Park Street	Gravel		Good	Fair	Good	Minor	None	Moderate	corridor	3
N. Glacier View Ct.	Gravel	YES	Good	Fair	Good	None	None	None		3
Natlite Cir.	Gravel	YES	Good	Fair	Good	None	None	None		4
Noview Ave.	Gravel		Fair	Poor	Good	None	None	None		3
Ocean Drive Lp.	Gravel		Good	Fair	Good	None	None	Minor	Spruce	4
Ohlson Ln.	Gravel		Poor	Poor	Poor	Moderate	None	None		2
Orion Cir.	Gravel	YES	Poor	Good	Poor	Minor	Minor	None		2
Paintbrush Ct.	Gravel	YES	Fair	Poor	Fair	Severe	None	Moderate	Spruce&SD Obst	2

Gravel\_Roads\_Table

STREET	TYPE	ANNEX	CROWN	DRAIN AGE	GRAVEL LAYER	SURFACE DEFORMATION	SURFACE DEFECTS	VEG	VEGETATION NOTES	1: FAILED 2: POOR 3: FAIR 4: GOOD 5: EXCELLENT
Painbrush St.	Gravel	YES	Poor	Poor	Poor	Moderate	None	Moderate	Spruce obst	2
Paradise Pl.	Gravel	YES	Good	Good	Good	Minor	None	None		4
Pennock St.	Gravel		Good	Fair	Good	Minor	None	Moderate		3
Pine View Rd.	Gravel	YES	Fair	Fair	Fair	None	None	None		3
Pleasant Way	Gravel		Poor	Poor	Poor	None	None	Moderate		2
Poppy Cir.	Gravel		Good	Good	Good	None	None	None		4
Queets Cir.	Gravel	YES	Fair	Good	Poor	Moderate	None	None		2
Quinnall Ave.	Gravel	YES	Good	Fair	Fair	None	None	Minor	Spruce Obst/SD	3
Race Rd.	Gravel	YES	Good	Good	Poor	Moderate	None	None		3
Race Rd.	Gravel	YES	Good	Good	Poor	Moderate	None	None		3
Rainbow Ct.	Gravel		Fair	Poor	Poor	Minor	None	Severe		3
Rainbow Pl.	Gravel		Poor	Poor	Poor	Moderate	None	None		2
Rangview Ave.	Gravel		Fair	Good	Poor	Severe	None	Severe		2
Rangview Ave.	Gravel		Fair	Fair	Poor	Severe	None	None		2
Reber Rd.	Gravel		Good	Fair	Good	None	None	None		4
Ridgeway Ct.	Gravel	YES	Good	Fair	Good	None	None	Moderate	Ditch Obst	4
Rosebud Ct.	Gravel	YES	Fair	Poor	Fair	Moderate	None	None		3
Rosewood Cir.	Gravel	YES	Good	Good	Good	Minor	None	Minor	SD Obst	4
S. Park Cir.	Gravel	YES	Good	Good	Good	Minor	None	None		4
Saltwater Dr.	Gravel		Fair	Good	Poor	Moderate	None	Minor		3
Scenic Pl.	Gravel	YES	Fair	Fair	Fair	Minor	None	None		3
Sea Breeze Ct.	Gravel		Good	Poor	Good	None	None	Moderate		3
Seascape Dr.	Gravel		Fair	Poor	Fair	None	None	None	Severe ROW Misalignment	2
Shannon Ct.	Gravel		Good	Good	Good	None	None	None		4
Shannon Ln.	Gravel		Good	Good	Good	None	None	None		4
Shelford St.	Gravel		Poor	Poor	Poor	Poor	None	Moderate		2
Shirley Ct.	Gravel		Good	Good	Good	Minor	None	None		4
Skagit Cir.	Gravel		Fair	Fair	Fair	Fair	None	None		3
Slavin Dr.	Gravel	YES	Good	Fair	Good	None	None	None		4
South Slope Dr.	Gravel		Good	Good	Good	None	None	Minor	Routine Brushing	4
Spencer Dr.	Gravel	YES	Good	Poor	Good	None	None	Severe	Row Misalignnd crowding road	3
Spruce Cir.	Gravel	YES	Fair	Poor	Poor	Moderate	None	None		2
Spruce Ln.	Gravel		Poor	Poor	Poor	Moderate	None	None		2

Gravel\_Roads\_Table



STREET	TYPE	ANNEX	CROWN	DRAIN AGE	GRAVEL LAYER	SURFACE DEFORMATION	SURFACE DEFECTS	VEG	VEGETATION NOTES	1:FAILED 2:POOR 3:FAIR 4:GOOD 5:EXCELLENT
Spurwood Dr.	Gravel	YES	Good	Poor	Poor	Severe	None	None		2
Stellers Jay	Gravel		Good	Good	Good	Minor	None	None		4
Tasmania East	Gravel		Good	Good	Poor	None	None	Minor	Routine Brushing	3
Tasmania West	Gravel		Good	Fair	Poor	None	None	Minor	Routine Brushing	3
Terriview Pl.	Gravel		Excellent	Excellent	Excellent	None	None	None		5
Thompson Dr.	Gravel		Good	Fair	Good	None	None	Minor	Brush in Travelway	4
Tilon Ct.	Gravel		Good	Good	Good	None	None	None		4
Tundra Rose Rd.	Gravel	YES	Good	Fair	Good	Moderate	None	Minor	Routine Brushing	3
Uminski Ct.	Gravel		Good	Fair	Good	None	None	Minor		4
Upland Ct.	Gravel		Good	Fair	Poor	None	None	None		3
Virginia Way	Gravel		Excellent	Excellent	Excellent	None	None	None		5
W. Cityview Ave.	Gravel		Fair	Poor	Poor	Moderate	None	None		2
W. Fairview Ave.	Gravel		Fair	Fair	Fair	Minor	None	None		3
W. Jeffrey Ave.	Gravel	YES	Fair	Poor	Fair	Moderate	None	Minor		3
West Terrace Blvd.	Gravel		Good	Good	Good	None	None	None		4
Westwood Ave.	Gravel	YES	Good	Fair	Good	Minor	None	None		3
Whispering Meadow A	Gravel	YES	Good	Good	Poor	Moderate	None	None		3
Williams Pl.	Gravel		Good	Fair	Good	None	None	None		3
Willow Dr.	Gravel	YES	Good	Fair	Good	Minor	None	None		3
Wright St.	Gravel		Poor	Poor	Poor	Severe	None	Moderate		2
Wythe Way	Gravel		Poor	Poor	Poor	Minor	None	None		2

Gravel\_Roads\_Table

## **Appendix D – Manuals for the PASER Road Assessment Model**

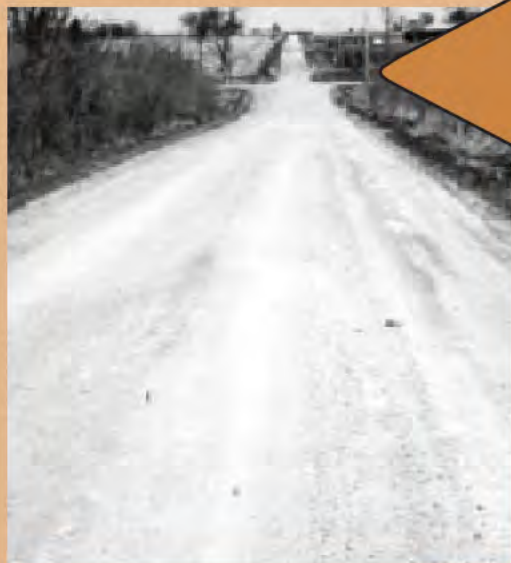
*Pavement Surface Evaluation and Rating*

# PASER Gravel Roads Manual



RATING

5



RATING

3

RATING

**1**

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This manual is intended to assist local officials in understanding and rating the surface condition of gravel roads. It describes types and causes of distress and provides a simple system to visually rate the road segment's condition. The rating procedure can be used as condition data for the Wisconsin DOT local road inventory and as part of a computerized pavement management system like PASERWARE.

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*Pavement Surface Evaluation and Rating*

# PASEI Manual

## Gravel Roads

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## *Pavement Surface Evaluation and Rating*

# Gravel PASER Manual

There are many miles of unsurfaced roads in this country. Wisconsin alone has over 22,000 miles of gravel roads under the jurisdiction of local governments. Maintaining and improving these roads is a major responsibility for local governments.

Gravel roads may service very remote areas and very few vehicles. On the other hand it is common to have gravel roads providing service to agricultural, logging, and recreational areas with fairly high traffic volumes. Many urban areas also have some gravel roads. Heavy trucks and residential traffic can combine to make very heavy demands on these unsurfaced roads.

This manual is intended to help you plan the maintenance and overall management of gravel roads. It discusses common problems and typical repairs. A simple system for evaluating conditions and rating roads is included.

The Wisconsin Transportation Information Center also has PASER manuals for other pavement types (see inside back cover). The rating systems are similar and compatible so that local road agencies can work with a comprehensive condition rating method. The rating procedure can be used as condition data for the Wisconsin DOT local road inventory (WISLR) and as part of a computerized pavement management system like PASERWARE.

Taking an organized approach to roadway management has many benefits. By documenting the actual conditions of roads you can set realistic budgets, make timely repairs, and set up cost effective maintenance procedures. Developing an overall plan for the roadway system lets local agencies develop budgets and plan for future needs. When detailed information is available, local officials can respond more effectively to questions from the public. A planned approach is easier to explain and receives greater public support.

Several key steps are necessary to develop a meaningful roadway management plan. First, you must inventory the existing condition. This is normally done by dividing the roadway into segments with similar conditions. During the inventory you collect information on construction history, roadway width, etc. Then you need some method for assessing the condition of the existing roadway. This Gravel PASER Manual uses a visual approach. Other information from material sampling, testing, and traffic counts can be useful for a more detailed system plan.

Another necessary step is setting priorities for roadway improvements. You can use roadway condition and the local importance of these roads to assign priorities. Then budgets can be developed based on cost estimates for the projected improvements. Since not all improvements can be made in one year, you can set up a multi-year budget plan. You can make a capital improvement plan for three to five years. Normally this is updated annually.

### *Gravel road evaluation*

Evaluating and rating gravel roads requires a different perspective than similar evaluations of asphalt or concrete pavements. This is due to the nature of gravel roads and their variability. Surface conditions on gravel roads can change literally overnight. Heavy rains and local heavy traffic can dramatically change the surface characteristics of gravel roads from one day to the next. In addition, routine maintenance activities, such as one pass of a motor grader, could improve the surface conditions of a gravel road significantly.

Since the evaluation or rating of a road could vary depending on recent weather conditions or recent maintenance activities, it should be based on major factors. Detailed surface conditions should be secondary.



The most important factors in evaluating a gravel road are the road cross section, drainage, and adequacy of the gravel layer. The gravel road cross section must contain adequate crown and good lateral drainage systems. The crown should be approximately 6", the adjacent ditches should be deep enough to contain surface water, and the culvert systems should be clean and sized to prevent any serious impoundment of water against the roadway.

The depth of the gravel layer will obviously depend on the existing soils and the amount of heavy traffic. For most conditions, a minimum gravel thickness of 6" is required. Heavier layers are necessary for very poor soils and/or very heavy traffic loads. Using geotextiles in very poor subgrade soil conditions can also significantly improve the performance of a gravel road.

Surface distress, such as ruts and potholes, indicates a lack of strength. This could be caused by improper drainage, by lack of adequate gravel cover, or possibly both. Therefore, surface distress becomes an important indicator of the primary concern for drainage and adequate gravel. The level of service that a gravel road provides to the driver also depends on smooth ride and dust control. Therefore distress such as washboarding, loose rock, and dust are important in the overall service of the road. However, these conditions are secondary since they can change quickly due to weather and maintenance activities. They should not influence the primary evaluation of the roadway.

It may be difficult to distinguish between a poorly maintained gravel road and an unimproved (dirt) road. The local road agency must first decide if they plan to maintain the road with a gravel surface or as an unimproved road. A minimum of 1½"– 2" of gravel surfacing is generally necessary to be considered a gravel road. More gravel is needed to provide a good level of service.

## Surface conditions and defects

The *Gravel PASER Manual* presents a method for visually assessing and rating the conditions of existing roadways. It is based on understanding the conditions and defects common on gravel roads. To set a rating you assess both the extent of problems on the road and the appropriate repairs or reconstruction needed.

It is helpful to separate the various conditions common to gravel roads. Five road conditions can be used to evaluate and rate gravel roads.

### Crown

The height and condition of crown, and an unrestricted slope of roadway from the center across the shoulders to the ditches.

### Drainage

The ability of roadside ditches and under-road culverts to carry water away from the road.

### Gravel layer

Adequate thickness and quality of gravel to carry the traffic loads.

### Surface deformation

Washboarding, potholes and ruts.

### Surface defects

Dust and loose aggregate.

Each of these is described in some detail in this manual. Assessing the condition of an actual roadway usually involves looking for different combinations of conditions.

In reviewing different conditions and defects, it is important to consider their severity and extent. Generally problems begin slowly and progressively become more serious. Slight defects will grow into moderate and then severe conditions. At first, defects may be found in only a few isolated places. As the condition worsens, more defects will show up on the surface. Examples in this manual will help you identify conditions and determine both how bad they are and how extensive they are.

## CROWN

An unsurfaced road must be built so water drains quickly off the roadway. If it is not, water stays in ponds or puddles, soaks into the roadbed, and softens it. Building a crown into the road—making the center of the road higher than the shoulder—enhances drainage. Normally, a gravel road will have 4"–6" of crown, or fall, from its center to the edge.

A roadway that has no crown will pond water. A windrow of soil or a high shoulder may also trap water on the roadway and impede drainage. In severe cases the crown is reversed—

lower than the edges—so that the road is in a bowl shape. Naturally, this traps water and rapidly deteriorates the roadway, especially under traffic.

Inadequate crown can be restored by regrading with a motor patrol grader. Light blading will restore minor irregularities. Restoring crown to a flat roadway may require complete reworking. This involves scarifying, or cutting loose, 3"–4" of gravel and reshaping the crown. It is helpful to apply water and use compaction to establish the crown.

If the surface gravel on the roadway is inadequate you may need to add gravel to construct a road with proper crown. Use good quality aggregate.

Hard and sound aggregate will prevent the breakdown of large aggregate into small particles under traffic. A proper mixture of aggregate sizes (gradation) is also important. You need an adequate amount of fines to bind the gravel together on the road. See Wisconsin Transportation Bulletins No. 4, *Road Drainage* and No. 5, *Gravel Roads* for more information.

When you do routine maintenance grading, take care to grade the roads to allow free drainage from the center of the road to the shoulder and into the ditch. Improper grading can create a secondary ditch.

► Excellent crown. No restriction to water flow from centerline to ditch.



Flat crown with poor grading has created secondary ditch preventing free drainage into

▼ roadside ditch.



Poorly graded crown traps water causing it to run down center of road.

**DRAINAGE**

Roadside ditches and culverts must be able to handle surface water flow. Without adequate ditches, water will pond on the roadway and soften the road base. The ditch must be wide and deep enough to accommodate all the surface water. It must slope so water drains and doesn't form local ponds. A ditch bottom which is several feet below the top of the road is best. This will provide thorough drainage of the roadbed and prevent flooding. Deeper and wider ditches may be necessary to

accommodate very heavy surface water flow. Ditches must be maintained to prevent erosion or the buildup of debris.

Drainage across roadways is handled with culverts or bridges. These drainage structures must be maintained to prevent ponding and water backup. Culvert headwalls and riprap are very helpful in directing water flow and preventing erosion of the roadbed.

Ditch cleaning is a routine maintenance procedure necessary to keep water flowing properly. Spoil material from a ditch may be used along the roadway if there is room. Major ditch

cleaning may require loading and hauling excess material. Take care to maintain uniform ditch slopes. Seed the soil or install additional erosion control after major ditching repairs.

Roadway culverts tend to fill with debris and silt. They must be cleaned routinely to maintain their water carrying capacity. Replacing headwalls and riprap is also necessary to prevent erosion. Collapsed or damaged culverts must be replaced.



◀ Excellent drainage with wide deep ditches.

Partial drainage. Ditch and new culvert being added on left. Little or no drainage on right.



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▲ Good ditches.



**DRAINAGE**

*Continued*

► Poor drainage due to little or no ditch, no driveway culverts.



Shallow, narrow ditch cannot carry surface water causing ditch erosion and temporary roadway flooding.



◀ Shallow ditch and partially filled culvert. Ditch needs cleaning and culvert should be lowered to allow a minimum of 12" of aggregate cover.

► No ditch. Road is actually trenched into roadside forcing water onto surface.



►  
Excellent  
gravel  
layer.



## GRAVEL LAYER

Traffic loads require an adequate layer of gravel to carry and distribute the loads to the subsoils. The thickness needed will vary with the amount of heavy traffic and the stability of the subsoils. A minimum layer of 6" is normally required. Heavier layers, up to 10" or more, are sometimes used for heavy loads or poor soil conditions.

The gravel must be of good quality to provide long term service. The gradation and durability of the gravel (measured by hardness and soundness testing) are important. A proper gradation contains a mixture of larger aggregate (1"), sand-sized aggregate, and fines. More fines (8%–15%) are recommended for surfacing gravel than are normally used in base gravel. See Transportation Information Bulletin No. 5, *Gravel Roads*, for more information.



◄  
Adequate gravel  
layer. No ruts or  
potholes.



◄  
Little or  
no gravel  
layer.

## SURFACE DEFORMATION

### *Washboard*

Traffic action can dislodge aggregate and create a washboard effect on the surface. This washboarding or corrugation develops across the road, perpendicular to the direction of traffic. It is more prevalent under heavy traffic and under loose aggregate conditions. It may also tend to develop on hills or curves, near intersections, or in areas where traffic is accelerating or decelerating. Soft roadbeds and improper grader operation can also cause washboards.

Light washboarding can be removed with routine grading. Washboarding that is moderate or severe often requires scarification, cutting down 3"-4", and regrading. If there is insufficient material, new gravel will be required. Select an aggregate with sufficient fines to resist future washboarding.

Since washboarding may be concentrated at specific locations, spot regrading is often required. Take care to blend the regraded sections into the adjoining roadway. Since moisture is needed for compaction, correcting washboarding after a rain is more effective. Maintain the crown, and super-elevation, and match bridges and intersections when repairing spot corrugations.

Operating a motor patrol grader at a high rate of speed can actually create corrugations during routine maintenance. Speeds below 10 mph are recommended. Proper blade angle and pitch, and proper tire inflation, are also essential.

▼ Moderate washboarding in center of road.



► Severe washboarding traps water.



## Potholes

Potholes and depressions can develop in the gravel or surface. They're caused when surface material is worn away or soft spots develop in underlying soils. They may fill with water and are accelerated in roads without adequate crown. Isolated potholes may be repaired by hand. This can involve putting granular material into the holes and compacting it.

- ◀ Small, isolated potholes. Routine regrading should eliminate them.
- ▶ Series of moderate potholes require scarification and regrading.



- ▶ Potholes at bridge may require scarification and hand patching. Gravel and debris should be cleaned off bridge deck.
- ◀ Severe potholes covering most of road need additional gravel and regrading.

Extensive potholes require reworking and major regrading. It is usually necessary to add granular material to repair them. Scarify the area prior to repair to insure a good blend. You may need to reshape the road to restore a crown and make drainage improvements to restore surface stability and prevent future potholes.

## Ruts

Traffic can create a surface depression or rut over a portion of a gravel road. The ruts may be caused by dislodging some of the surface gravel. Loose unstable gravel may be displaced by traffic causing minor surface ruts. Severe rutting (over 3") may be caused by weak underlying soils. Poor crown and drainage conditions weaken the base and accelerate rutting.

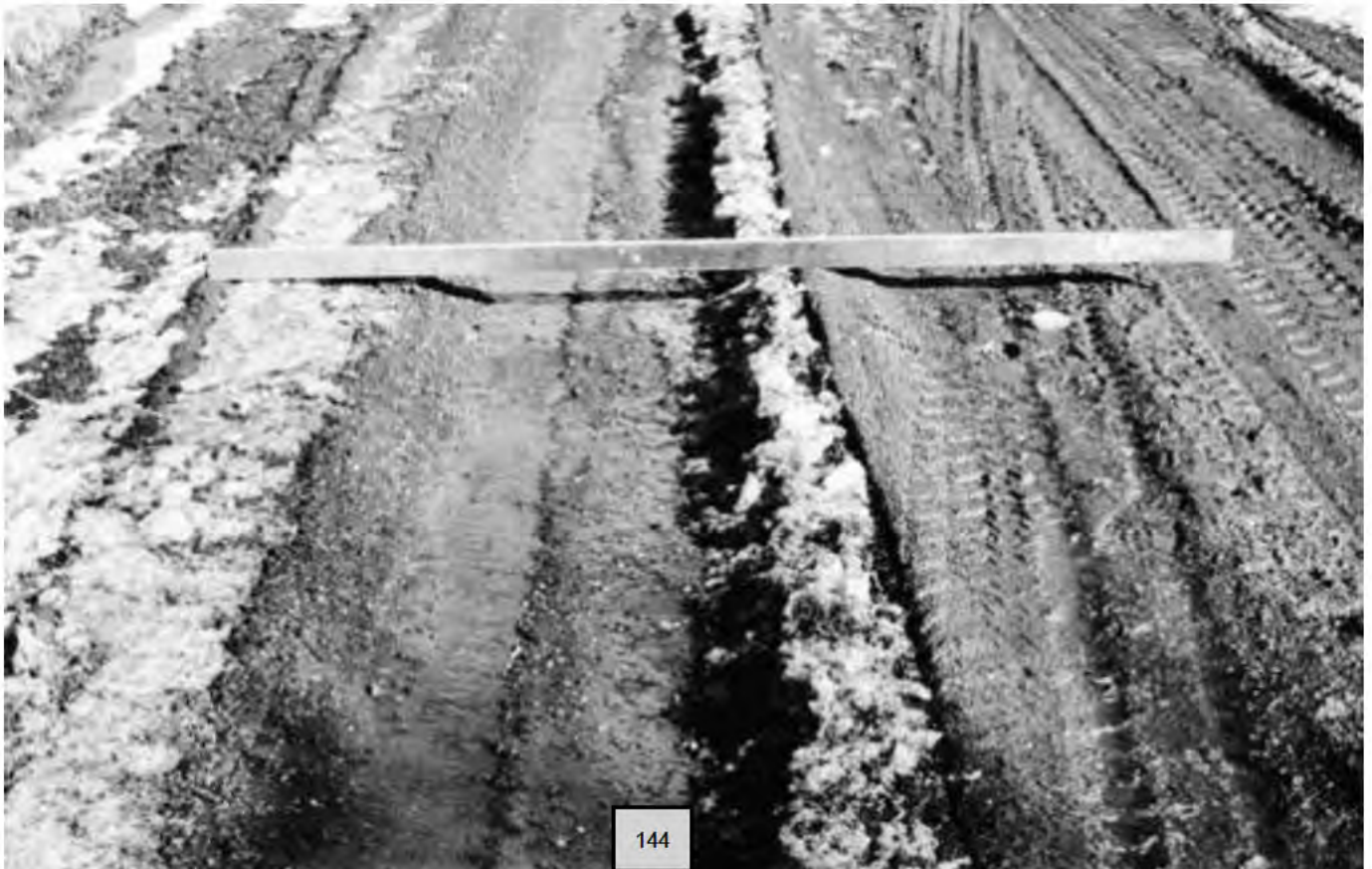
Slight rutting can be removed by blading and restoring the crown. Severe rutting caused by unstable subsurface soils will require improvements in drainage and addition of aggregate.



- ▲ Rut in wheel path needs regrading to eliminate ponding and prevent further road deterioration.

Numerous ruts and very poor drainage create soft roadbed conditions and need major

- ▼ regrading and new aggregate.





## SURFACE DEFECTS

### *Dust*

Traffic on dry gravel roads can generate dust. Good quality gravel used in the construction of gravel roads has a combination of large aggregate, sand, and fine material or binder. These fines can be picked up under the action of traffic and become airborne.

Dust on gravel roads creates several problems. Visibility can be severely restricted under heavy dust conditions,

creating traffic safety hazards. Dust is a form of air pollution and can be very objectionable to nearby property owners. The loss of the fine material from a well-graded gravel surface can eventually lead to a loss of stability. Without the fine binder material, the larger particles become unstable and are dislodged by traffic.

Rolling and compacting a new gravel surface will help maintain a tight and impervious surface or crust. Under traffic and during extended dry periods this crust may be disturbed and heavy

dust conditions result. Controlling dust with liquid calcium chloride or other surface treatment agents can be very helpful.

It is essential to replace the fines in the gravel mix to maintain the road and keep it stable under traffic. Fines can often be reclaimed from the shoulder edge and regraded and mixed with existing gravel. This should be done as routine maintenance while restoring and maintaining the crown.



◀ Heavy dust obscures vision and causes loss of roadway fine material. A dust control chemical may be advisable in areas of heavy traffic.

## Loose aggregate

Loose aggregate or unstable surface gravel conditions can develop from loss of fines through heavy dust action or from erosion due to an improper gradation mix of the original aggregate. Vehicles can move loose or unstable aggregate forming ridges or windrows in the direction of traffic. Generally gravel will be moved from the wheel path and form ridges at the center of lanes and at roadway edges. Loose aggregate can also accumulate at places where vehicles frequently turn or stop.

Loose aggregate may be temporarily bladed to the shoulder although you have to be careful not to restrict drainage. By remixing loose aggregate with fines from the road edge it may be possible to produce a well graded mix. However, a severe accumulation of loose aggregate usually requires mixing with additional well graded surface gravel.



- ▲ Loose aggregate over most of road. Light grading and compaction during wet weather would improve stability and develop a surface crust.

► Heavy accumulation of loose aggregate on outside of roadway.

Regrading and possibly new aggregate are needed.



# Rating road surface condition

A simplified rating system has been developed to help manage gravel roads. It uses a scale of 1 to 5—5 is excellent condition and 1 is failed. In a normal progression the road will start out in excellent condition and gradually deteriorate under the effects of traffic and weather. Routine grading and minor patching may be sufficient to restore the road to excellent condition. As conditions worsen, more extensive maintenance

may be required; complete rebuilding may eventually be necessary.

To select a rating first assess the crown, drainage, and gravel layer. Then review the individual defects and select the type of maintenance or rehabilitation necessary. The rating should reflect the condition and type of maintenance or repairs required. Look at the photographs in this section to become more familiar with the ratings and conditions.

## RATINGS ARE RELATED TO NEEDED MAINTENANCE OR REPAIR

- Rating 5** Newly constructed road. Excellent crown and drainage. No maintenance required.
- Rating 4** Good crown and drainage. Routine maintenance.
- Rating 3** Roadway shows traffic effects. Needs regrading, minor ditch maintenance, and spot gravel application.
- Rating 2** Road needs additional aggregate layer, major drainage improvements.
- Rating 1** Travel is difficult. Complete rebuilding required.

Surface rating	Visible distress*	General condition/ treatment measures
<b>5</b> Excellent	No distress. Dust controlled. Excellent surface condition and ride.	New construction—or total reconstruction. Excellent drainage. Little or no maintenance needed.
<b>4</b> Good	Dust under dry conditions. Moderate loose aggregate. Slight washboarding.	Recently regraded. Good crown and drainage throughout. Adequate gravel for traffic. Routine grading and dust control may be needed.
<b>3</b> Fair	Good crown (3"-6"). Adequate ditches on more than 50% of roadway. Gravel layer mostly adequate but additional aggregate may be needed in some locations to correct washboarding or isolated potholes and ruts. Some culvert cleaning needed. Moderate washboarding (1"-2" deep) over 10%-25% of the area. Moderate dust, partial obstruction of vision. None or slight rutting (less than 1" deep). An occasional small pothole (less than 2" deep). Some loose aggregate (2" deep).	Shows traffic effects. Regrading (reworking) necessary to maintain. Needs some ditch improvement and culvert maintenance. Some areas may need additional gravel.
<b>2</b> Poor	Little or no roadway crown (less than 3"). Adequate ditches on less than 50% of roadway. Portions of the ditches may be filled, overgrown and/or show erosion. Some areas (25%) with little or no aggregate. Culverts partially full of debris. Moderate to severe washboarding (over 3" deep) over 25% of area. Moderate rutting (1"-3"), over 10%-25% of area. Moderate potholes (2"-4") over 10%-25% of area. Severe loose aggregate (over 4").	Travel at slow speeds (less than 25 mph) is required. Needs additional new aggregate. Major ditch construction and culvert maintenance also required.
<b>1</b> Failed	No roadway crown or road is bowl shaped with extensive ponding. Little if any ditching. Filled or damaged culverts. Severe rutting (over 3" deep), over 25% of the area. Severe potholes (over 4" deep), over 25% of area. Many areas (over 25%) with little or no aggregate.	Travel is difficult and road may be closed at times. Needs complete rebuilding and/or new culverts.

\* Individual road sections will not have all of the types of distress listed for any particular rating. They may have only one or two types.

**RATING 5**

EXCELLENT — Little or no maintenance required

New construction with excellent crown, drainage and gravel layer. Little or no distress.



► Newly constructed road with excellent crown, drainage and gravel layer.



► Road has excellent crown. Gravel has been stabilized for dust control. Very good drainage.



### RATING 4

**GOOD** – Routine maintenance may be required

Good crown, drainage and gravel layer. Distress limited to traffic effects such as dust, loose aggregate, and slight washboarding.



Good crown, ditches, and gravel layer.

Slight traffic effects, washboarding, and loose gravel.



Good crown and gravel, ditch appears good throughout.

Occasional routine grading for traffic effects.



Plenty of crown and excellent ditch. Needs routine grading to eliminate slight secondary ditch and loose gravel.

### RATING 3

**FAIR — Regrading and drainage improvement, spot gravel application needed**

Adequate drainage and crown on more than 50% of roadway. Gravel layer is adequate with only need for spot replacement. Regrading needed to improve crown and repair wash-boarding and slight ruts or potholes.



▶  
Good gravel and crown but ditch partially blocked. Needs cleaning or additional culvert.



▶  
Heavy accumulation of loose gravel.  
  
Requires regrading. Ditch cleaning needed on right side.



▶  
Fair crown and good gravel layer. Shallow ditch needs improvement.

**RATING 3**



FAIR — *(continued)*  
Regrading and drainage  
improvement, spot gravel  
application needed

◀  
Fair crown and  
gravel layer.  
  
Needs ditching  
on right and  
more crown.



◀  
Adequate  
drainage and  
fair crown. A  
few small  
potholes  
indicate need  
for regrading  
and additional  
gravel.

**RATING 2**

**POOR — More gravel and major drainage improvements required**

Travel at slow speeds (25 mph) may be necessary. Additional gravel layer needed to carry traffic. Little or no crown. Ditching is inadequate on more than 50% of roadway.

► Some gravel and crown but almost no ditch. Driveway culvert required.



▲ Little gravel and almost no ditches or crown.

No crown, poor drainage, and needs gravel. ▼



▲ Lack of ditch on right causes ruts. Needs gravel.

Numerous potholes indicate additional gravel most likely required to restore crown. Needs extensive reworking. ►







**RATING 1**

Failed — Reconstruction required  
Needs complete rebuilding. Travel is difficult; road may be closed at times.

◀  
Ruts. No ditch or aggregate.



Deep ruts and potholes.  
No drainage. Travel is difficult.  
▲



▲ Complete failure.  
Restricted travel.

## Practical advice on rating roads

### Inventory and field inspection

Most agencies routinely observe roadway conditions as a part of their normal work and travel. However, an actual inspection means looking at the entire roadway system and preparing a written summary of conditions. This inspection has many benefits over casual observations. Useful comparisons between segments can be made and more dependable decisions are likely because the entire roadway system is considered.

An inspection also encourages a review of specific conditions important in roadway maintenance—drainage and adequate strength, for example.

A simple written inventory is useful in making decisions where other people are involved. You do not have to trust your memory, and you can usually answer questions in more detail. Having a written record also improves your credibility with the public.

Finally, a written inventory is very useful in documenting the changing roadway conditions. Without records extending over several years, it is impossible to know if your road conditions are improving, holding their own, or declining.

Annual budgets and long range planning are best done when based on actual needs as documented with a written inventory.

The Wisconsin DOT local road inventory (WISLR) is a valuable resource for managing your local roads. Adding PASER surface condition ratings is an important improvement.

### Averaging and comparing sections

For evaluation, divide the local road system into individual segments which are similar in construction and condition. Rural segments may vary from ½ mile to a mile long, while some sections in urban areas will likely be 1-4 blocks long or more. If you are starting with the WISLR inventory, the segments have already been established. You may want

to review them for consistent road conditions. Obviously no roadway segment has entirely consistent conditions. Some “averaging” will be necessary. Also, individual road segments will not have all of the types of distress listed for any particular rating; they may have only one or two. The objective is to rate the condition that represents the majority of the roadway. Small or isolated conditions should not influence the rating. It is useful to note these special conditions on the inventory form so this information can be used in project design. For example, some spot repairs may be required.

Occasionally pavement conditions vary significantly. For example, short sections of good condition may be followed by sections of poor pavement conditions. In these cases it is best to rate the pavement according to the worst conditions and note the variation on the form.

The overall purpose of condition rating is to provide a relative comparison of the condition of all your pavement segments. Therefore, comparing any two pavement segments would show the better pavement having a higher rating. Within a given rating, say 3, not all pavements will be exactly the same. However, they should all be considered to be in better condition than those with lower ratings, say 2. Sometimes it is helpful in rating a difficult segment to compare it to other previously rated segments. For example, if it is better than one you rated 2, and worse than a typical 4, then a rating of 3 is appropriate. Having all road segments rated in the proper relative order is most important and useful.

### Separating road function from conditions

Gravel roads often are found in very low volume applications. This sometimes is confusing. People rating roads are more willing to accept poor condition on a road if it is little used. In higher traffic situations, they expect a road in better condition.

Therefore, there may be a tendency in evaluating the condition of a road to evaluate the condition more harshly in higher traffic volume situations and to be more lenient in evaluating little-used roads. This tendency should be avoided. The evaluation of the actual roadway condition must be objective.

You will also consider the road's function or importance but this must be done separately. Roads can be categorized by their use or their function. In selecting project improvements, you will likely consider both the road condition and the road's importance to select the most needed projects.

### Planning maintenance and repair

We have found that relating a normal maintenance or rehabilitation procedure to the surface rating scheme helps local officials use the rating system. However, an individual surface rating should not automatically dictate the final maintenance or rehabilitation technique. You should consider safety, future traffic projections, original construction, and roadway strength since these may dictate a more comprehensive rehabilitation than the rating suggests.

### Summary

Using local road funds most efficiently requires good planning and accurate identification of appropriate rehabilitation projects. Assessing roadway conditions is an essential first step in this process. The PASER evaluation procedure has proven effective in improving decision making and using highway funds more efficiently. It can be used directly by local officials and staff. It may be combined with additional testing and data collection in a more comprehensive pavement management system. For additional training and information, contact the Wisconsin Transportation Information Center.

*Transportation  
Information  
Center  
Publications*

Pavement Surface Evaluation and Rating (PASER) Manuals

Asphalt PASER Manual, 2002, 28 pp.

Brick and Block PASER Manual, 2001, 8 pp.

Concrete PASER Manual, 2002, 28 pp.

Gravel PASER Manual, 2002, 20 pp.

Sealcoat PASER Manual, 2000, 16 pp.

Unimproved Roads PASER Manual, 2001, 12 pp.

Drainage Manual

Local Road Assessment and Improvement, 2000, 16 pp.

SAFER Manual

Safety Evaluation for Roadways, 1996, 40 pp.

**Flagger's Handbook** (pocket-sized guide), 1998, 22 pp.

Work Zone Safety, Guidelines for Construction, Maintenance, and Utility Operations, (pocket-sized guide), 2002, 58 pp.

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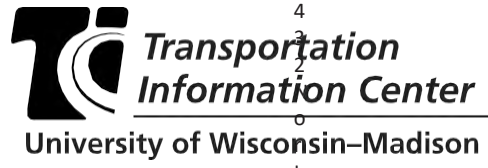
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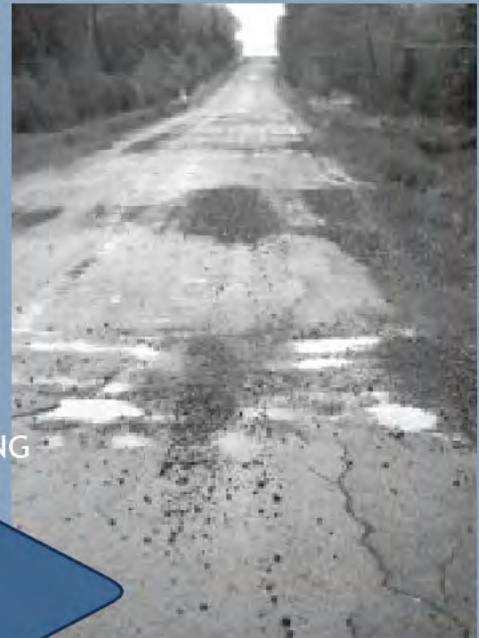
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## Gravel Roads

Pavement Surface Evaluation and Rating

# PASER Asphalt Roads Manual







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This manual is intended to assist local officials in understanding and rating the surface condition of asphalt pavement. It describes types of defects and provides a simple system to visually rate pavement condition. The rating procedure can be used as condition data for the Wisconsin DOT local road inventory and as part of a computerized pavement management system like PASERWARE.

The PASER system described here and in other T.I.C. publications is based in part on a roadway management system originally developed by Phil Scherer, transportation planner, Northwest Wisconsin Regional Planning Commission.

Produced by the T.I.C. with support from the Federal Highway Administration, the Wisconsin Department of Transportation, and the University of Wisconsin-Extension. The T.I.C., part of the nationwide Local Technical Assistance Program (LTAP), is a Center of the College of Engineering,

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*Pavement Surface Evaluation and Rating*

# PASEI Manual

# Asphalt Roads

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## *Pavement Surface Evaluation and Rating*

# Asphalt PASER Manual

A local highway agency's major goal is to use public funds to provide a comfortable, safe and economical road surface—no simple task. It requires balancing priorities and making difficult decisions in order to manage pavements. Local rural and small city pavements are often managed informally, based on the staff's judgment and experience. While this process is both important and functional, using a slightly more formalized technique can make it easier to manage pavements effectively.

Experience has shown that there are three especially useful steps in managing local roads:

1. Inventory all local roads and streets.
2. Periodically evaluate the condition of all pavements.
3. Use the condition evaluations to set priorities for projects and select alternative treatments.

A comprehensive pavement management system involves collecting data and assessing several road characteristics: roughness (ride), surface distress (condition), surface skid characteristics, and structure (pavement strength and deflection). Planners can combine this condition data with economic analysis to develop short-range and long-range plans for a variety of budget levels. However, many local agencies lack the resources for such a full-scale system.

Since surface condition is the most vital element in any pavement management system, local agencies can use the simplified rating system presented in this *Asphalt PASER Manual* to evaluate their roads. The PASER ratings combined with other inventory data (width, length, shoulder, pavement type, etc.) from the WisDOT local roads inventory (WISLR) can be very helpful in planning future budgets and priorities.

WISLR inventory information and PASER ratings can be used in a computerized pavement management system, PASERWARE, developed by the T.I.C and WisDOT. Local officials can use PASERWARE to evaluate whether their annual road budgets are adequate to maintain or improve current road conditions and to select the most cost-effective strategies and priorities for annual projects.

PASER Manuals for gravel, concrete, and other road surfaces, with compatible rating systems are also available (page 29). Together they make a comprehensive condition rating method for all road types. PASER ratings are accepted for WISLR condition data.

## *Asphalt pavement distress*

PASER uses visual inspection to evaluate pavement surface conditions. The key to a useful evaluation is identifying different types of pavement distress and linking them to a cause. Understanding the cause for current conditions is extremely important in selecting an appropriate maintenance or rehabilitation technique.

There are four major categories of common asphalt pavement surface distress:

### **Surface defects**

Raveling, flushing, polishing.

### **Surface deformation**

Rutting, distortion—rippling and shoving, settling, frost heave.

### **Cracks**

Transverse, reflection, slippage, longitudinal, block, and alligator cracks.

### **Patches and potholes**

Deterioration has two general causes: environmental due to weathering and aging, and structural caused by repeated traffic loadings.

Obviously, most pavement deterioration results from both environmental and structural causes. However, it is important to try to distinguish between the two in order to select the most effective rehabilitation techniques.

The rate at which pavement deteriorates depends on its environment, traffic loading conditions, original construction quality, and interim maintenance procedures. Poor quality materials or poor construction procedures can significantly reduce the life of a pavement. As a result, two pavements constructed at the same time may have significantly different lives, or certain portions of a pavement may deteriorate more rapidly than others. On the other hand, timely and effective maintenance can extend a pavement's life. Crack sealing and seal coating can reduce the effect of moisture in aging of asphalt pavement.

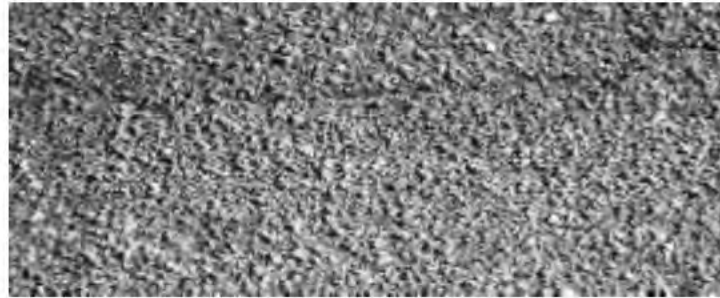
With all of these variables, it is easy to see why pavements deteriorate at various rates and why we find them in various stages of disrepair. Recognizing defects and understanding their causes helps us rate pavement condition and select cost-effective repairs. The pavement defects shown on the following pages provide a background for this process.

Periodic inspection is necessary to provide current and useful evaluation data. It is recommended that PASER ratings be updated every two years, and an annual update is even better.

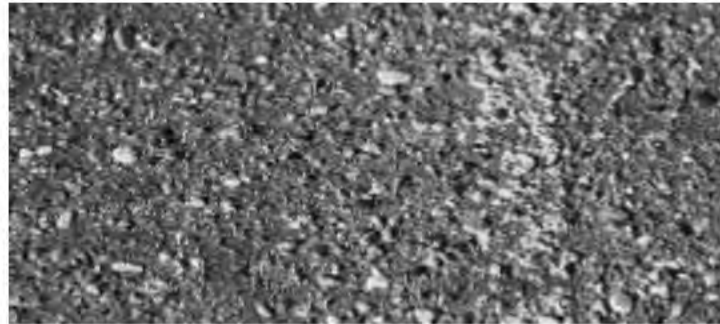
**SURFACE DEFECTS**

*Raveling*

Raveling is progressive loss of pavement material from the surface downward, caused by: stripping of the bituminous film from the aggregate, asphalt hardening due to aging, poor compaction especially in cold weather construction, or insufficient asphalt content. Slight to moderate raveling has loss of fines. Severe raveling has loss of coarse aggregate. Raveling in the wheelpaths can be accelerated by traffic. Protect pavement surfaces from the environment with a sealcoat or a thin overlay if additional strength is required.



◀ Slight raveling. Small aggregate particles have worn away exposing tops of large aggregate.



◀ Moderate to severe raveling. Erosion further exposes large aggregate.



◀ Severe raveling and loss of surface material.

*Flushing*

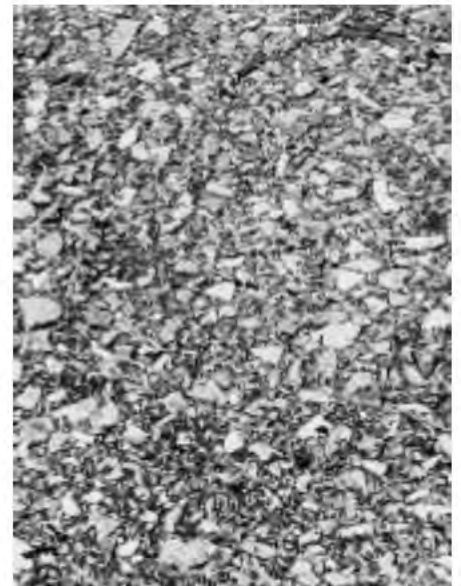
Flushing is excess asphalt on the surface caused by a poor initial asphalt mix design or by paving or sealcoating over a flushed surface. Repair by blotting with sand or by overlaying with properly designed asphalt mix.

*Polishing*

Polishing is a smooth slippery surface caused by traffic wearing off sharp edges of aggregates. Repair with sealcoat or thin bituminous overlay using skid-resistant aggregate.

Polished, worn aggregate needs repair. ▼

► Flushing. Dark patches show where asphalt has worked to surface.



## SURFACE DEFORMATION

### *Rutting*

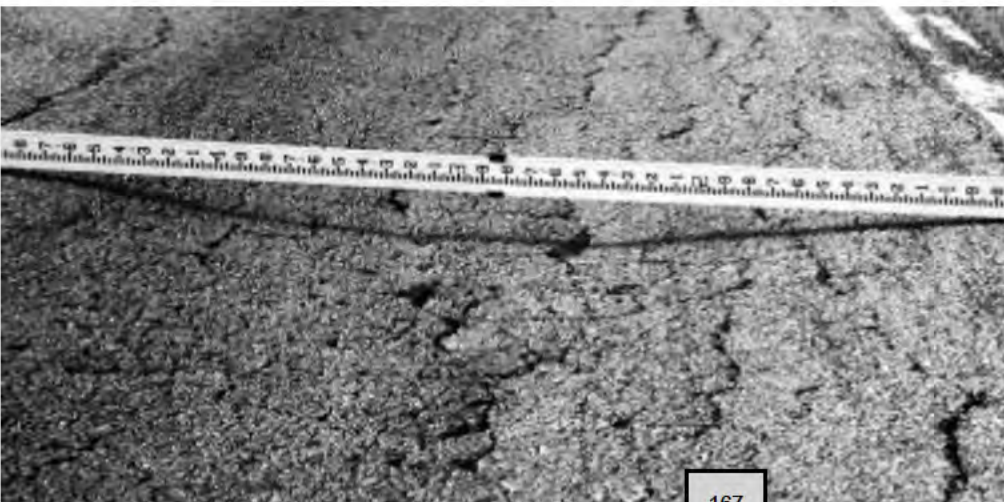
Rutting is displacement of material, creating channels in wheelpaths. It is caused by traffic compaction or displacement of unstable material. Severe rutting (over 2") may be caused by base or subgrade consolidation. Repair minor rutting with overlays. Severe rutting requires milling the old surface or reconstructing the roadbed before resurfacing.



Even slight rutting is evident after a rain.



Severe rutting over 2" caused by poor mix design.



Severe rutting caused by poor base or subgrade.

# Distortion

Shoving or rippling is surfacing material displaced crossways to the direction of traffic. It can develop into washboarding when the asphalt mixture is unstable because of poor quality aggregate or improper mix design. Repair by milling smooth and overlaying with stable asphalt mix.

Other pavement distortions may be caused by settling, frost heave, etc. Patching may provide temporary repair. Permanent correction usually involves removal of unsuitable subgrade material and reconstruction.

Heavy traffic has shoved pavement

▼ into washboard ripples and bumps.



► Severe settling from utility trench.



► Frost heave damage from spring break-up.



▼ Widely spaced, well-sealed cracks.



**CRACKS**

*Transverse cracks*

A crack at approximately right angles to the center line is a transverse crack. They are often regularly spaced. The cause is movement due to temperature changes and hardening of the asphalt with aging.

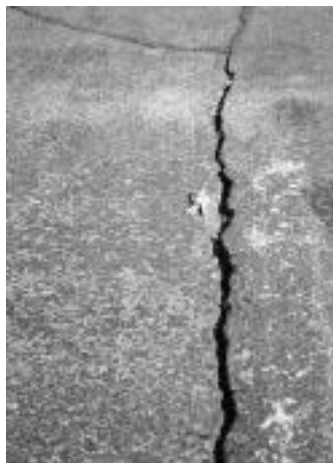
Transverse cracks will initially be widely spaced (over 50'). Additional cracking will occur with aging until they are closely spaced (within several feet). These usually begin as hairline or very narrow cracks; with aging they widen. If not properly sealed and maintained, secondary or multiple cracks develop parallel to the initial crack. The crack edges can further deteriorate by raveling and eroding the adjacent pavement.

Prevent water intrusion and damage by sealing cracks which are more than 1/4" wide.

◀ Sealed cracks, a few feet apart.



▲ Tight cracks less than 1/4" in width.



▲ Open crack – 1/2" or more in width.



▲ Water enters unsealed cracks softening pavement and forming secondary cracks.



▲ Pavement ravels and erodes along open cracks causing deterioration.

## Reflection cracks

Cracks in overlays reflect the crack pattern in the pavement underneath. They are difficult to prevent and correct. Thick overlays or reconstruction is usually required.

► Concrete joints reflected through bituminous overlay.



## Slippage cracks

Crescent or rounded cracks in the direction of traffic, caused by slippage between an overlay and an underlying pavement. Slippage is most likely to occur at intersections where traffic is stopping and starting. Repair by removing the top surface and resurfacing using a tack coat.

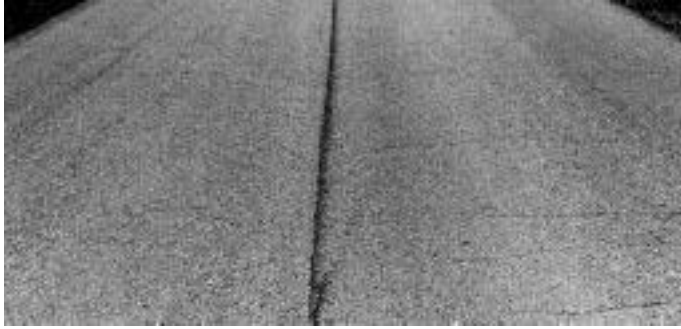
► Crescent-shaped cracks characteristic of slippage.



► Loss of bond between pavement layers allows traffic to break loose pieces of surface.



Centerline crack (still tight). ▶



Edge cracking from weakened subbase and traffic loads. ▼



## Longitudinal cracks

Cracks running in the direction of traffic are longitudinal cracks. Center line or lane cracks are caused by inadequate bonding during construction or reflect cracks in underlying pavement. Longitudinal cracks in the wheel path indicate fatigue failure from heavy vehicle loads. Cracks within one foot of the edge are caused by insufficient shoulder support, poor drainage, or frost action. Cracks usually start as hairline or vary narrow and widen and erode with age. Without crack filling, they can ravel, develop multiple cracks, and become wide enough to require patching.

Filling and sealing cracks will reduce moisture penetration and prevent further subgrade weakening. Multiple longitudinal cracks in the wheel path or pavement edge indicate a need for strengthening with an overlay or reconstruction.

▶  
First stage of wheelpath cracking caused by heavy traffic loads.



Multiple open cracks at center line, wheelpaths and lane center. ▼



## Block cracks

Block cracking is interconnected cracks forming large blocks. Cracks usually intersect at nearly right angles. Blocks may range from one foot to approximately 10' or more across. The closer spacing indicates more advanced aging caused by shrinking and hardening of the asphalt over time. Repair with sealcoating during early stages to reduce weathering of the asphalt. Overlay or reconstruction required in the advanced stages.

▶ Large blocks, approximately 10' across.



▶ Intermediate-size block cracking, 1'-5' across with open cracks.



▲ Extensive block cracking in an irregular pattern.

▶ Severe block cracking — 1' or smaller blocks. Tight cracks with no raveling.



## *Alligator cracks*

Interconnected cracks forming small pieces ranging in size from about 1" to 6". This is caused by failure of the surfacing due to traffic loading (fatigue) and very often also due to inadequate base or subgrade support. Repair by excavating localized areas and replacing base and surface. Large areas require reconstruction. Improvements in drainage may often be required.



Alligator crack pattern.  
Tight cracks and one patch.



Characteristic  
"chicken wire" crack  
pattern shows smaller  
pavement pieces and  
patching.



Open raveled alligator  
cracking with  
settlement along lane  
edge most likely due to  
very soft subgrade.



## PATCHES AND POTHOLES

### Patches

Original surface repaired with new asphalt patch material. This indicates a pavement defect or utility excavation which has been repaired. Patches with cracking, settlement or distortions indicate underlying causes still remain. Recycling or reconstruction are required when extensive patching shows distress.

► Typical repair of utility excavation. Patch in fair to good condition.



► Edge wedging. Pavement edges strengthened with wedges of asphalt. Patch is in very good condition.



► Extensive patching in very poor condition.



## Potholes

Holes and loss of pavement material caused by traffic loading, fatigue and inadequate strength. Often combined with poor drainage. Repair by excavating or rebuilding localized potholes. Reconstruction required for extensive defects.



◀ Small pothole where top course has broken away.



◀ Multiple potholes show pavement failure, probably due to poor subgrade soils, frost heave, and bad drainage.



◀ Large, isolated pothole, extends through base.

Note adjacent alligator cracks which commonly deteriorate into potholes.



# Rating pavement surface condition

With an understanding of surface distress, you can evaluate and rate asphalt pavement surfaces. The rating scale ranges from 10 - excellent condition to 1- failed. Most pavements will deteriorate through the phases listed in the rating scale. The time it takes to go from excellent condition (10) to complete failure (1) depends largely on the quality of the original construction and the amount of heavy traffic loading.

Once significant deterioration begins, it is common to see pavement decline rapidly. This is usually due to a combination of loading and the effects of additional moisture. As a pavement ages and additional cracking develops, more moisture can enter the pavement and accelerate the rate of deterioration.

Look at the photographs in this section to become familiar with the descriptions of the individual rating categories. To evaluate an individual pavement segment, first determine its general condition. Is it relatively new,

toward the top end of the scale? In very poor condition and at the bottom of the scale? Or somewhere in between? Next, think generally about the appropriate maintenance method. Use the rating categories outlined below.

Finally, review the individual pavement distress and select the appropriate surface rating. Individual pavements will *not* have all of the types of distress listed for any particular rating. They may have only one or two types.



In addition to indicating the surface condition of a road, a given rating also includes a recommendation for needed maintenance or repair. This feature of the ratings system facilitates its use and enhances its value as a tool in ongoing

### RATINGS ARE RELATED TO NEEDED MAINTENANCE OR REPAIR

<b>Rating 9 &amp; 10</b>	No maintenance required
<b>Rating 8</b>	Little or no maintenance
<b>Rating 7</b>	Routine maintenance, crack sealing and minor patching
<b>Rating 5 &amp; 6</b>	Preservative treatments (seal coating)
<b>Rating 3 &amp; 4</b>	Structural improvement and leveling (overlay or recycling)
<b>Rating 1 &amp; 2</b>	Reconstruction

## Rating system

Surface rating	Visible distress*	General condition/ treatment measures
<b>10</b> Excellent	None.	New construction.
<b>9</b> Excellent	None.	Recent overlay. Like new.
<b>8</b> Very Good	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
<b>7</b> Good	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
<b>6</b> Good	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"– 1/2"), some spaced less than 10'. First sign of block cracking. Slight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
<b>5</b> Fair	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2") show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2")
<b>4</b> Fair	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair to poor condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
<b>3</b> Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" or 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
<b>2</b> Very Poor	Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective.
<b>1</b> Failed	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

**RATING 10 & 9**

**EXCELLENT –  
No maintenance required**

Newly constructed or recently overlaid roads are in excellent condition and require no maintenance.

▶  
**RATING 10**

New construction.



▶  
**RATING 9**

Recent overlay, rural.



▶

**RATING 9**  
Recent overlay, urban.





**RATING 8**

**VERY GOOD –**  
**Little or no maintenance required**

This category includes roads which have been recently sealcoated or overlaid with new cold mix. It also includes recently constructed or overlaid roads which may show longitudinal or transverse cracks. All cracks are tight or sealed.

◀  
 Recent  
 chip seal.



◀  
 Recent  
 slurry seal.

▼ Widely spaced,  
 sealed cracks.



New cold mix surface.

**RATING 7**

**GOOD –**

**Routine sealing recommended**

Roads show first signs of aging, and they may have very slight raveling. Any longitudinal cracks are along paving joint. Transverse cracks may be approximately 10' or more apart. All cracks are 1/4" or less, with little or no crack erosion. Few if any patches, all in very good condition. Maintain a crack sealing program.

▶  
Tight and sealed transverse and longitudinal cracks. Maintain crack sealing program.



▶  
Tight and sealed transverse and longitudinal cracks.



▶  
Transverse cracks about 10' or more apart. Maintain crack sealing program.





## RATING 6

GOOD —

### Consider preservative treatment

Roads are in sound structural condition but show definite signs of aging. Seal-coating could extend their useful life. There may be slight surface raveling. Transverse cracks can be frequent, less than 10' apart. Cracks may be  $\frac{1}{4}$ – $\frac{1}{2}$ " and sealed or open. Pavement is generally sound adjacent to cracks. First signs of block cracking may be evident. May have slight or moderate bleeding or polishing. Patches are in good condition.



Slight surface raveling with tight cracks, less than 10' apart.

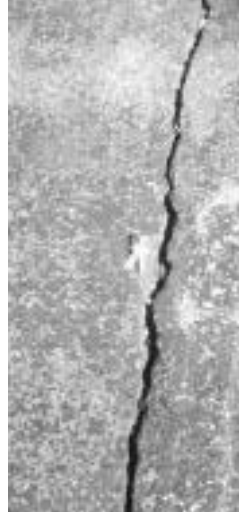


Transverse cracking less than 10' apart; cracks well-sealed.

Large blocks, early signs of  
▼ raveling and blockcracking.

Open crack,  $\frac{1}{2}$ "  
wide; adjoining  
▼ pavement sound.

▼ Moderate flushing.



**RATING 5**

**FAIR —**  
**Preservative maintenance treatment required**

Roads are still in good structural condition but clearly need sealcoating or overlay. They may have moderate to severe surface raveling with significant loss of aggregate. First signs of longitudinal cracks near the edge. First signs of raveling along cracks. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Any patches or edge wedges are in good condition.

▼ Block cracking with open cracks.



► Moderate to severe raveling in wheel paths.



▼ Severe flushing.



Wedges and patches extensive but in good condition.



Severe raveling with  
▼ extreme loss of aggregate.



Load cracking and slight  
▼ rutting in wheel path.



**RATING 4**

FAIR —

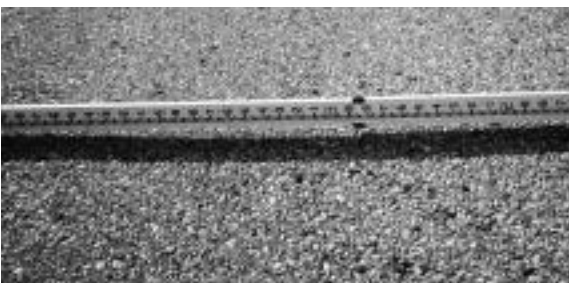
**Structural improvement required**

Roads show first signs of needing strengthening by overlay. They have very severe surface raveling which should no longer be sealed. First longitudinal cracking in wheel path. Many transverse cracks and some may be raveling slightly. Over 50% of the surface may have block cracking. Patches are in fair condition. They may have rutting less than 1/2" deep or slight distortion.



◀ Longitudinal cracking;  
early load-related distress  
in wheel path.  
Strengthening needed.

▼ Slight rutting; patch in  
good condition.



✦ Extensive block cracking.  
Blocks tight and sound.  
Slight rutting in wheel  
path

**RATING 3**

**POOR—**

**Structural improvement required**

Roads must be strengthened with a structural overlay (2" or more). Will benefit from milling and very likely will require pavement patching and repair beforehand. Cracking will likely be extensive. Raveling and erosion in cracks may be common. Surface may have severe block cracking and show first signs of alligator cracking. Patches are in fair to poor condition. There is moderate distortion or rutting (1-2") and occasional potholes.

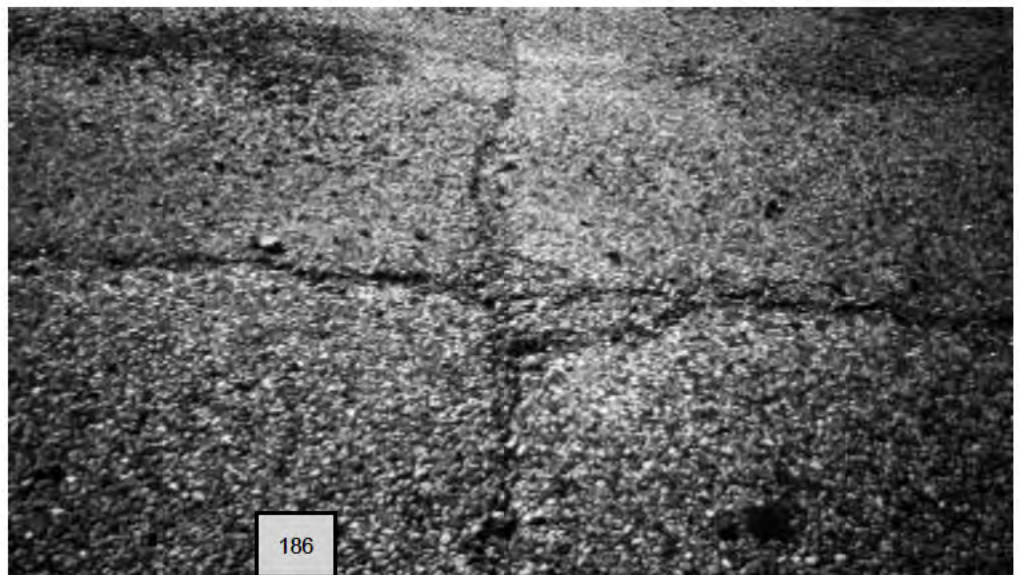
▶ Many wide and raveled cracks indicate need for milling and overlay.



▶ 2" ruts need mill and overlay.



▶ Open and raveled block cracks.





**RATING 3**

**POOR — (continued)**

**Structural improvement required**

◀ **Alligator cracking. Edge needs repair and drainage needs improvement prior to rehabilitation.**

▼ **Distortion with patches in poor condition. Repair and overlay.**



**RATING 2**

**VERY POOR—  
Reconstruction required**

Roads are severely deteriorated and need reconstruction. Surface pulverization and additional base may be cost-effective. These roads have more than 25% alligator cracking, severe distortion or rutting, as well as potholes or extensive patches in poor condition.



▶ Extensive alligator cracking. Pulverize and rebuild.



▲ Patches in poor condition, wheelpath rutting. Pulverize, strengthen and reconstruct.



▲ Severe rutting. Strengthen base and reconstruct.



▶ Severe frost damage. Reconstruct.



**RATING 1**

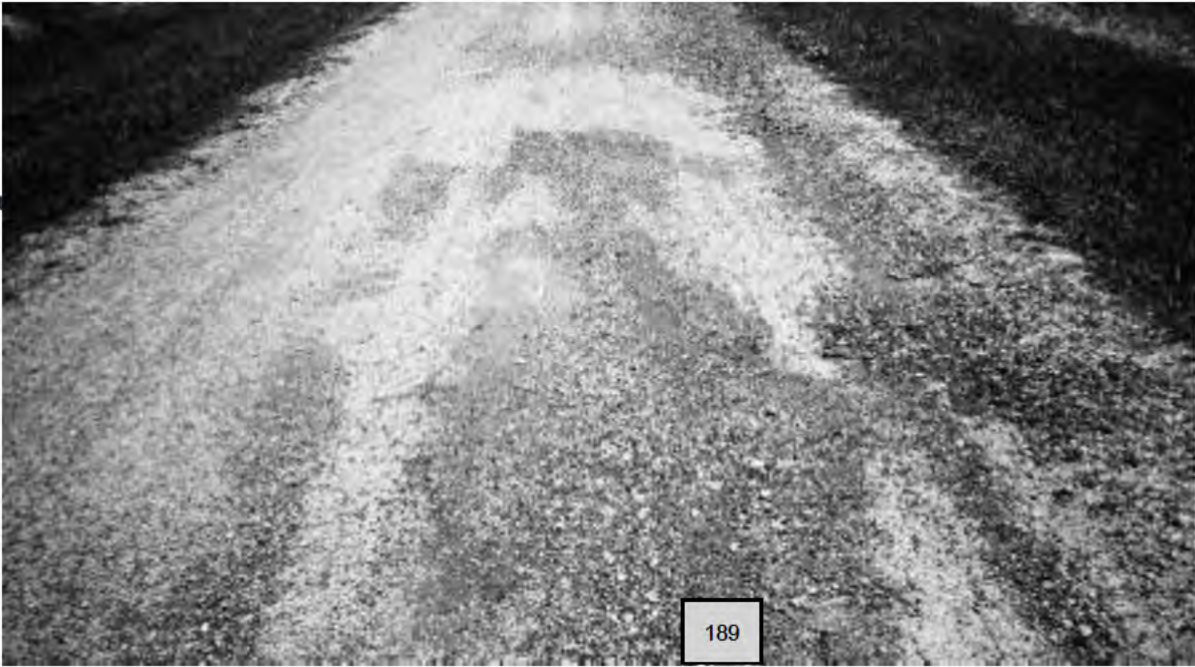
**FAILED —**  
**Reconstruction required**

Roads have failed, showing severe distress and extensive loss of surface integrity.

◀  
Potholes from frost damage. Reconstruct.



◀  
Potholes and severe alligator cracking. Failed pavement. Reconstruct.



◀  
Extensive loss of surface material:  
Rebuild

# Practical advice on rating roads

## Inventory and field inspection

Most agencies routinely observe roadway conditions as a part of their normal work and travel. However, an actual inspection means looking at the entire roadway system as a whole and preparing a written summary of conditions. This inspection has many benefits over casual observations. It can be helpful to compare segments, and ratings decisions are likely to be more consistent because the roadway system is considered as a whole within a relatively short time.

An inspection also encourages a review of specific conditions important in roadway maintenance, such as drainage, adequate strength, and safety.

A simple written inventory is useful in making decisions where other people are involved. You do not have to trust your memory, and you can usually answer questions in more detail. Having a written record and objective information also improves your credibility with the public.

Finally, a written inventory is very useful in documenting changing roadway conditions. Without records over several years it is impossible to know if road conditions are improving, holding their own, or declining.

Annual budgets and long range planning are best done when based on actual needs as documented with a written inventory.

The Wisconsin DOT local road inventory (WISLR) is a valuable resource for managing your local roads. Adding PASER surface condition ratings is an important improvement.

## Averaging and comparing sections

For evaluation, divide the local road system into individual segments which are similar in construction and condition. Rural segments may vary from

1/2 mile to a mile long, while sections in urban areas will likely be 1-4 blocks long or more. If you are starting with the WISLR Inventory, the segments have already been established. You may want to review them for consistent road conditions.

Obviously, no roadway segment is entirely consistent. Also, surfaces in one section will not have all of the types of distress listed for any particular rating. They may have only one or two types. Therefore, some averaging is necessary.

The objective is to rate the condition that represents the majority of the roadway. Small or isolated conditions should not influence the rating. It is useful to note these special conditions on the inventory form so this information can be used in planning specific improvement projects. For example, some spot repairs may be required.

Occasionally surface conditions vary significantly within a segment. For example, short sections of good condition may be followed by sections of poor surface conditions. In these cases, it is best to rate the segment according to the worst conditions and note the variation on the form.

The overall purpose of condition rating is to be able to compare each

segment relative to all the other segments in your roadway system. On completion you should be able to look at any two pavement segments and find that the better surface has a higher rating.

Within a given rating, say 6, not all pavements will be exactly the same. However, they should all be considered to be in better condition than those with lower ratings, say 5. Sometimes it is helpful in rating a difficult segment to compare it to other previously rated segments. For example, if it is better than one you rated 5 and worse than a typical 7, then a rating of 6 is appropriate. Having all pavement segments rated in the proper relative order is most important and useful.

## Assessing drainage conditions

Moisture and poor pavement drainage are significant factors in pavement deterioration. Some assessment of drainage conditions during pavement rating is highly recommended. While you should review drainage in detail at the project level, at this stage simply include an overview drainage evaluation at the same time as you evaluate surface condition.



**Urban drainage.**  
**RATING:**  
**Excellent**

Good rural ditch and driveway culvert. Culvert end needs cleaning.  
RATING: Good



Consider both pavement surface drainage and lateral drainage (ditches or storm sewers). Pavement should be able to quickly shed water off the surface into the lateral ditches. Ditches should be large and deep enough to drain the pavement and remove the surface water efficiently into adjacent waterways.

Look at the roadway crown and check for low surface areas that permit ponding. Paved surfaces should have approximately a 2% cross slope or crown across the roadway. This will provide approximately 3" of fall on a 12' traffic lane. Shoulders should have a greater slope to improve surface drainage.

A pavement's ability to carry heavy traffic loads depends on both the pavement materials (asphalt surfacing and granular base) and the strength of the underlying soils. Most soils lose strength when they are very wet. Therefore, it is important to provide drainage to the top layer of the subgrade supporting the pavement structure.

In rural areas, drainage is provided most economically by open ditches that allow soil moisture to drain laterally. As a rule of thumb, the bottom of the ditch ought to be at least one foot below the base course of the pavement in order to drain the soils. This means that minimum ditch depth should be about 2' below the center of the pavement. Deeper ditches, of course, are required to accommodate roadway culverts and maintain the flow line to adjacent drainage channels or streams.

You should also check culverts and storm drain systems. Storm drainage systems that are silted in, have a large accumulation of debris, or are in poor structural condition will also degrade pavement performance.

The T.I.C. publication, *Drainage Manual: Local Road Assessment and Improvement*, describes the elements of drainage systems, depicts them in detailed photographs, and explains how to rate their condition. Copies are available from the Transportation Information Center.

Highshoulder and no ditch lead to pavement damage.  
Needs major ditch improvement for a short distance.  
RATING: Fair



No drainage leads to failed pavement.  
RATING: Poor



Planning annual maintenance and repair budgets

We have found that relating a normal maintenance or rehabilitation procedure to the surface rating scheme helps local officials use the rating system. However, an individual surface rating should not automatically dictate the final maintenance or rehabilitation technique.

You should consider future traffic projections, original construction, and

pavement strength since these may dictate a more comprehensive rehabilitation than the rating suggests. On the other hand, it may be appropriate under special conditions to do nothing and let the pavement fully deteriorate, then rebuild when funds are available.

#### Summary

Using local road funds most efficiently requires good planning and accurate identification of appropriate rehabili-

tation projects. Assessing roadway conditions is an essential first step in this process. This asphalt pavement surface condition rating procedure has proved effective in improving decision making and using highway funds more efficiently. It can be used directly by local officials and staff. It may be combined with additional testing and data collection in a more comprehensive pavement management system.



*T* spor  
*r* tatio  
*a* n  
*n* Info

**Pavement Surface Evaluation and Rating (PASER) Manual, 2002, 28 pp.**

**SAFER Manual**

Safety Evaluation for Roadways, 1996, 40 pp.

**Flagger’s Handbook** (pocket-sized guide), 1998, 22 pp.

**Work Zone Safety**, Guidelines for Construction, Maintenance, and Utility Operations, (pocket-sized guide), 1999, 55 pp.

**Wisconsin Transportation Bulletins**

- #1 Understanding and Using Asphalt
- #2 How Vehicle Loads Affect Pavement Performance #3 LCC—Life Cycle Cost Analysis
- #4 Road Drainage
- #5 Gravel Roads
- #6 Using Salt and Sand for Winter Road Maintenance #7 Signing for Local Roads
- #8 Using Weight Limits to Protect Local Roads #9 Pavement Markings
- #10 Seal Coating and Other Asphalt Surface Treatments #11 Compaction Improves Pavement Performance
- #12 Roadway Safety and Guardrail
- #13 Dust Control on Unpaved Roads
- #14 Mailbox Safety
- #15 Culverts-Proper Use and Installation
- #16 Geotextiles in Road Construction/Maintenance and Erosion Control #17 Managing Utility Cuts
- #18 Roadway Management and Tort Liability in Wisconsin #19 The Basics of a Good Road
- #20 Using Recovered Materials in Highway Construction #21 Setting Speed Limits on Local Roads

**Brick and Block PASER Manual**, 2001, 8 pp.

**Concrete PASER Manual**, 2002, 28 pp.

**Gravel PASER Manual**, 2002, 20 pp.

**Sealcoat PASER Manual**, 2000, 16 pp.

**Unimproved Roads PASER Manual**, 2001, 12 pp.

**Drainage Manual**

Local Road Assessment and Improvement, 2000, 16 pp.



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URL http://tic.engr.wisc.edu







Kenai Peninsula Comprehensive  
Economic Development  
Strategy Overview

Kenai Peninsula Economic  
Development District  
Tim Dillon, Executive Director  
April 12, 2021



# Kenai Peninsula Borough

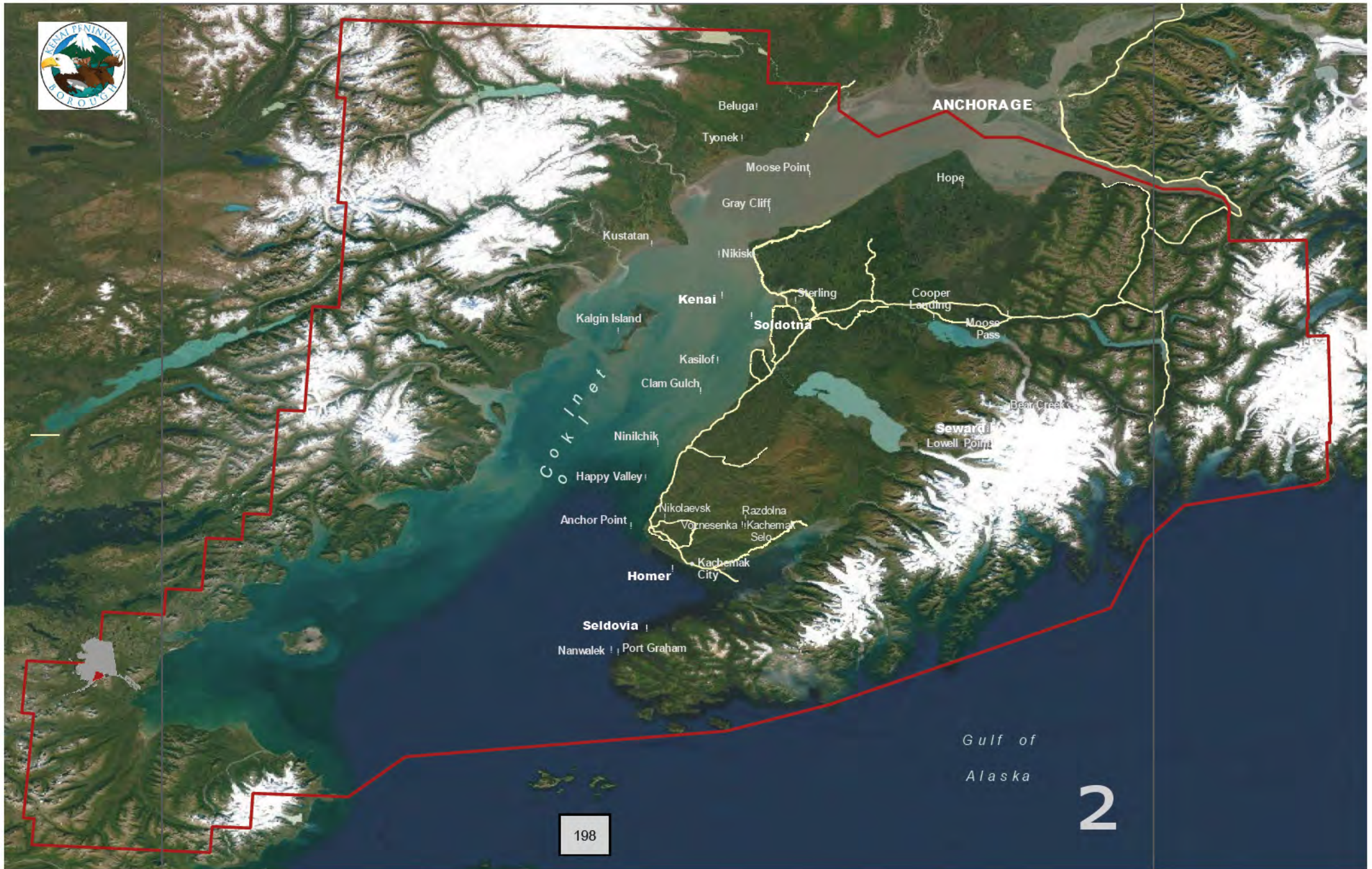
Imagery Source: ArcGIS Online World Imagery

Map Date: 9/19/2019

Major Roads KPBBoundary

0 5 10 Miles

The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map





# Who are we?

The Kenai Peninsula Economic Development District (KPEDD) is a private non-government resource focused on responsible/sustainable economic development for our region. Using a 30,000ft view of the economy, we locate financing and orchestrate community collaboration for economic planning and business incubation. We support infrastructure projects, workforce development and regional industries. KPEDD is funded by federal, state, regional and educational contracts.

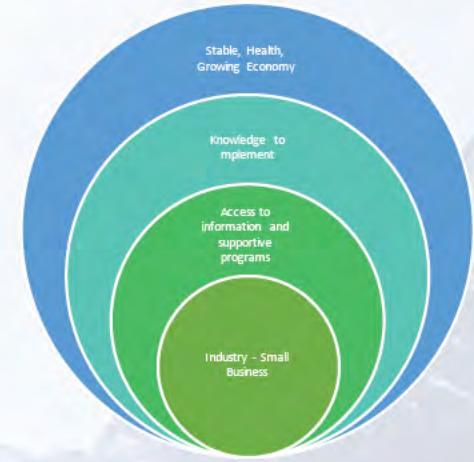


# Comprehensive Economic Development Strategy (CEDS)

What is it? Why is it especially important right now?

*“The Comprehensive Economic Development Strategy (CEDS) contributes to effective economic development in America’s communities and regions through a locally-based, regionally-driven economic development planning process. Economic development planning – as implemented through the CEDS – is not only a cornerstone of the U.S. Economic Development Administration’s (EDA) programs, but successfully serves as a means to engage community leaders, leverage the involvement of the private sector, and establish a strategic blueprint for regional collaboration. The CEDS provides the capacity-building<sup>1</sup> foundation by which the public sector, working in conjunction with other economic actors (individuals, firms, industries), creates the environment for regional economic prosperity.”*

*- US Economic Development Administration*



- ✓ **Regional Economic Development and Planning**
- ✓ **Opens Federal Funding Opportunities**
- ✓ **Builds leadership, enhances cooperation and fosters public ownership for our region**





# KPEDD's CEDS Planning and Outreach Efforts

The Kenai Peninsula Economic Development District is coordinating with the University of Alaska Center for Economic Development to develop, compile, assess and evaluate our region's economic trends, climate and future. We are determined to create a document that is beneficial, useful and will serve as a valuable tool across the Peninsula.

The regions that we continue to focus our outreach efforts includes the following areas (but are not limited to):

- Southern Peninsula: Homer, Seldovia, Anchor Point
- Eastern Peninsula: Seward, Hope, Moose Pass, Cooper Landing
- Central Peninsula: Kenai, Nikiski, Soldotna
- Tribal Organizations: Chugach, Kenaitze, Nanwalek, Seldovia Village Tribe, Tyonek



# OUTREACH: INDUSTRY GROUPS ON THE KENAI PENINSULA



KPEDD is continuing its outreach efforts and sampling from major industries and business groups throughout the Peninsula. Through public forums, smaller engagement sessions, or one-on-one meetings with industry leaders, our focus will be to compile essential information that will assist in creating a more robust CEDS product. The acumen and insight will be invaluable in the Peninsula's economic trajectory and future.

- Oil and Gas Industry
- Fisheries Groups
- Maritime Trades
- Tourism
- Agriculture
- Medical
- NonProfits
- Chambers of Commerce

---

# *SWOT Analysis*

---

**Strengths:** characteristics of the business or project that give it an advantage over others.

---

**Weaknesses:** characteristics that place the business or project at a disadvantage relative to others.

---

**Opportunities:** elements in the environment that the business or project could exploit to its advantage.

---

**Threats:** elements in the environment that could cause trouble for the business or project.

---

As of July 2020, KPEDD staff organized the KPEDD Board Retreat, as well as hosted the KPEDD Economic Future Forum just a few weeks ago. The outcome of the discussions created our focus of the SWOT analysis.

Through the CEDS development process, we will continue to be seeking to identify internal and external factors directly related to the economic climate and future of the Kenai Peninsula. Looking through the SWOT lens, we will better be able to address and achieve the CEDS goals as well as develop strategies for businesses to implement.





# What additional opportunities do you see for the Kenai Peninsula?



# What additional threats do you see for the Kenai Peninsula?







# Identified Strengths On the Kenai Peninsula

1. Increasing graduation rates and decreased dropout rates.
2. Over 30 organizations are leading training, education, and professional workforce development.
3. Established education and research facilities (Alaska Sealife Center, Challenger Center, Kasitsna Bay Lab).
4. Stable government sector, including collaboration and integration at the local government level.
5. Opportunity for housing on the peninsula and housing prices lower than in Anchorage and the Mat-Su.
6. Third lowest crime rate per capita in Alaska (among 20 tracked Boroughs and census areas).
7. The region is accessible by road, air, and water transportation as well as rail service in Seward.
8. Borough-wide business resources (KPEDD, SBA, and SBDC).
9. Two large ice-free ports with Coast Guard presence, Homer and Seward.
10. Increased access to affordable energy.
11. Vast natural resources across the peninsula.
12. Robust hospital and healthcare sector with many providers and specialists.
13. Increased relationships with tribal governments and Native organizations (non-profits, medical centers).
14. KPEDD Board of directors.
15. Strong non-profit sector (senior center, center for coastal studies, food banks, churches, Love Inc.).



# Identified Weaknesses On the Kenai Peninsula

---

1. Aging population and low in-migration.
2. Public revenues that support city governments, the borough, and the school district are down.
3. Economically-active population (workforce) is shrinking .
4. Decreasing public school enrollment, and funding instability for education at the borough and state level.
5. Higher prices than Anchorage and Mat-Su for groceries and gas.
6. Many families have to work multiple jobs to make ends meet.
7. Tourism sector's dependence on the Lower 48 / international economic situation.
8. Fishing sector's dependence on harvest quota and fluctuation in the number of fish.
9. A decrease in oil production resulting from low prices/supply.
10. The cost of energy is a barrier to attracting new manufacturers.
11. Lack of coordination/planning borough-wide.
12. Lack of affordable mixed-use, temporary, and seasonal housing.
13. Lack of human capital, particularly highly specialized trades.
14. Inconsistent cellphone and broadband coverage, and lacking communications infrastructure.
15. Limited public transportation options, including air travel limitations due to the loss of Ravn Air service.
16. Geographic dispersion makes providing services difficult,
17. including (maintaining infrastructure, access to medical and mental health care, and law enforcement)

# Identified Opportunities on the Kenai Peninsula



1. Potential for increase in employment and high paying jobs in oil and gas, construction associated with the Alaska LNG project.
2. Expansion of high paying healthcare jobs.
3. Increase in the number of medical facilities across the region, including specialist physicians and services.
4. The diverse economic base of the peninsula spans tourism/eco-tourism, oil and gas, fisheries, food hubs, farmers markets, healthcare, marijuana manufacturing, and construction.
5. Growing opportunities for agriculture and mariculture.
6. The Coast Guard is looking at Homer and Seward for marine trades and vessel maintenance.
7. Opportunities for land development, including potential housing projects, affordable, temporary/seasonal housing.
8. Teleworking/telecommuting now accessible.
9. High quality of life.
10. An increasing number of post-secondary/professional training programs.
11. Growth at airports and ports, with more room for development.
12. KPEDD economic resiliency plan (opportunities for communities, relationship with federal agencies: EPA and EDA).
13. Government/elected officials (local, borough, state) are accessible.

# Identified Threats on the Kenai Peninsula

1. Further decrease in oil prices.
2. Uncertain economics of Alaska LNG.
3. Increase in salmon harvest limit in the region.
4. Seafood harvest subject to natural fluctuations.
5. Travel limitations due to disruptions in marine and air travel.
6. Natural disaster (fire, flood, pandemic, earthquake).
7. State's fiscal crisis (tax increases, cost shift to local municipalities, cuts to services).
8. Cuts to education (across the board), and loss of University programs.
9. Lack of pre-k childcare.
10. Prolonged impacts from the pandemic.
11. Loss of mom and pop shop revenue with an increase in internet sales.
12. Lack of interest in scaling businesses, lack of employment drive.
13. High unemployment is pushing down local wages (the ability to get living wages is going down).
14. Out migration and brain-drain.

## OVERARCHING CEDS GOAL

## QUALITY OF LIVING/PLACE

This includes continuing to develop the Kenai Peninsula “brand” for residents, visitors, and businesses and promoting expansion of recreational amenities and public access.



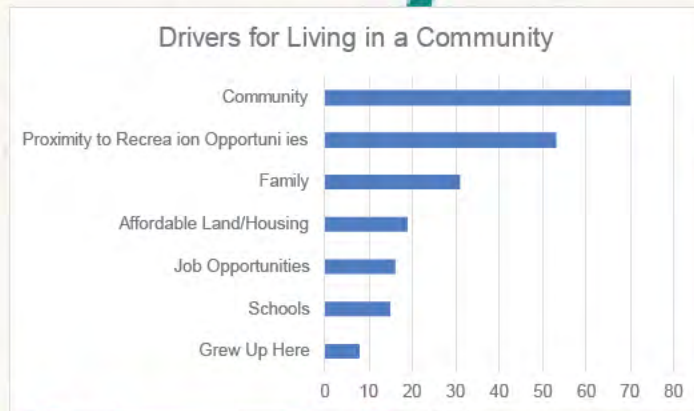
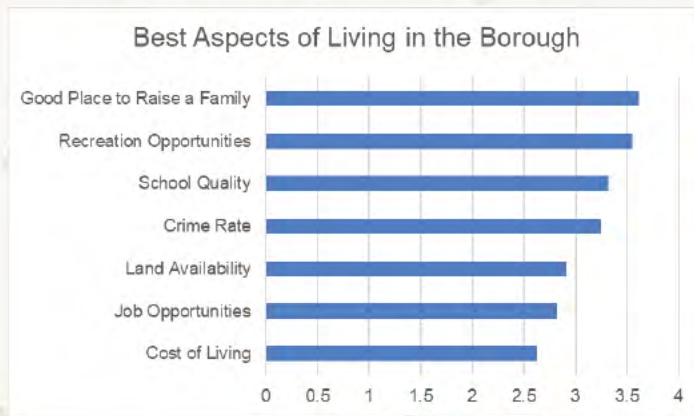


Over the last three months, KPEDD has had over 1,500 touches with its CEDS outreach efforts.

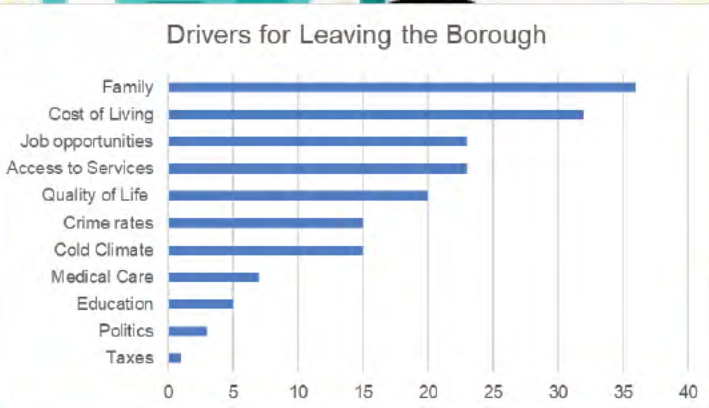


- *Economic Future Forum*
- *Chamber Luncheons*
- *Virtual meetings*
- *Regional Council Meetings*
- *Outreach and Engagement*
- *Surveys*
- *Connection*
- *Collaboration*

# Survey Outcomes



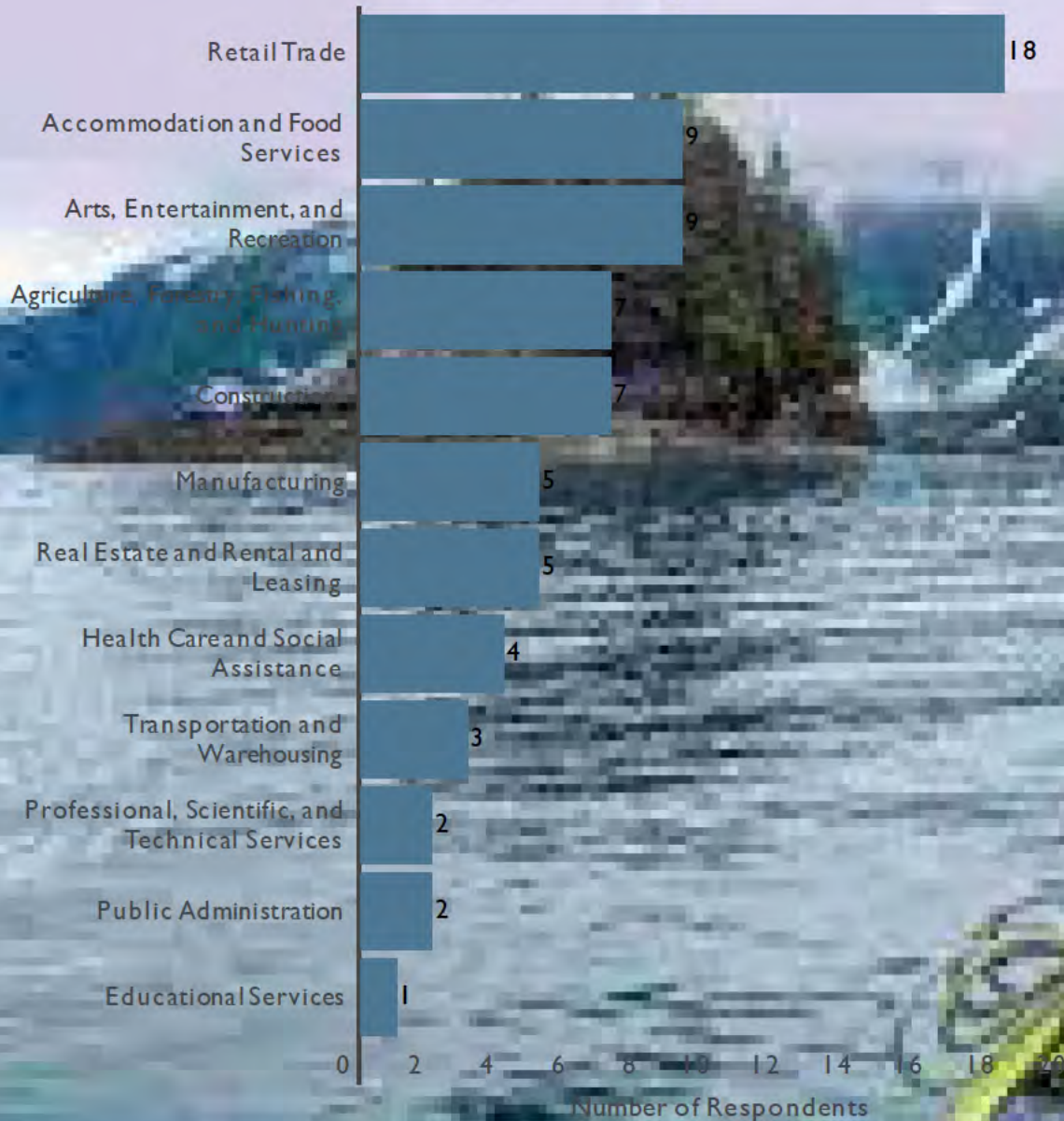
- Surveys were distributed aimed at two sectors of the population - businesses and residents. While we are still analyzing the data, we were able to better assess the economic climate of our region as well as identify focus areas to better generate the economic development strategy.



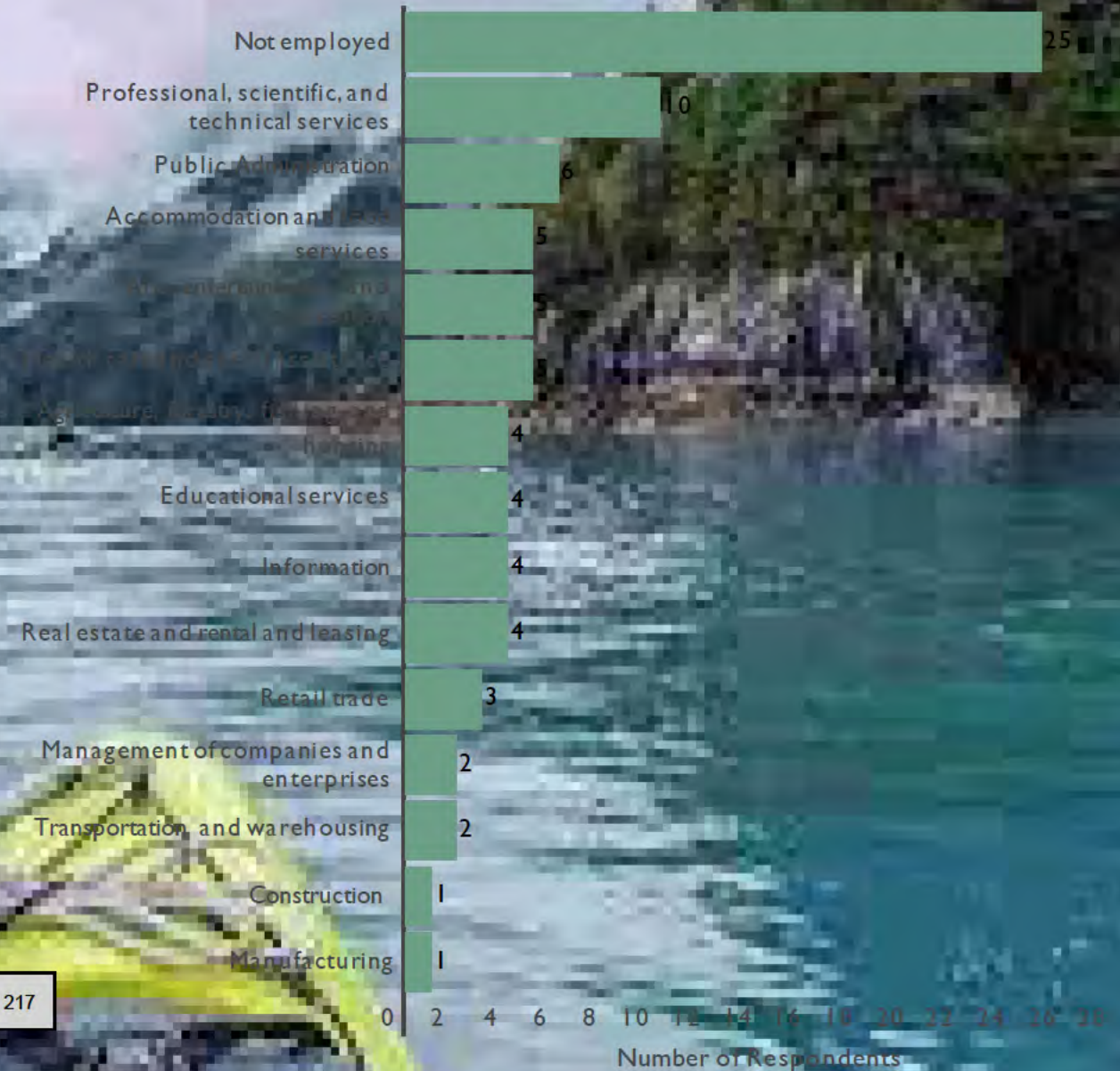


# What industries do they work in?

## Business Survey

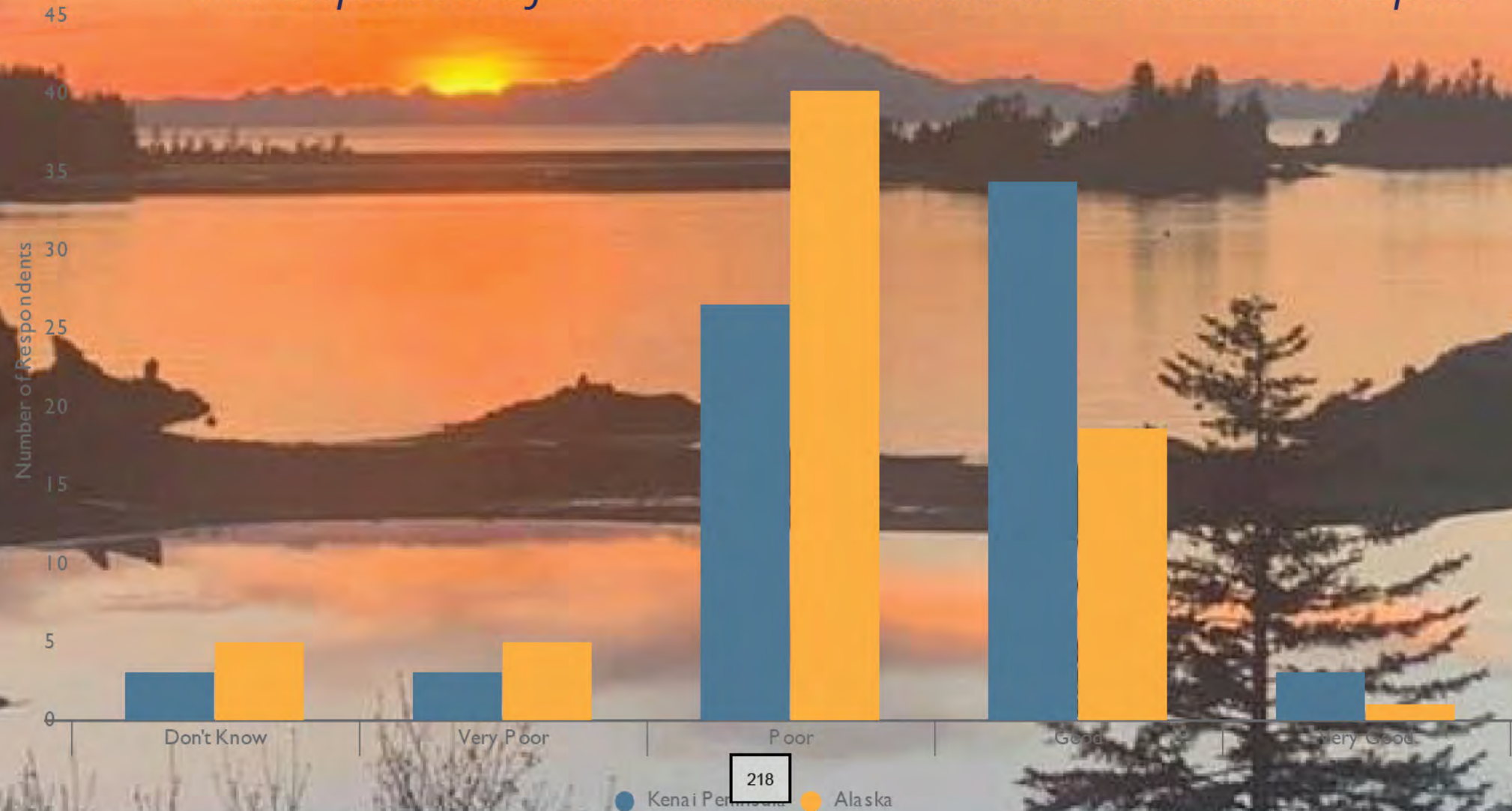


## Resident Survey



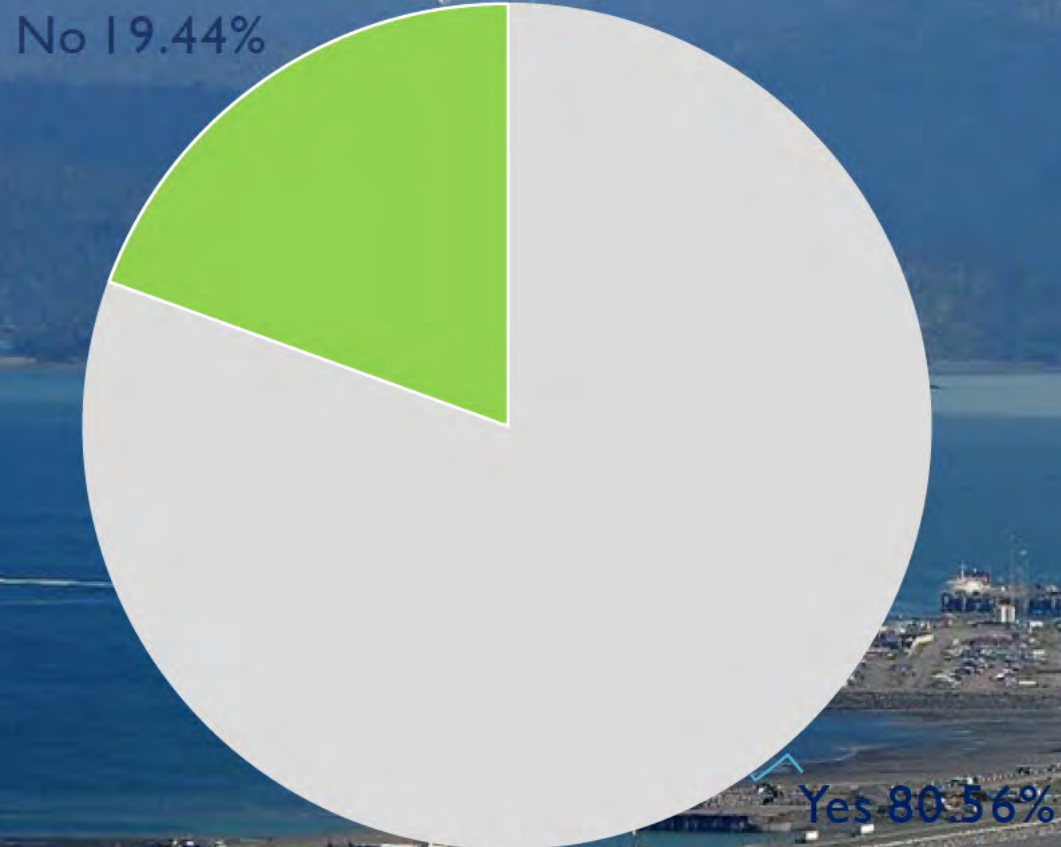
# Highlights from the Business Survey

*Perceptions of the Current Business Climate are Split*



# Impacts of COVID19 Pandemic on Businesses

## Businesses Impacted by COVID



## Ways in which Businesses Have been Affected

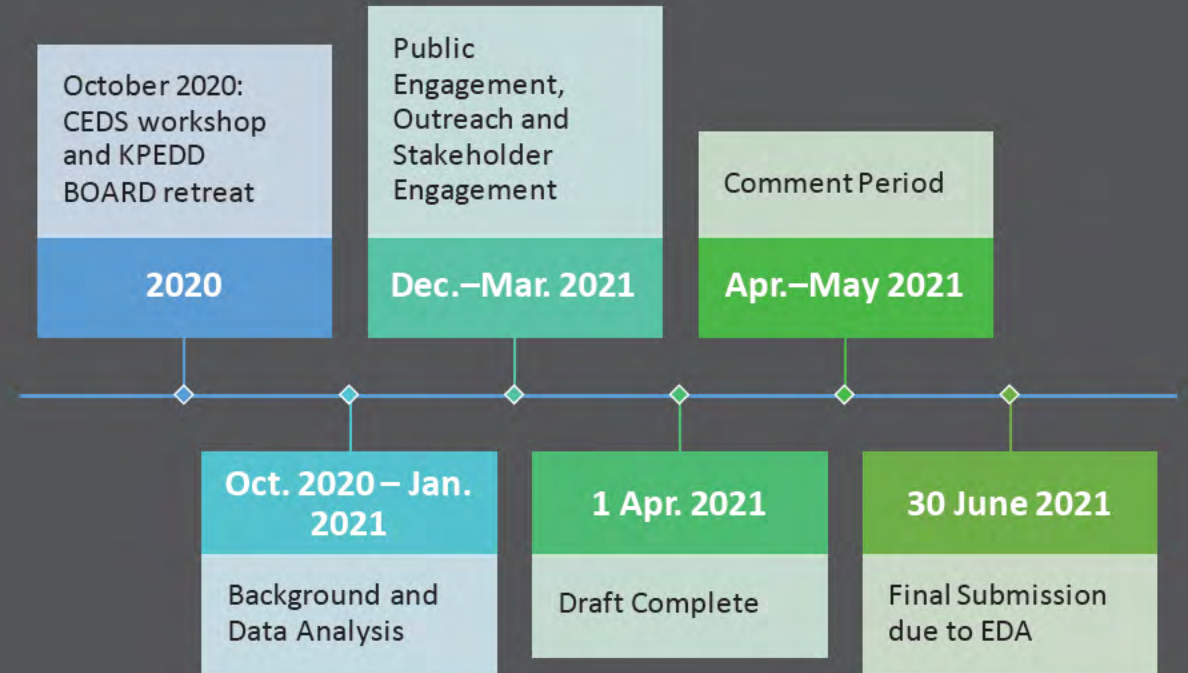


# Perceptions on Risks to the Economy

Changes to the Fishing and Oil and Gas Industry are Viewed as Threats



# CEDS TIMELINE to COMPLETION



# When has having a CEDS made a difference?



This Photo by Unknown Author is licensed under [CC BY-SA](#)



- 7.0 magnitude 2018 Earthquake 2019
- Peninsula Wildfires; among the biggest fire seasons on record for the state
- COVID-19 Pandemic
- Alaska Railroad Corp's Alaska Freight Dock and Corridor Improvement Project (Seward)
- Expansion of Opportunity Zones (Borough Wide)
- DOT's Bridge Access Road Pedestrian Pathway (Kenai)
- Cook Inlet Commercial Fishery Support (Borough)
- Alaska Beauty Peony Cooperative (Homer)
- Challenger Learning Center Curriculum Expansion (Kenai)
- Homer Soil and Water Conservation District Specialty Crop Block Grant for Food Distribution Study
- Alaska Fish Nutrition



## Investment in Broadband Infrastructure: A Universal Priority

---

# Existing Identified Challenges on the Peninsula



- Many of our challenges pose similar obstacles and pathways to resolve
- Erosion, a great example - which is occurring more and more along Alaska's coastline
- Land and resource management
- Access to reliable Broadband
- Creating economic stability and resiliency
- A rising tide floats all boats

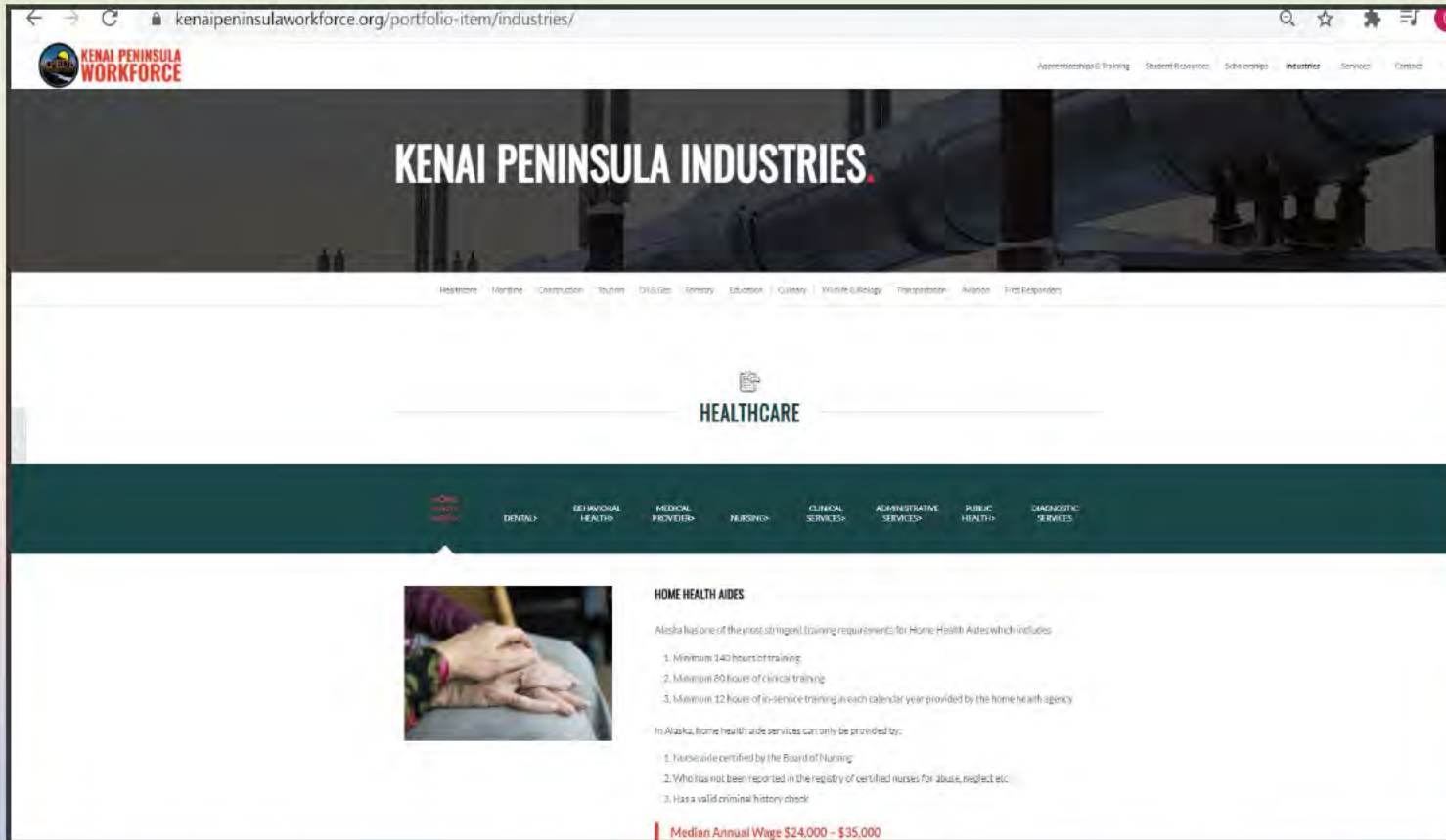


[kenaipeninsulaworkforce.org](http://kenaipeninsulaworkforce.org)

“When a job opens up on the Kenai Peninsula, we want residents to be ready. Our region is filled with incredibly talented and driven individuals, ready to take on new challenges. Our job is to connect them with the resources they need to guarantee their success.”

**-Tim Dillon, Executive Director**

The screenshot shows the homepage of the Kenai Peninsula Workforce website. At the top left is the logo 'KENAI PENINSULA WORKFORCE'. To the right is a navigation menu with links for 'Apprenticeships & Training', 'Student Resources', 'Scholarships', 'Industries', 'Services', and 'Contact'. The main content area features a dark background with a photograph of a tent in a snowy landscape under a starry sky with a faint aurora. The headline reads 'THE BEST CAREER YOU WILL EVER FIND' in large white letters, followed by 'LEARN MORE ABOUT THE KENAI PENINSULA'S CAREER OPTIONS' and a 'GIVE IT A TRY NOW' button. Below this are three columns of content: 'GET THE EDUCATION YOU NEED' with a brief description, 'FIND FUNDING OPPORTUNITIES' with a brief description, and 'GET HIRED' with a brief description. Each column includes a small icon representing the category.



- In all, the site addresses 12 of the Kenai Peninsula’s workforce industries including tourism, first responders, construction and education. It dives into what careers within different industries require of applicants. Someone interested in pursuing a career in health care, for example, could look at training requirements, median annual wages, education requirements, relevant degree programs on the peninsula and other general information by health care field.

Health Care

Oil and Gas

Wildlife and Biology

Maritime

Forestry

Transportation

Construction

Education

Aviation

Tourism

Culinary

First Responders

# What can you do to support this process?

Attend our outreach events

Let us know your insights!

Encourage participation in your community



“

WE MAY HAVE ALL COME ON DIFFERENT  
SHIPS, BUT WE'RE IN THE SAME BOAT  
NOW.

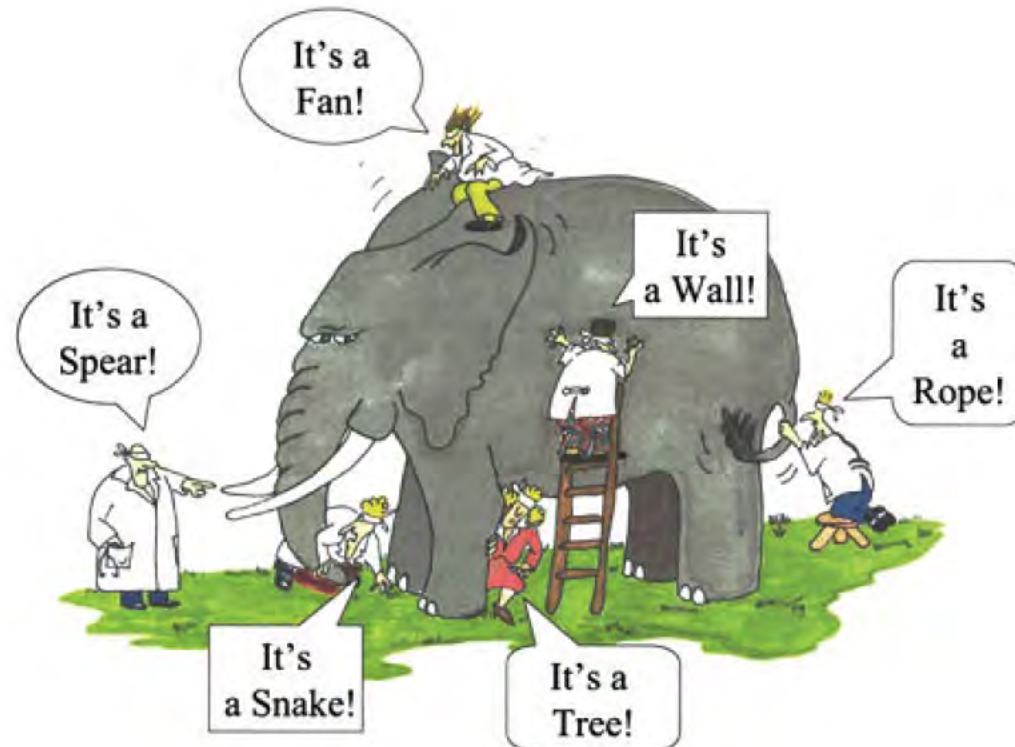
- MARTIN LUTHER KING, JR.



It's important  
to remember,  
we are all  
really the  
same.

# Don't forget the bigger picture.....

---





The Kenai Peninsula is vast; approximately 25,000 square miles. The size of West Virginia. It's intuitive that the Kenai Peninsula CEDS will be as vast in content as it is geographically.

*Thank you so very much for your  
time, input and commitment to our  
Kenai Peninsula.*

[TIM@KPEDD.ORG](mailto:TIM@KPEDD.ORG)  
[www.kpedd.org](http://www.kpedd.org)  
(907)283-3335

---



To: Mayor Castner & the Homer City Council  
Re: Homer Planning Commission Report  
From: Commissioner Franco Venuti

The Homer Planning Commission met via Zoom at 6:30 PM on 04/07/2021. There were five commissioners present as well as the Homer City Planner Abbood and Homer City Deputy Clerk Krause. Two Commissioners had excused absents.

The Commission received the City Planner's report.

There were no Public Hearings.

The Commission reviewed a Preliminary Plat to reconfigure three lots into two lots for Barnett's South Slope S/D Quiet Creek Park Replat for Lots 35, 36 & 37. This Preliminary Plat was approved by the commission unanimously.

The Commission also discussed updates and amendments to the Community Design Manual (CDM). Discussion points included:

- Parking lots on a slope.
- Prominent Facades.
- Siding & trim discussion.
- Color schemes.

The commission will continue the discussion regarding the CDM at future meetings.

The meeting was adjourned at 8:30 PM.



**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-15**

An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of \$49,000 from the Sewer CARMA fund and \$49,000 from the Water CARMA fund to pay for Betterments to the City's Utilities Located in East Hill Road as part of the Alaska Department of Transportation and Public Facilities Repaving Project.

Sponsor: City Manager/Public Works Director.

1. City Council Regular Meeting March 22, 2021 Introduction  
Memorandum 21 046 from Public Works Director as backup.
2. City Council Regular Meeting April 12, 2021 Public Hearing and Second Reading

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Manager/  
4 Public Works Director

5 **ORDINANCE 21-15**  
6

7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE 2021 CAPITAL BUDGET AND AUTHORIZING  
9 EXPENDITURE OF \$49,000 FROM THE SEWER CARMA FUND AND  
10 \$49,000 FROM THE WATER CARMA FUND TO PAY FOR  
11 BETTERMENTS TO THE CITY'S UTILITIES LOCATED IN EAST HILL  
12 ROAD AS PART OF THE ALASKA DEPARTMENT OF  
13 TRANSPORTATION AND PUBLIC FACILITIES REPAVING PROJECT.  
14

15 WHEREAS, The Alaska Department of Transportation and Public Facilities (ADOT&PF)  
16 will be repaving East Hill Road, possibly in the summer of 2021; and  
17

18 WHEREAS, As part of the State's project, the State's construction contractor will be  
19 adjusting City owned manholes and water valves and the State will be paying for this work as  
20 part of their project; and  
21

22 WHEREAS, A number of these utility appurtenances need more serious repair, which are  
23 considered "betterments" to the State's Project; and  
24

25 WHEREAS, It is in the City's best interests to repair these utilities, while the East Hill  
26 Road Project is under construction; and  
27

28 WHEREAS, The approximate cost of the "betterments" is \$98,000; and  
29

30 WHEREAS, The City's Water CARMA and Sewer CARMA accounts are intended to fund  
31 "major maintenance of City facilities...as identified and recommended by the City Manager and  
32 authorized by the City Council"; and  
33

34 WHEREAS, The City's Water and Sewer CARMA Accounts has sufficient funds to  
35 contribute an equal share of the cost of the "betterments".  
36

37 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:  
38

39 Section 1. The City of Homer's 2021 Capital Budget is hereby amended by appropriating  
40 \$98,000 as follows to pay for the "betterments":  
41

42 Account No.                      Description                      Amount

43	256 0378	Water CARMA	\$49,000
44	256 0379	Sewer CARMA	<u>\$49,000</u>
45		Total	\$ 98,000

46

47 Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall  
48 not be codified.

49

50 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_, 2021.

51

52

CITY OF HOMER

53

54

55

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

56 ATTEST:

57

58

59 \_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

60

61 YES:

62 NO:

63 ABSTAIN:

64 ABSENT:

65

66

67 First Reading:

68 Public Hearing:

69 Second Reading:

70 Effective Date:



## **Memorandum 21-046**

TO: Mayor Castner and Homer City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Janette Keiser, Director of Public Works  
DATE: March 8, 2021  
SUBJECT: East Hill Road Betterments

---

### **Issue:**

The AK DOT/PF will be repaving East Hill Road, possibly this summer. They will be adjusting City owned manholes and water valves and paying for this work as part of their construction. A number of these utility appurtenances need more serious repair. The purpose of this memo is to request an appropriation to pay for what would be “betterments” to the State’s East Hill Road Project.

### **Background:**

East Hill Road contains City owned water and sewer lines, which will be impacted by the State’s East Hill Road repaving project. Some of the impacts will be paid for by the State, such as adjusting the elevation of existing sewer manholes and water valves. Anything beyond this simple adjustment would be considered a “betterment” to the project and would be the City’s responsibility to pay for.

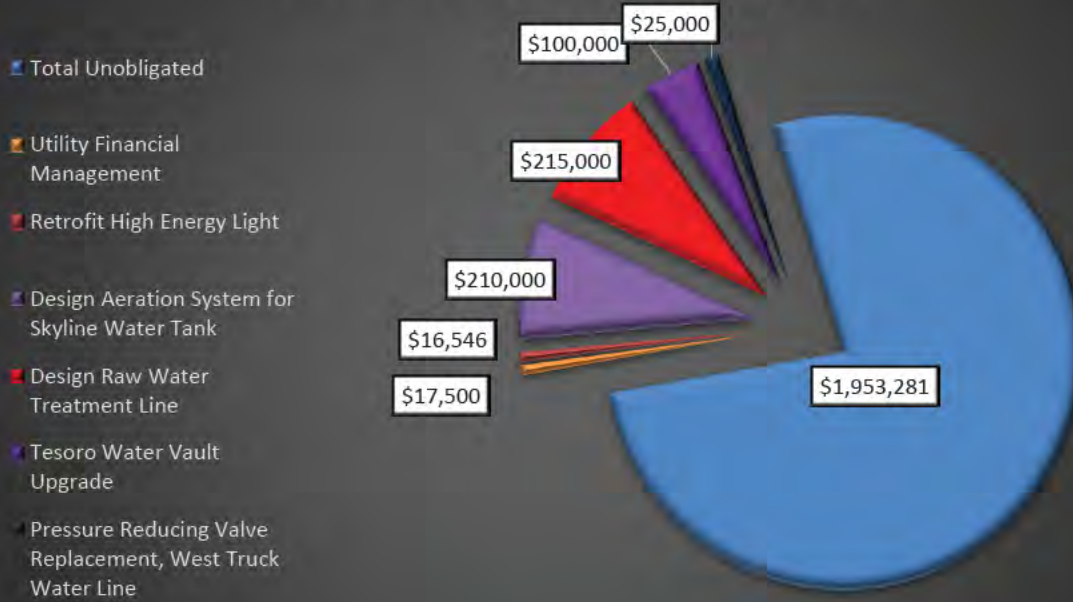
A number of the sewer manholes and water valves need more serious repair. The attached illustration demonstrates representative work. For example, the drawing entitled the “Manhole Cone Adjustment” shows the cross section of a typical concrete manhole. Sometimes the concrete “cone sections” or “grade rings” become broken over time/traffic and need to be replaced. Adjusting existing grade rings to the new road elevation is part of the road project and the State will pay for this. Replacing broken grade rings or broken cone sections is a betterment, which the City is responsible for. Likewise, sometimes the “valve boxes” break or lean or the water “valve stem” breaks. Simple adjustment of the valve box is part of the road project. Replacing broken valve stems is a betterment, which the City is responsible for.

It is in the City’s best interests to repair these units, while the East Hill Road Project is under construction. The approximate cost of the “betterments” is \$98,000.

### **Funding is available:**

The Pie Charts demonstrate that there is available funding in the Water and Sewer CARMA Funds.

## Water CARMA Fund Obligated



## Sewer CARMA Fund Obligated



### Recommendation:

That the City Council appropriate \$98,000, to be split equally between the Water CARMA Fund and the Sewer CARMA Fund.



**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-16**

An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of \$50,000 from the HART Road fund and \$50,000 from the Water CARMA fund to pay for Ground Water Research in the City Limits and Bridge Creek Reservoir Watershed.

Sponsor: City Manager/Public Works Director.

1. City Council Regular Meeting March 22, 2021 Introduction  
Memorandum 21 047 from Public Works Director as backup.
2. City Council Regular Meeting April 12, 2021 Public Hearing and Second Reading





43 WHEREAS, We seek an appropriation of \$100,000 for this research, which would be  
44 distributed between KBNERR and Coble Geophysical as their specific scopes of work are  
45 finalized and negotiated; and

46  
47 WHEREAS, Since the outcomes of this work would benefit the road/drainage works as  
48 well as its water works, we propose to split the costs equally between the HART Road Fund  
49 and the Water CARMA Fund.

50  
51 WHEREAS, The City's HART Road Fund and Water Sewer CARMA Accounts have  
52 sufficient funds to contribute an equal share of the cost of this research.

53  
54 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

55  
56 Section 1. The City of Homer's 2021 Capital Budget is hereby amended by appropriating  
57 \$100,000 as follows to pay for groundwater research in the City Limits and the Bridge Creek  
58 Reservoir watershed:

59

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
256 0378	Water CARMA	\$ 50,000
160 xxxx	HART Road	<u>\$ 50,000</u>
	Total	\$ 100,000

64

65 Section 2. This is a budget amendment ordinance, is not permanent in nature, and shall  
66 not be codified.

67  
68 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_, 2021.

69  
70 CITY OF HOMER  
71  
72  
73 \_\_\_\_\_  
74 KEN CASTNER, MAYOR

75  
76  
77 ATTEST:  
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79 MELISSA JACOBSEN, MMC, CITY CLERK

80 YES:  
81 NO:  
82 ABSTAIN:  
83 ABSENT:

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- 85
- 86 First Reading:
- 87 Public Hearing:
- 88 Second Reading:
- 89 Effective Date:



# City of Homer

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

Public Works

3575 Heath Street  
Homer, AK 99603

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

(p) 907-235-3170

(f) 907-235-3145

## Memorandum

TO: Mayor Castner and Homer City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Janette Keiser, PE, Director of Public Works  
DATE: March 8, 2021  
SUBJECT: Ground Water Study

---

**Issue:** The impacts of groundwater are all around us. The City's only water source, the Bridge Creek Reservoir, collects surface and ground water. Groundwater exacerbates the City's drainage challenges. Yet, the sources, volumes and locations of groundwater is not well understood. We have a unique opportunity to learn more about how groundwater affects our community and in so doing, be in a better position to manage it; that is to mitigate against damaging impacts (drainage issues) and protect positive attributes (water supply). We seek an appropriation to fund research by an expert team to do this.

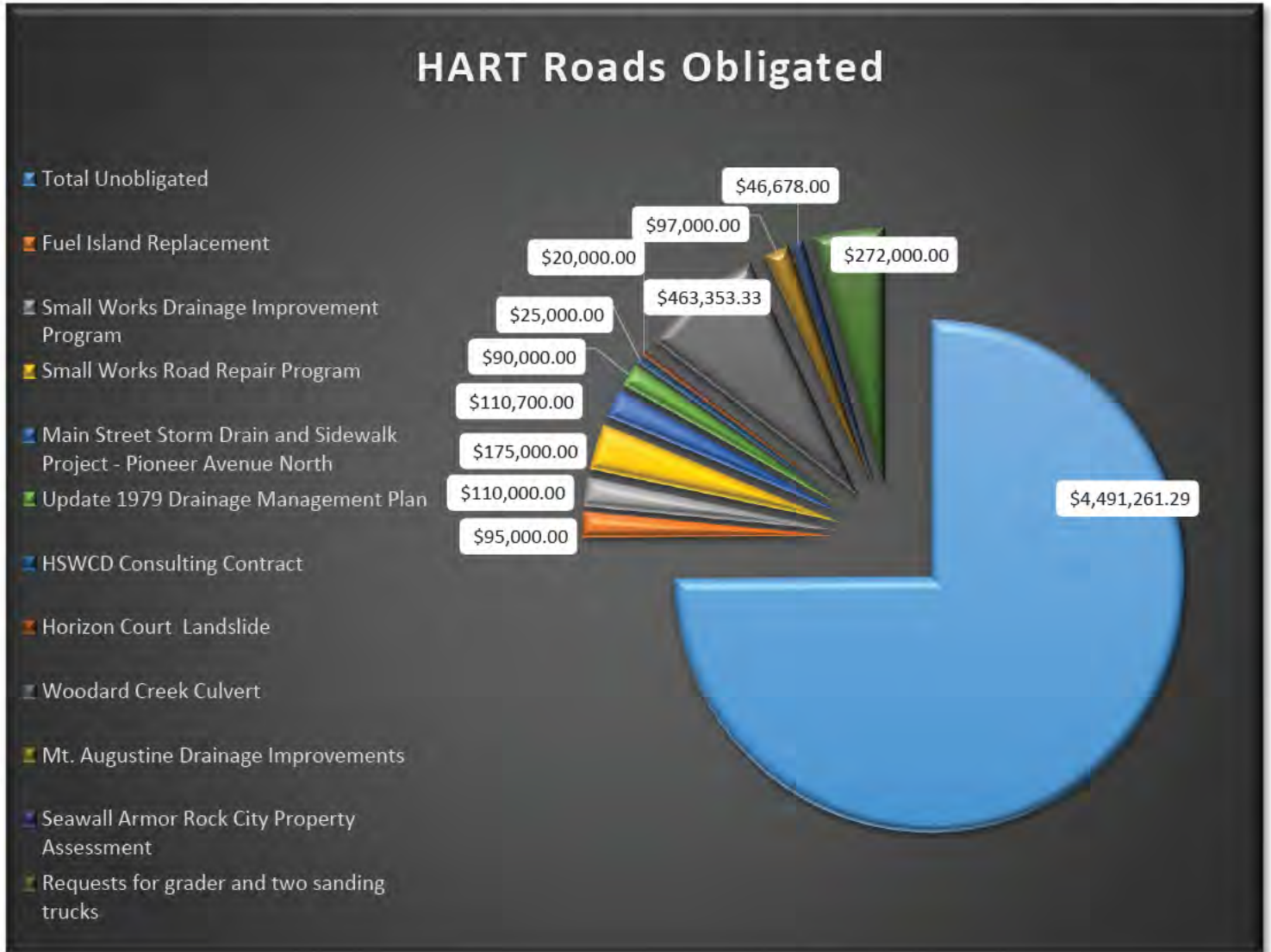
**Background:** The Kachemak Bay National Estuarine Research Reserve ("KBNEER"), and its partners at the University of South Florida, recently concluded groundwater research on lands to the north of the Bridge Creek Reservoir. Their purpose was to better understand how groundwater affects fish streams. They used sophisticated GIS tools to map ground water aquifers. This technology and the methodology of analysis would be equally effective in mapping ground water sources for other purposes; for example, to help understand the impact of groundwater on drainage or water supply. Further, we recently issued a Term Contract to Coble Geophysical, who, among other things, provides expertise in groundwater analysis.

We plan to form a collaboration to conduct research about local groundwater conditions. This work will involve collecting/analyzing water well logs from as many sources as we can find, using the methodology for groundwater mapping developed by KBNEER and its affiliates, as well as the combined scientific expertise of all parties to synthesize the data and develop findings that would lead to sensible policies and implementation strategies.

We seek an appropriation of \$100,000 for this research, which would be distributed between KBNEER and Coble Geophysical as their specific scopes of work are finalized and negotiated. Since the outcomes of this work would benefit the road/drainage works as well as its water works, we propose to split the costs equally between the HART Road Fund and the Water CARMA Fund.

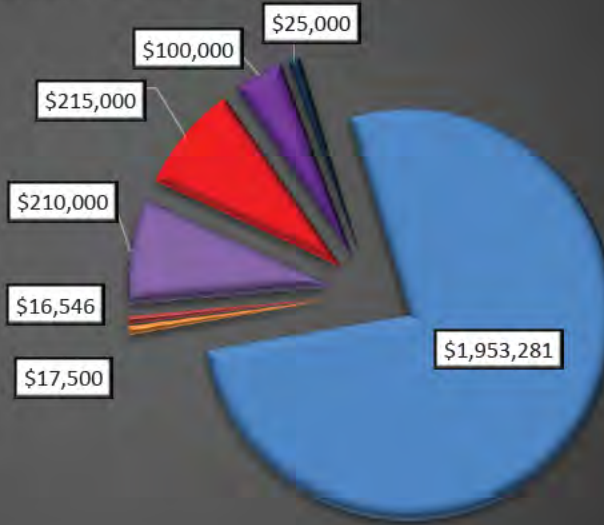
### Recommendations:

That \$50,000 be appropriated from the Water CARMA Fund and \$50,000 be appropriated from the HART Road Fund to fund Ground Water Research within the City Limits and Bridge Creek Reservoir Watershed.



# Water CARMA Fund Obligated

- Total Unobligated
- Utility Financial Management
- Retrofit High Energy Light
- Design Aeration System for Skyline Water Tank
- Design Raw Water Treatment Line
- Tesoro Water Vault Upgrade
- Pressure Reducing Valve Replacement, West Truck Water Line



**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-17**

An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing Expenditure of Additional Pass Through Funds for the Alaska Department of Transportation and Public Facilities Lake Street Project.

Sponsor: City Manager/Public Works Director.

1. City Council Regular Meeting March 22, 2021 Introduction  
Memorandum 21 048 from Public Works Superintendent as backup.
2. City Council Regular Meeting April 12, 2021 Public Hearing and Second Reading

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Manager/  
4 Public Works Director

5 **ORDINANCE 21-17**

6  
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE 2021 CAPITAL BUDGET AND AUTHORIZING  
9 EXPENDITURE OF ADDITIONAL PASS THROUGH FUNDS FOR THE  
10 ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC  
11 FACILITIES LAKE STREET PROJECT.  
12

13 WHEREAS, When Alaska Department of Transportation and Public Facilities (ADOT&PF)  
14 undertakes a project within the City limits, they authorize Public Works to support the design  
15 and construction effort, usually related to the need to make adjustments to City utilities, and  
16 reimburse the City for its costs; and  
17

18 WHEREAS, The City Council has previously, Ord 19 34 and 20 04, authorized a total of  
19 \$115,850 for the Lake Street project; and  
20

21 WHEREAS, Another \$106,831 is needed, which should take us through the construction  
22 of the project and bring the total cost of the City's efforts to \$222,681, all of which will be  
23 reimbursed by ADOT&PF; and  
24

25 WHEREAS, ADOT&PF is still working on the implementation plan for the Project and it  
26 is likely additional work will be needed, which will increase the value of the City's efforts; and  
27

28 WHEREAS, It would be more efficient to build flexibility into the City's appropriation  
29 process to get authority for the total value of the reimbursable expenses, rather than coming  
30 back to Council every time ADOT&PF changes it plans.  
31

32 NOW, THEREFORE, the City Council of Homer ordains:  
33

34 Section 1. The City of Homer's 2021 Capital Budget is hereby amended by  
35 appropriating all necessary funds to support the Lake Street Project, so long as (a) said funds  
36 are reimbursed by ADOT&PF and (b) the total amount of reimbursed funds is reported to the  
37 Homer City Council when the Project is completed.  
38

39 Section 2. This appropriation is intended to be an immediate remediation of urgent  
40 repairs, not as a precedent for future appropriations.  
41

42 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of April, 2021.

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ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY OF HOMER

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





## City of Homer

Dan Gardner, Superintendent

Public Works  
3575 Heath Street  
Homer, AK 99603  
dgardner@ci.homer.ak.us  
(p) 907-235-3170  
(f) 907-235-3145

MEMORANDUM 21-048

To: Janette Keiser, PW Director  
From: Dan Gardner, PW Superintendent *DWG*  
Date: February 25, 2021  
Subject: ADOT Lake Street Reconstruction  
City of Homer Support

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The City of Homer has been providing Preliminary Engineering design support to ADOT to address utility conflicts with the State's Lake Street reconstruction design. The City, through a term contract, has been working with Nelson Engineering for most of this effort. All costs to the City are being reimbursed by the State related to this work. Ordinance 19-34 approved \$95,000 in funding that would be reimbursed, and later, when the scope of work changed, Ordinance 20-04 added an additional \$20,850.

Since that time, the design scope has changed, and the state has approved Construction Engineering funds (bid review, submittals review, construction inspection, etc.). The total approved reimbursement by the State in pass-through funding now totals \$222,681.

Ordinances 19-34 and 20-04 provide a total of \$115,850 for City support to ADOT. An ordinance approving an additional \$106,831 will bring us in line with the approved pass-through funds from ADOT which should take us through the construction of the project.

**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-18**

An Ordinance of the City Council of Homer, Alaska, Amending the 2021 Capital Budget and Authorizing an Additional Expenditure of \$33,185 from the Water CARMA Fund for a Total Expenditure of \$247,585 for the Raw Water Transmission Line Project Design.

Sponsor: City Manager/Public Works Director.

1. City Council Regular Meeting March 22, 2021 Introduction  
Memorandum 21 049 from Public Works Director as backup.
2. City Council Regular Meeting April 12, 2021 Public Hearing and Second Reading

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

3 City Manager/  
4 Public Works Director

5 **ORDINANCE 21-18**

6  
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,  
8 AMENDING THE 2021 CAPITAL BUDGET AND AUTHORIZING AN  
9 ADDITIONAL \$33,185 FROM THE WATER CARMA FUND FOR TOTAL  
10 EXPENDITURE OF \$247,585 FOR THE RAW WATER TRANSMISSION  
11 LINE PROJECT DESIGN.

12  
13 WHEREAS, The City Council adopted Ordinance 20 56, which appropriated \$215,000 for  
14 the design of a new raw water transmission line; that is, a pipeline that conveys water from the  
15 pump house, near the reservoir, to the water treatment plant; and

16  
17 WHEREAS, To accomplish the design work, the City issued the following contracts:

18	Design	DOWL Engineers	\$164,600
19	Survey	Seabright Survey	\$ 15,000
20	Wetland Delineation	Homer Soil/Water Conservation District	<u>\$ 12,000</u>
21		Total	\$191,600

22  
23  
24 WHEREAS, In the process of investigating design options, the engineers discovered the  
25 existing configuration between the raw water transmission line and the existing water  
26 treatment plant could be simplified to be safer and more efficient; and

27  
28 WHEREAS, While the additional work for DOWL Engineers to design the new  
29 configuration will cost \$33,185 more, it will result in construction cost savings which should  
30 offset the additional design cost.

31  
32 NOW, THEREFORE, the City Council of Homer ordains:

33  
34 Section 1. The City of Homer's 2021 Capital Budget is hereby amended by  
35 appropriating funds from the Water CARMA Fund an additional \$33,185 for the Raw Water  
36 Transmission Line Design Project, bringing the total appropriation for this project to  
37 \$247,585.

38	<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
39	256 0378	Water CARMA	\$33,185

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41  
42 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_ day of \_\_\_\_\_, 2021.

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ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY OF HOMER

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



# City of Homer

www.cityofhomer-ak.gov

## Public Works

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Homer, AK 99603

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(f) 907-235-3145

## Memorandum 21-049

TO: Mayor Castner and Homer City Council

THROUGH: Rob Dumouchel, City Manager

FROM: Janette Keiser, PE, Director of Public Works

DATE: March 3, 2021

SUBJECT: Raw Water Transmission Line Design Project Betterment

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**Issue:** In the course of designing the new Raw Water Transmission line, we’ve come across an opportunity to improve operations and save construction costs at the Water Treatment Plant. This will require some additional design work, for which we are seeking additional funding.

### Background:

The City Council adopted Ordinance 20 56, which appropriated \$215,000 for the design of a new raw water transmission line; that is, a pipeline that conveys water from the pump house, near the reservoir, to the water treatment plant. This is being done because the existing transmission line is old cast iron pipe, which has cracked numerous times. If this line were to be taken out in a serious earthquake, the City would have no water supply.

To accomplish the design work, we issued the following contracts:

a. Design	DOWL Engineers	\$164,600
b. Survey	Seabright Survey	\$ 15,000
c. Wetland Delineation	Homer Soil/Water Conservation District	<u>\$ 12,000</u>
	Total to Date	\$191,000

In the process of investigating design options, we evaluated how to best connect the new water line into the existing treatment plant. We discovered we could simplify this configuration by eliminating an existing surge tank and its related piping. This is a 500 gallon tank, which buffers the differing pressures generated within the water line by the supply pumps. It is already at the end of its useful life. Eliminating the surge tank would make the treatment plant operations more efficient and safer, by removing a source of high pressure water, in a tight, enclosed space. Eliminating the surge tank would also mean construction of the new water line would be simpler because we’ll have more room to work in. Plus, we won’t have to run new piping through tortuous, twisting routes to work around an obsolete surge tank.

It will cost \$56,585 more to do the extra design work. However, we believe this will be more than offset by the decrease in construction costs and increase in operational efficiency and safety.

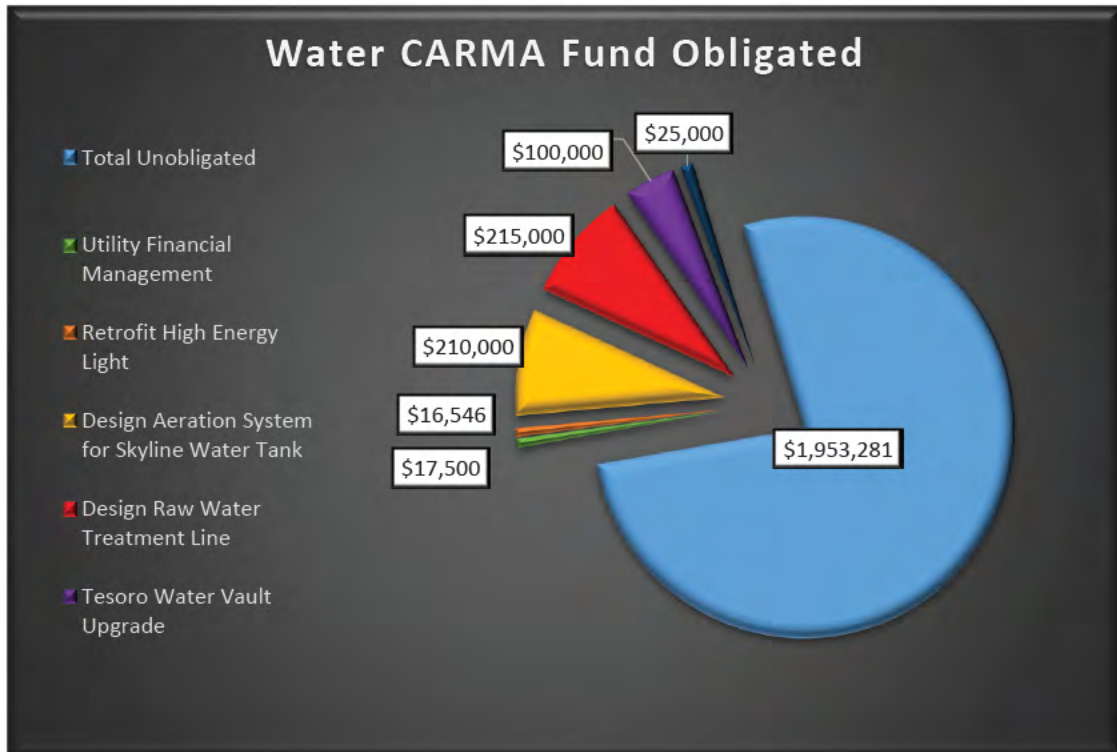
**Recommendations:**

That an additional \$56,585 be appropriated from the Water CARMA Fund to the Raw Water Transmission Line Design budget for the additional design work. This would bring the new total cost for the design of this project to \$247,585.





**Funding is Available:**



**ORDINANCE REFERENCE SHEET**  
**2021 ORDINANCE**  
**ORDINANCE 21-23**

An Ordinance of the City Council of Homer, Alaska Amending Homer City Code 19.20.020 General Rules, Adding Launching, Landing or Retrieving of Motorized Watercraft in Prohibited from City Owned Beaches Except for Official Business Use.

Sponsor: City Manager/Harbormaster

1. City Council Regular Meeting April 12, 2021

Memorandum 21 062 from Harbormaster as backup





- 43 e. No person may operate, or stop, stand or park, a motorized vehicle in a park except:
- 44 1. In an area designed for the use, and in a manner permitted by the designation; or
- 45 2. Construction, enforcement, maintenance or emergency vehicles operated by the
- 46 State, the Kenai Peninsula Borough, the City or their respective contractors.
- 47 f. Where the operation of motor vehicles is permitted in a park, motor vehicles shall be
- 48 operated in accordance with posted speed limits, in a prudent and safe manner, and at
- 49 a speed not exceeding 10 miles per hour in parking areas.
- 50 g. A person having control or supervision of an animal that excretes feces in a park shall
- 51 immediately collect and properly dispose of the feces.
- 52 h. No person may dump, deposit, or leave any bottles, broken glass, ashes, paper,
- 53 boxes, cans, dirt, rubbish, waste, garbage or refuse, or other trash, or water, sewage or
- 54 effluent from sinks, portable toilets or other plumbing fixtures, directly upon the
- 55 surface of land or water in a park.
- 56 i. Dumpsters provided at park facilities are intended for park use only.
- 57 **j. No person may launch, load or retrieve a motorized watercraft from city owned**
- 58 **beaches except for official business use or with harbormaster approval.**

59  
60 Section 2. This ordinance is of a permanent and general character and shall be included  
61 in Homer City Code.

62  
63 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this \_\_\_\_ day of \_\_\_\_\_,  
64 2021.

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66 CITY OF HOMER

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68 \_\_\_\_\_  
69 KEN CASTNER, MAYOR

70 ATTEST:

71  
72 \_\_\_\_\_  
73 MELISSA JACOBSEN, MMC, CITY CLERK

74  
75 YES:

76 NO:

77 ABSTAIN:

78 ABSENT:

79  
80 First Reading:

81 Public Hearing:

82 Second Reading:

83 Effective Date:



# City of Homer

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

Port and Harbor

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(f) 907-235-3152

## Memorandum 21-062

TO: HOMER CITY COUNCIL & MAYOR CASTNER  
THRU: ROB DUMOUCHEL, CITY MANAGER  
FROM: BRYAN HAWKINS, HARBORMASTER  
DATE: APRIL 1, 2021  
SUBJECT: AMEND HCC 19.20.020 TO ADDRESS PERSONAL WATERCRAFT

With the repeal of the Personal Water Craft (PWC) ban by the State, PWCs are currently allowed in Kachemak Bay as of January 9, 2021. This change in State policy triggered public interest and questions on what that might mean for the City of Homer.

At City Council's January 11<sup>h</sup> meeting, City Council passed and adopted Resolution 21-008 to provide comment on the Alaska Department of Natural Resources Division of Parks and Outdoor Recreation (DPOR)'s Management Plan for the Kachemak Bay State Park in regards to how they address PWC, and held discussion on what the introduction of PWCs might mean for the City. Based on the discussion held at that meeting, the City Manager initiated gathering staff and public committee input on how the City could address PWCs within City-jurisdiction waters, and to bring it back to Council at a future meeting.

The Port and Harbor Advisory Commission addressed Resolution 21-008 and PWCs in Kachemak Bay at their January 27<sup>h</sup> regular meeting, making policy implementation recommendations to the City Manager and staff. At their March 24<sup>h</sup> regular meeting, the commission reviewed Parks, Art, Recreation & Culture Advisory Commission's draft ordinance and approved the suggested changes to HCC 19.20.020 with their own revision. The final addition, as written, reads:

**j. No person may launch, load, or retrieve a motorized watercraft from city owned beaches except for official business use or with Harbormaster approval.**

Meeting minutes are attached to reflect the discussion held and motions made.

PARCAC, PHC, and staff now ask the City Manager to bring their recommendations and the draft ordinance before Council for review and approval.

### Recommendation

Approval and adoption of Ordinance 21-23.

Attached: PHC January 27, 2021 Meeting Minutes Excerpt  
PHC March 24, 2021 Meeting Minutes Excerpt  
Memo from PARCAC to PHC Re Recommendations on use of Personal Watercraft



# City of Homer

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

## Community Recreation

HHS/600 East Fairview Avenue  
Homer, Alaska 99603

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

(p) 907-235-6090

(f) 907-235-8933

## Memorandum

TO: PORT & HARBOR ADVISORY COMMISSION  
CC: ROB DUMOUCHEL, CITY MANAGER  
FROM: PARKS ART RECREATION & CULTURE ADVISORY COMMISSION  
THRU: MIKE ILLG, COMMUNITY RECREATION MANAGER  
DATE: MARCH 8, 2021  
SUBJECT: RECOMMENDATIONS ON USE OF PERSONAL WATERCRAFT

---

### **Background**

The regulations regarding the use of personal watercraft in Kachemak Bay and the Fox River Flats (5 AA 93.310) was repealed by the State of Alaska and became effective on January 9, 2021. This has brought concern from the public and city personnel on the how this use may and or will affect Homer city beaches and harbor areas.

The Parks, Art, Recreation & Culture Advisory Commission (PARCAC) entertained a discussion at a worksession on February 4, 2021 and then at a regular meeting on February 18, 2021. Following are the recommendations that were developed and requested to be forwarded to the Port & Harbor Advisory Commission (PHC) for consideration. These recommendations will be forwarded to City Council after further discussion by the PARCAC during their biennial review and update to the beach policy scheduled for the March 18, 2021 regular meeting. It is understood that the PHC will have the proposed recommendations on their agenda for review at March 24, 2021. The proposed timeline would be to incorporate the recommendations into the Beach Policy which would be adopted by City Council via resolution at the April 26, 2021 meeting. Also additional actions could be implemented to introduce an ordinance to amend Homer City Code Chapter 19.20.020 General Rules which would be introduced at that same meeting and possibly approved at the May 10, 2021.

### Recommended Regulations:

1. Personal Watercraft can only be launched and or retrieved from the Load & Launch Ramp in the Harbor; and
2. Motorized Watercraft are prohibited from being launched, landed or retrieved from any City beach with the exception of official business use.

The excerpt of the unapproved minutes of the February 18, 2021 PARCAC meeting are attached for your consideration.

Recommendation:

Review and provide recommendations or amendments to proposed policy language regarding the use and operation of personal watercraft.

February 18, 2021 Regular Meeting Minutes Excerpt  
Parks, Art, Recreation & Culture Advisory Commission

**PENDING BUSINESS**

- A. Discussion on Personal Watercraft Use
  - Boundary Lines and Enforcement
  - Jurisdiction on the Water but within City Limits
  - Priorities for Sensitive Areas, Beaches and Harbor Entrance
  - Review of regulations imposed by other Communities
  - Existing Regulations that Apply to Personal Watercraft
  - Review and Recommendation on the Draft Ordinance Submitted by KBSC

Chair Lewis introduced the item by reading of the title.

Commissioner Archibald declared that he has a conflict since he was involved in the writing the proposed ordinance.

Chair Lewis requested a motion.

LOWNEY/ROEDL MOVED THAT COMMISSIONER ARCHIBALD HAS A CONFLICT.

There was a brief discussion.

VOTE. NO. LOWNEY, ROEDL, HARRALD, GALBRAITH, LEWIS.

Motion failed.

Chair Lewis opened the floor to discussion.

Recreation Manager Illg requested clarification citing that at the previous worksession the Commission determined that they should forward motions to the city Manager for review by the city attorney. He believed that they were going to wait until they received a response from the city attorney before further discussion.

Port Director Hawkins reported that the City Manager did forward to the City Attorney but they have not been able to carve out time to review it as yet. The City Manager wanted to the commission to be aware of that it is on the list but they just haven't had time to address it before this meeting.

Chair Lewis recommended that the Commission should make a policy that personal watercraft have to be launched at the harbor and cannot be launched from beaches or any place else, just like regular boats.

Commissioner Archibald noted that was stated in the proposed language of that ordinance and he would support that recommendation.

LOWNEY/HARRALD MOVED TO RECOMMEND THAT PERSONAL WATERCRAFT BE LAUNCHED FROM THE HARBOR ONLY.

ARCHIBALD/LOWNEY MOVED TO AMEND THE MOTION TO DESIGNATE THE LOAD AND LAUNCH RAMP.

Discussion ensued on clarifying that personal watercraft should only be launched and or retrieved from the Load and Launch Ramp in the Harbor and if they should also include land such as landing on the beach for a respite as an example. It was determined that landing could be addressed in the recommendations.

LOWNEY/MOVED TO AMEND THE MOTION TO DESIGNATE THE LOAD AND LAUNCH RAMP FOR LAUNCHING AND RETRIEVING OF PERSONAL WATERCRAFT.

Discussion ensued on the language in the amendment should be clear that personal watercraft are to be launched or retrieved from the Load and Launch Ramp in the Harbor.

VOTE. (Amendment) NON OBJECTION. UNANIMOUS CONSENT.

Motion passed.

Chair Lewis asked for any further discussion on the main motion as amended.

VOTE. (Main) NON OBJECTION. UNANIMOUS CONSENT.

Motion passed.

There was a brief discussion on submitting all recommendations regarding personal watercraft forwarded to the Port & Harbor Advisory Commission for them to review at their next meeting. It was determined that due to agenda deadlines this would be on the Port & Harbor Commission's March agenda for review and recommendations. It was noted that advice from the City Attorney may be available by that time.

## NEW BUSINESS

### A. Beach Policy Review

Chair Lewis introduced the item by reading of the title and requested any amendments to the policy that would relate to the use of personal watercraft, noting the recommendations previously made under that topic earlier in the agenda. He opened the floor to discussion. Seeing no hands raised to comment, Chair Lewis then opened discussion by offering the following amendment for consideration:

No personal watercraft allowed on city beaches.

Discussion was facilitated between staff and Commissioners on the following:

- Banning Personal Watercraft from city beaches

- Defining exactly where city limits were to the right of the Bishops Beach Access

- Applying the same methods used to control vehicles on Mariner Beach to Bishops Beach

- Clarification with the City Attorney if they can block vehicle access west of Bishops Beach  
Access March 1 to September 30th

Previous complaints from property owners regarding the vehicles, parties, and trash on the beach  
Difficulties in enforcing no vehicle access past West Hill, but maybe limiting it to a road bed and keep vehicles from the mud flats

Recommended prohibition of landing motorized watercraft on beaches within city limits

LOWNEY/ARCHIBALD MOVED THAT MOTORIZED WATERCRAFT ARE PROHIBITED FROM BEING LAUNCHED, LANDED OR RETRIEVED FROM ANY CITY BEACH WITH THE EXCEPTION OF OFFICIAL BUSINESS USE.

Discussion ensued on the language being used is appropriate but allowing emergency responders, Coast Guard, etc. to be able to access the beaches as needed. IT was noted that there was existing language that could be used.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recreation Manager Illg pointed out the following:

Typographical error on page 16, item 3 title, should read, "...for all Homer Beaches."

Budget \$500 per year for sign repair, updating and replacement, Item B on page 17

Develop and distribute brochures with a coordinated public relations campaign

Budget \$500 per year for advertising the beach rules and etiquette , Item E on page 17

To discourage the use of driftwood maybe we should issue an RFP or something similar

Recreation Manager Illg wanted to make sure that the staff and commission are following the recommendations outlined in the policy regarding public education and information. He can work with Parks Superintendent Steffy on developing a brochure if they do not have one.

Parks Superintendent Steffy reported on previous attempts with regard to supplying firewood and the lack of success. He recommended a vending machine style firewood supply with a money drop box or swipe machine that the customer then takes product. He then provided an example of the bike rentals that they had last year which was a success. He then noted that they would like to allow third party operations in the city parks which are currently not allowed but with expectations of a percentage of revenue being paid to the city as the rental or lease fee.

Commissioner Lowney requested the commission to address the beach clean up through establishing a day or supplies such as bags and promoting or building energy within the community for beach clean up. She then requested reviewing and analyzing the beach access points to determine if they are feasible as an access point to the beach. Commissioner Lowney suggested that they may even want to vacate those access points due to the proximity to private property, steepness of the access, etc.

Commissioner Archibald supported the statements made by Commissioner Lowney and then commented on the proposed easement on page 23 of the packet and noted that there is a berm that is walkable but access is difficult when the tide comes in and a person could get stuck in that area of Louie's Lagoon, but it should be pursued by the Commission.

Parks Superintendent Steffy continued reporting on the idea to allow mobile food vendors in city parks which is currently prohibited and will be bringing forward for further discussion.

Public Works Director Keiser reported that she has noticed that one item that she believes is very important is maintaining natural flow of tidal waters where appropriate and in review of the policy this is not addressed. She reported being asked by several people regarding dredging work to open up the Mariner Beach slough and Beluga Slough areas. She recommended adding on page 18 a section that addressed the requirement to perform dredging efforts to maintain the natural tidal flow into the inland area.

Chair Lewis requested a motion to make that recommendation.

Commissioner Archibald commented on the verbiage used in a motion, since it was natural tidal efforts that closed off those waterways and why those channels must be maintained and opened mechanically.

Parks Superintendent Steffy recommended contacting the Kachemak Bay Research Reserve to get some technical specifications in order to make informed decisions on recreational and ecological function of the two areas.

Commissioner Archibald noted that there is a private property owner that dredges their property and it may be a good idea to contact them to see how often they perform dredging.

Parks Superintendent Steffy noted that he would like to get the information to properly manage those openings before implementing more prescriptive language.

Chair Lewis turned the gavel over to Vice Chair Archibald noting he needed to depart the meeting for a few minutes.

Vice Chair Archibald requested additional recommendations. Hearing none from the Commission he stated that he would like to address motorcycles/dirt bikes, loud vehicles and unlicensed vehicles on the beach. He noted that they spoke about prohibiting unlicensed vehicles on the beach it would prohibit the use of dirt bikes on the beach.

Parks Superintendent Steffy recalled a previous conversation, during the last Beach Policy review, with Chief Robl indicating that laws of the road apply to the beach so if someone was on the beach spinning “brodies” that would be considered reckless driving and they could be cited. But he then noted that he recalled reading that if you are not operating a vehicle on a state maintained road there were some exceptions, so he would need to get some clarification on that issue. He then noted that if they are having issues again then they need to encourage reporting of incidents to the Police Department.

Further discussion made points on enforcement issues and staff resources and creating or marking a dedicated road bed and installation of signage to ensure that vehicles stay out of the mud flats.

The item was requested to be on the March agenda for further review to discuss beach access and recommending that the Commissioners visit the accesses shown so that they can see if there are any that could be developed better so that Bishop’s Beach does not get too crowded. It was suggested that the commissioners visit the beach easement behind the property with all the derelict vessels also before the next meeting.



Recreation Manager Illg suggested that the Commission schedule a worksession since they are representatives to the Homer Community and some of them have no idea where these access locations are collectively.

Chair Lewis stated that they could schedule worksessions in April when the weather is better.

Parks Superintendent Steffy noted that they can schedule the Spring Park Walk Through.

Deputy City Clerk Krause confirmed with the Commission that a worksession will be scheduled prior to the April regular meeting.

Mr. Hawkins explained how he felt it was important for the commission to look at the entire facility infrastructure from a management point of view and answer some pertinent questions. He referenced his memo and harbor staff's deferred maintenance spreadsheet, explaining what the data entails. Mr. Hawkins shared a photo presentation to highlight some of the dock infrastructure issues that are in need of complete replacement, and explained how Port Maintenance staff has done their best to maintain the float systems.

Mayor Castner shared information on potential funding from the State that could help pay for these maintenance projects. Mr. Hawkins commented on a bond study, hoping that it will provide the needed matching funds to make this project happen.

Mr. Hawkins posed the question to the commission: Are we meeting our mission? He does not believe they are as they are unable to fund these projects and they need to have conversations about their expenditures. It is high time to learn what charges are real and what needs to change.

Discussion ensued on the harbor's history with City expenses, areas that they've tried to cut costs, other areas that fees have been applied and/or increased, and the amount of sales tax that harbor activity brings to the City. There was an agreement to discuss the budget further at a future meeting.

- B. Resolution 21-008 & Personal Watercraft (PWCs) in Kachemak Bay
  - i. Resolution 21-008
  - ii. Memo from City Manager Re: Personal Water Crafts (PWCs) in Kachemak Bay

Chair Zimmerman introduced the item by reading the title and opened the floor for discussion.

Commissioner Ulmer commented on her 17 years of experience serving on the State of Alaska's Critical Habitat Area Service Board. She voiced her objection to personal watercrafts in the Kachemak Bay area, primarily due to noise pollution.

Commissioner Donich voiced his support of personal watercraft and how they're not any worse than a motorized skiff. He opined that allowing personal jet boats in critical habitat areas, but not personal watercrafts, is unwarranted discrimination. Mr. Donich and Ms. Ulmer commented on the need for compromise, that if they have to be banned, perhaps there could be designated areas where they're allowed and not allowed.

Commissioner Carroll noted that everyone will have their opinion but he hopes that the City would have an election on the matter.

At Chair Zimmerman's request for a motion, Commissioner Donich stated a possible motion of compromise to allow personal watercraft on the west side of the Spit, and closing it to the east side of the Spit. He opined that it would just be a matter of enforcement of open/closed areas, such as how vehicles are not allowed in certain beach areas and you're subject to a citation if you violate that law.

Commissioner Zeiset commented that he was under the impression that the State's decision to allow personal watercraft in Kachemak Bay was already a done deal, and that the commission is only

providing recommendations to City Council so that the City can pass those comments to the State. Mayor Castner clarified that there are waters controlled by the City and they have a say on what the City can do to influence behaviors in those areas. Mr. Donich rescinded his suggested motion and provided additional comments regarding how there are already established laws enforcing vehicles not access certain parts of the beach. The same can be done for personal watercraft.

Mr. Zeiset opined that the commission's feedback should focus more on personal watercraft use in the harbor, including the Load and Launch Ramp and other ramp areas. They should be treated as a boat: they go up and down the ramp, pay the launch fee, and not get to offload on any beach.

Mayor Caster posed the question on which ramp should personal watercrafts use to launch: the regular launch ramp where they would have to traverse the entire length of the harbor to exit (which poses greater safety risks), or have them launch elsewhere that's closer to the mouth of the harbor.

Discussion ensued on the following topics:

- Safety risks surrounding enter/exiting the harbor due to excess wakes.
- High traffic of various vessel sizes at the harbor entrance.
- How Harbor Officers are expected to enforce policies; need for cooperative enforcement with other agencies, such as Alaska State Troopers, Coast Guard, or Department of Fish and Game.
- How having a camera at the mouth of the harbor would greatly help.
- How modern-day jet-skis are capable of minding wake speeds; they are not like older ones that require to be on-step to get going.
- There will still be personal watercraft users that follow the rules responsibly and others that violate the policies just like any other user group.
- Looking at other harbors in Alaska to see what policies they've implemented to address personal watercraft in their harbors; Homer is the only place that has banned them.
- The need to write citations and implement policy for all harbor users, not just geared towards personal watercraft.

STOCKBURGER/ULMER MOVED TO DIRECT THE CITY MANAGER AND STAFF TO IMPLEMENT THE FOLLOWING:

- INCREASE ENFORCEMENT OF EXISTING RULES REGARDING VEHICLES ON THE BEACH AND NO WAKE ZONES.
- RESEARCH A CAMERA SYSTEM FOR THE HARBOR ENTRANCE.
- WORK WITH OTHER AGENCIES TO ENFORCE WAKE SPEED REGULATIONS AND VESSEL SAFETY FOR ALL VESSEL TYPES AT THE HARBOR ENTRANCE.
- RESEARCH POLICIES IN OTHER HARBORS THAT ALLOW PERSONAL WATERCRAFT.
- CREATE AND IMPLEMENT AN EDUCATIONAL CAMPAIGN ABOUT THE USE OF THE LOAD AND LAUNCH RAMP AND HARBOR.

There was discussion on the motion's verbiage and suggested amendments to the wording to include additional recommendations of action to staff.

VOTE: YES: ZIMMERMAN, CARROLL, ERICKSON, ULMER, ZEISET, STOCKBURGER, DONICH

- Consultation with staff on what recommendations should be taken.
- Commissioners felt the City bent over backwards to bring the lessee into compliance and it does not seem that much has changed or improved; next step is for this to go to Council.
- Current status of the lease and the reasons for default, including having a delinquent account balance with the City, property taxes are in arrears, and lack of proof of insurance.
- How eviction would affect the three subleases on the property and, if the City used eviction as a lease default remedy, if there was a way to maintain/take over the subleases so the lot does not stay vacant all summer.
- There is no provision in the lease for the City to take over any subleases; that should be included in future leases.

MATTHEWS/ULMER MOVE TO NOTIFY COUNCIL OF THE DEFAULTED LEASE WITH ALASKA CUSTOM SEAFOODS.

In response to requests for guidance on the matter, Mr. Hawkins said that it's pretty clear in City Code that the action is eviction. Commissioners concurred that eviction does seem to be the route to go. There was discussion and questions directed to staff on the general timeframe and how that affects the sublessees going into summer. Commissioner Matthews suggested that in the eviction process, the "areas to cure" could include transfer of lease for the subleases.

ZIMMERMAN/SIEKANIEC MOVED TO AMEND TO INCLUDE THE REQUEST THAT CONSIDERATIONS BE TAKEN TO ASSIST THE SUBLESSEES ON THE PROPERTY.

Chair Zimmerman commented that he would like to see Council look at a way to keep those sublessees operating so if they do decide to evict, we're not kicking three other businesses off. During discussion with the commission he clarified that in that scenario the City would be the landlord and would charge a small per-square-foot rate for the season, similar to the short-term leases the City used to provide at the other end of the harbor.

VOTE (amendment): NON-OBJECTION; UNANIMOUS CONSENT.

Motion carried.

VOTE (main motion): NON-OBJECTION; UNANIMOUS CONSENT.

Motion carried.

- B. PARCAC Recommendations on Personal Watercraft (PWC)
- i. Parks, Art, Recreation & Culture Advisory Commission February 18, 2021 Regular Meeting Minutes Excerpt Re: Personal Watercraft
  - ii. Draft Ordinance 20-46 Amending HCC 19.20.020 to Address Personal Watercraft
  - iii. Port & Harbor Advisory Commission January 27, 2021 Regular Meeting Minutes Excerpt Re: Personal Watercraft

Chair Zimmerman introduced the item by reading the title and opened the floor for discussion.

Port Director Hawkins commented on how the commission has already discussed the use of personal watercraft, and his takeaway from that conversation was that the Port and Harbor is going to treat them the same as vessels. They will have to follow the same posted rules, such as no-wake speeds, and paying for their launch at the Load and Launch Ramp. The commission had also discussed stronger enforcement of the no-wake policy at the entrance of the harbor, especially when it came to safety concerns for smaller watercraft.

Mr. Hawkins recapped what was discussed at the PARCAC meetings he attended. The recommended regulations from PARCAC were 1.) Personal Watercraft can only be launched and or retrieved from the Load & Launch Ramp in the Harbor; and 2.) Motorized Watercraft are prohibited from being launched, landed or retrieved from any City beach with the exception of official business use.

Discussion ensued on what kind of amendments the commission would like to make, with discussion covering the following areas:

- Beach rules that are already in place; you can't launch from the beach because vehicles aren't allowed in those areas.
- These proposed rules are in relation to City-owned beaches; personal watercraft could be launched on private land, but tidelands from high-tide and out are City property.
- Technically it would be illegal if they pulled up to a beach just to hop off to stretch their legs.
- Policing/enforcing these policies.
- Personal watercraft vs. motorized watercraft; State's definition for a personal water craft (PWC) and what terminology should be included in the code amendment.
- Motorized vessels currently being hauled out do complete a Beach Landing/Barge Use Agreement with the Harbormaster's Office beforehand; this is part of that "official business use" caveat.
- Clarification of what part of HCC is being amended (Parks and Recreational Facilities); that code does include penalties if sections of Chapter 19 are violated.

STOCKBURGER/ZIMMERMAN MOVED TO INCLUDE "...OR WITH HARBORMASTER APPROVAL." TO HCC 19.20.020(J).

There was discussion on leaving the terminology as motorized watercraft.

Commissioners requested better signage at the beaches for education/enforcement purposes; all of the rules should be enforced equally, and better signage would help with that.

Commissioner Zeiset clarified how without adding in "harbormaster's approval" that emergency beach landings would not be allowed, referring to the example of when a broken-down vessel had to do an emergency beach landing on the south end of the Spit. He commented how in those situations, he loves the idea of being able to work with somebody individually. If someone's boat breaks down and they're forced to drift into the beach because they have no other choice, we're not slapping them with a fine. It gives working space for different situations.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

[ Motion carried.

### **INFORMATIONAL MATERIALS**

- A. Port & Harbor Monthly Statistical Report for February 2021
- B. Water/Sewer Bills Report for February 2021
- C. Crane & Ice Report
- D. Dock Activity Reports
- E. PHC 2021 Meeting Calendar

Commissioner Stockburger clarified his comments regarding marine repair facility statistics and thanked harbor staff for including the to-date numbers. There was discussion on statistics and revisions to the PHC meeting schedule. Deputy City Clerk Tussey responded to questions regarding the meeting schedule and when commissioners are expected to give their City Council reports.

### **COMMENTS OF THE AUDIENCE**

#### **COMMENTS OF THE CITY STAFF**

Deputy City Clerk Tussey commented it was a great meeting.

Port Director Hawkins commented that he will not be here for the next meeting; he is taking leave time to visit family and meet a new grandchild.

#### **COMMENTS OF THE CITY COUNCILMEMBER**

#### **COMMENTS OF THE CHAIR**

Chair Zimmerman thanked the commission for a lively meeting.

#### **COMMENTS OF THE COMMISSION**

Commissioner Matthews reminded commissioners that Winter King Salmon Tournament will be taking place next month.

Commissioner Ulmer thanked Deputy City Clerk Tussey and Port Director Hawkins for all their work.

Commissioner Zeiset congratulated Port Director Hawkins on the new family member.

Commissioner Stockburger thanked the commission for the meeting and the further discussion on 2022 budget and other revenue resources.

Commissioners Erickson and Siekaniec did not have additional comments.



# City of Homer

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

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: April 8, 2021  
SUBJECT: City Manager's Report for April 12, 2021 Council Meeting

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### **FY22/23 Budget**

The Council met for work sessions on March 31<sup>st</sup> and April 5<sup>th</sup> to continue discussing various budget topics which included the Police Department, Volunteer Fire Department, Port & Harbor Enterprise, Public Works, Admin Fees, Fleet and Reserves. The conversations have been valuable for staff as we work to produce the budget which will be introduced in the coming months. The session on the 5<sup>th</sup> is the last “off-cycle” work session we’re intending to host, but there are plans to add discussions about reporting and the fee schedule to future agendas. I started budget reviews with Directors on April 6<sup>th</sup>, about a week ahead of schedule.

### **Japan Sister City Film Video Contest**

Homer and Teshio, Japan have enjoyed a Sister City relationship since 1984. Over the years, the relationship has been nurtured by occasional delegation visits between the Cities. This year, the Anchorage Consular Office of Japan offered a Japan-Alaska Friendship Video Campaign to help strengthen sister city connections.

On their own time, Homer Parks employees Matt Steffy and Stevie Drescher co-produced “Sisters & Sea Messages” <https://www.youtube.com/watch?v=hNl4TsqLH5k>, which won second place honors from among the eleven videos submitted to the campaign. First place went to Obihiro City, Japan’s production of “Moving with Seward Towards a Brighter Future.”



This value of the Sisters & Sea Messages video (a first-time film production by two friends) has spread beyond rekindling a relationship that spans the ocean – it has led to a permanent cultural installation and a valuable technology donation to a local youth organization. The Howard’s have offered to donate the 16” glass float featured in the video for display at a City location, and the prize awarded by the Consular Office of Japan for winning top Alaska honors, an Oculus Quest 2 virtual reality system, will be donated to the Kachemak Bay Family Planning Clinic’s Rec Room giving youth there access to many educational, artistic, puzzle solving, and social programs available today. Congratulations to Matt and Stevie and thank you for your creative work.

### **HVFD CARES Equipment**

In 2020, Council approved use of CARES Act funds to purchase some emergency medical response equipment for the Volunteer Fire Department. The Lucas CPR machines and power load patient lift systems have been received and staff has been training on their use. The Lucas CPR machines provide consistent quality CPR for those in cardiac arrest and allows responders to perform quality CPR without exposing EMTs to the risk of COVID airborne/droplet particles. The photo below shows the power load patient lift system which allows HVFD’s responders to load a patient up to 600 pounds without additional help to lift the cot. This equipment reduces injury risk to responders and patients.



### **Kayak Rescue – A Successful Multi-Department/Agency Response**

On Monday, April 5<sup>th</sup> at 11am a 911 emergency call went out to Police Dispatch regarding an overturned kayaker in Mud Bay, approximately two miles northwest of the Harbor. The Homer Police Department, Homer Volunteer Fire Department, Homer Port & Harbor Department, and Alaska State Parks worked together to successfully respond to the incident. Aiding dispatch was the Harbormaster who had a long distance view of the kayakers via the Harbor’s camera system. Alaska State Parks landing craft Phoresy was first on the scene and was able to locate and retrieve the distressed and hypothermic kayaker from the water. The kayaker was safety transported to the Homer Spit Marine terminal and delivered to an EMS crew who provided care and transport to the hospital. The Harbor tug, crewed by Deputy Harbormaster Matt Clarke and Harbor Officer



Ricky Borland, provided assistance to the second kayaker who was still in their kayak but unable to paddle back to shore. The Harbor tug also retrieved the kayak of the individual rescued by the Phoresy.

Luckily everyone walked away from this incident. A quick call to 911, a trained and dedicated staff, and the proper use of a PFD saved the day in this situation. I encourage the public to please ensure they understand the weather conditions and personal limits when launching any kind of motorized or non-motorized craft into the ocean. It is a wonderful recreational resource, but it is also very dangerous.

### **Vessel North Pacific Update**

In my report for the March 8<sup>th</sup> Council Meeting, I provided an update on efforts to move the North Pacific and remove weight and equipment from the vessel (Council passed resolution 21-021 allowing for surplus sale of salvaged equipment). The update below provided by Harbormaster Hawkins picks up with inspections of the vessel's hull:

*We hired Vision SubSea to use their ROV to look over the hull. We were concerned that there could be damage to the hull that would damage (pop) an airbag. Unfortunately due to the growth on the hull, the ROV did not allow us to see what we needed to see and we needed a new plan.*

*Hull inspection #2 we moved the boat onto the Steel grid so that we could do an out of water inspection. You may have heard that the tide waits for no man, it also is a major cause of sleep deprivation to those who have to work them. We put her on the grid at 2pm on March 12<sup>th</sup>, met back at the boat at 8pm low water for the inspection, and then met back at the 2am high water on the 13<sup>th</sup> to take her back off the grid and once again tie up to B transit. She passed the inspection and the contractors were now comfortable with moving to the next phase.*

*Deputy Harbormaster Matt Clarke and I met with Fortune Seas owner and Ian Pitzman and his port Captain Tyson Alward on Tuesday the 30<sup>th</sup> at 0315 at the Fish Dock with the Harbor Tug and Skiff. We made the tug up to the North Pacific for what I hope is the last time and game planed on deck for moving the North Pacific to the beach landing. I would run the tug and Matt the Skiff and we had Ian on the bow of the NP with a handheld helping give distances off and directions. Book high was scheduled for 0413 and our intentions were to run the boat up onto the beach at the peak of that 22' tide. Our timing was good and we arrived off shore of the beach landing about 25 minutes ahead of the tide. Tyson and harbor officer Sean McGrorty set up range markers using their vehicle lights on shore to give us something to aim at as it was hours until daylight. At about 0410 from approximately 400 yards offshore we turned the North Pacific towards the beach landing and pushed with full power at Tyson and Sean until the vessel grounded to a full stop.*

*Matt ferried a large mooring line from the bow of the NP to the beach using the skiff where Tyson attached it to a large concrete block and securing the boat to the beach at the highest tide of the series.*

*Fast forward to April 6<sup>th</sup> and the Fortune Seas Marine crews are moving the boat up the beach using air bags. Our plan is to put her in the vacant lot across outer dock road until July when Alaska Scrap will break her down into scrap and dispose of the waste material. There are still a lot of steps in the process before we can put this one behind us, but so far so good.*



### **Special Event Code Update Project**

In my report to Council for their meeting on February 22<sup>nd</sup>, I indicated an interest in reviewing the special event code (HCC § 19.02) as it did not seem to be a good fit for the types and scale of events held in Homer. Councilmembers Venuti and Hansen-Cavasos volunteered to join an interdepartmental team of staff members that I have assembled to investigate this issue. We were able to meet with both Councilmembers the week of April 5<sup>th</sup> and identified opportunities for improvement to a number of topics within City code which have a nexus to special events (mobile food vendors, itinerant merchants, fireworks, and parking). In the coming months, we will be bringing forward some proposals which will hopefully make Homer an easy City to work with to develop fun and safe events that can be enjoyed by both residents and visitors.

### **Now Hiring Temporary Employees for the Summer Season**

The City is currently hiring for a number of temporary positions that include gigs with the Library, Harbor, and Parks crews. Interested applicants are encouraged to visit <https://cityofhomerak.applicantpro.com/jobs/> to learn more and apply online. We are also recruiting for full-time police officers and a part-time library technician.

## COVID-Related Updates

### COVID Risk Status

On March 30<sup>th</sup> I moved the City from the “Orange” to “Yellow” level on our COVID risk framework. This allowed the Library and the HERC to expand their availability to the public. The Library is now open for visits without an appointment, but is still maintaining restricted hours. Community Recreation programs in the HERC are being modified to allow drop-in use during certain times. For the most up to date information, I recommend checking the website: <https://www.cityofhomer-ak.gov/recreation/herc-open-activities-drop-and-reservations-available-starting-april-1>.

### Council Chambers

The Council Chambers are close to being complete. All wiring is in place and the dais is being closed up, the monitors are in place, speakers installed, old microphones have been rebuilt (we reverted to use of the old mics for now due to supply chain constraints), and usage of the Chambers hinges on the receipt and programming of a second camera unit. In the meantime, our Yellow risk status has allowed more in-person meetings for staff and we have used the space to meet. The photo below shows staff discussing identified gaps in our non-motorized transportation network.



Enclosures:

1. April Employee Anniversaries
2. Homer Police Department Annual Statistical Report for 2020
3. Homer Foundation Grant Report



# City of Homer

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

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## Memorandum

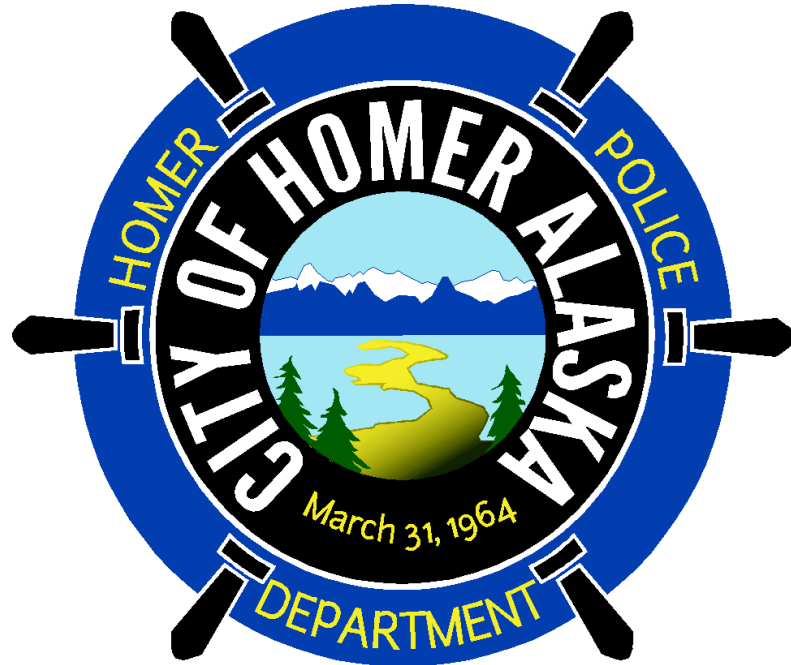
TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: April 12, 2021  
SUBJECT: April Employee Anniversaries

---

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

<b>Joe Young</b>	<b>Public Works</b>	<b>14</b>	<b>Years</b>
<b>Rick Pitta</b>	<b>Police</b>	<b>12</b>	<b>Years</b>
<b>Travis Brown</b>	<b>Planning</b>	<b>9</b>	<b>Years</b>
<b>Erica Hollis</b>	<b>Port</b>	<b>9</b>	<b>Years</b>
<b>Jean Hughes</b>	<b>Public Works</b>	<b>7</b>	<b>Years</b>
<b>Jaclyn Arndt</b>	<b>Fire</b>	<b>5</b>	<b>Years</b>
<b>Dave Berry</b>	<b>Library</b>	<b>2</b>	<b>Years</b>
<b>Ricky Borland</b>	<b>Port</b>	<b>2</b>	<b>Years</b>
<b>Aaron Yeaton</b>	<b>Public Works</b>	<b>2</b>	<b>Years</b>

# HOMER POLICE DEPARTMENT



## 2020 ANNUAL STATISTICAL REPORT

# Homer Police Department

## **Purpose of the Report:**

- To report to the citizens of Homer the yearly activity of the police department.
- To reflect upon the current criminal activity and compare it to the past.
- To identify trends and changes in criminal activity. Many factors influence these numbers including population changes, economics, reporting procedures, allocation of department personnel, and law revisions. These factors should be kept in mind while reviewing this report.

*Permission is given to freely copy and use this information. Every effort is made to insure these numbers are as accurate as possible. Any numbers found in error are corrected in the following report.*

## **Organization of the Report:**

This report contains statistics of offenses and incidents defined by the FBI in the Uniform of Crime Report (UCR) as well as the statistics of offenses and incidents defined by the State of Alaska and the Homer Police Department.

UCR is a national crime reporting system administrated by the FBI. This program provides a nationwide view of crime based on the monthly submission of statistics by law enforcement agencies. UCR facilitates the comparison of the crime trends between Homer and other cities in the nation.

## **Source of Data:**

The numbers were extracted from the 2020 Incident and Arrest Logs, monthly reports and past yearly reports kept by the Homer Police Department.

### **Homer Police Department Goals**

- Actively and aggressively investigate all criminal activity that occurs within the City of Homer.
- Work with the community to address citizen concerns and create a positive and safe environment for growth and public prosperity.
- Promote and maintain crime prevention activities with an emphasis on citizen involvement, public awareness and education.
- Maintain a highly trained, professional police force that is prepared to respond to all emergencies and provide a rapid and safe resolution to all calls for service.

### **Homer Police Department Mission Statement**

To protect the public from criminal wrong doing, keep the peace and maintain order, assist in the orderly flow of traffic, serve the public in times of emergency and enforce the law of the land.

*Copies of this document may be obtained from:*

Homer Police Department  
Mark H. Robl, Chief of Police  
625 Grubstake Avenue  
Homer, AK 99603  
Ph: (907) 235-3150  
Fax: (907) 235-3151  
Email: [police@ci.homer.ak.us](mailto:police@ci.homer.ak.us)



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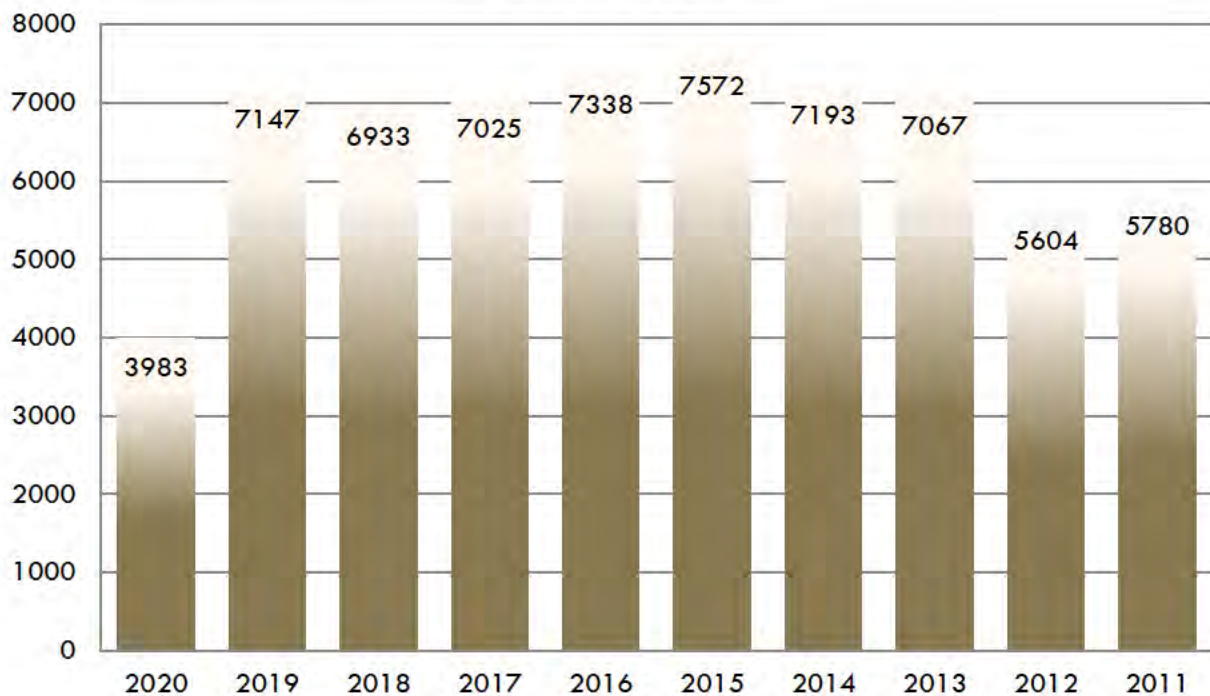
## REPORTED INCIDENTS BY CATEGORY

CALL CODE	2020	CALL CODE	2020
911 Hang Up	328	HAZMAT	0
Abandoned Vehicle	60	Human Trafficking	0
Accident – non Vehicle	0	Kidnap	1
Aircraft	4	Liquor Laws	1
Alarm	100	Litter / Illegal Dumping	11
Animal Call	102	Lost / Found Property	219
Arson	0	Miscellaneous	69
Assault	40	Missing Person	3
Agency Assist	172	Murder	0
Assist Medical	58	Off Highway Vehicle Complaint	21
Assist Motorist	42	Patrol Request	54
Assist Public	149	Public Appearance	6
Burglary	9	Public Order	0
Child Support	0	Recovered Stolen Property	0
Citizen Feedback	0	Recovered Stolen Vehicle	0
Civil Issue	123	REDDI Report	222
Collision	157	Remains Unknown	0
Commercial Vehicle Offense	0	Robbery	0
Computer Crime	3	Security Check	345
Custodial Interference	0	Serve Court Documents	12
Damage Property	45	Sex Offense	12
Deceased person	18	Stalking	0
Disturbance	222	Sex Offender Registration	4
Drugs	49	Suspicious Circumstances	305
Driving Under the Influence	50	Terroristic Threatening	2
Endangerment - Adult	2	Theft – Non Vehicle	113
Endangerment - Child	2	Theft – Vehicle	16
Escape	0	Traffic	160
Extort / Blackmail	0	Transport	11
Fire	2	Trespass	114
Forgery / Fraud	35	Violate Conditions of Release	20
Fugitive from Justice	0	Warrant Arrest	42
Gaming Laws	0	Weapons Offense	2
Harassment	55	Welfare Check	391
		<b>TOTAL INCIDENTS 2020</b>	<b>3983</b>

**REPORTED INCIDENTS**

MONTH	2020 INCIDENTS	2019 INCIDENTS	2018 INCIDENTS	2017 INCIDENTS	2016 INCIDENTS
January	425	432	372	469	541
February	433	371	375	405	467
March	341	469	454	505	506
April	308	525	523	538	560
May	361	681	638	705	793
June	335	714	686	697	656
July	370	855	850	999	854
August	391	828	767	753	746
September	317	621	669	498	664
October	244	688	620	521	525
November	236	482	490	487	541
December	222	481	489	448	485
<b>TOTAL</b>	<b>3983</b>	<b>7147</b>	<b>6933</b>	<b>7025</b>	<b>7338</b>
<b>% CHANGE</b>	<b>-44.2%</b>	<b>+3.1%</b>	<b>-1.3%</b>	<b>-4.3%</b>	<b>-</b>

**REPORTED INCIDENTS  
2020-2011**

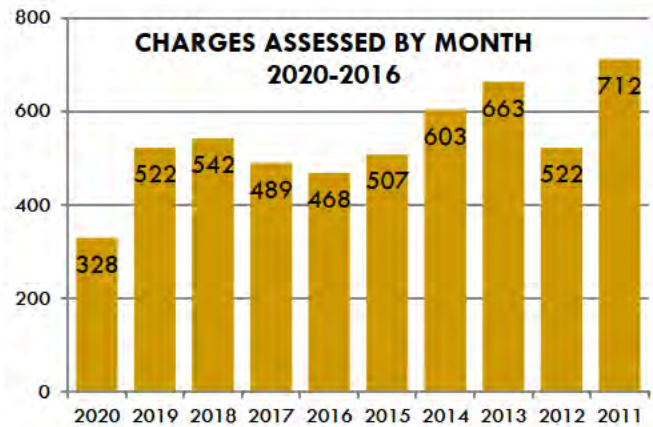


**SUMMARY OF ARREST CHARGES\***

Group A CHARGES	2020	2019	2020	
			Adult	Juv
Animal Cruelty	0	0		
Arson	0	0		
Assault: Simple	30	34	30	
Assault: Aggravated	15	-	15	
Assault: Intimidation	1	-	1	
Burglary	5	7	5	
Counterfeiting/Forgery	0	1		
Destruction/Damage/Vandalism	17	14	17	
Drugs: MICS I	0	0		
Drugs: MICS II	0	0		
Drugs MICS III	0	0		
Drugs MICS IV-MICS VI	17	16	16	1
Embezzlement	0	0		
Fraud	3	1	3	
Gambling	0	0		
Homicide/Murder	0	0		
Human trafficking	0	0		
Kidnap	0	0		
Larceny: Theft I	0	-		
Larceny: Theft II	6	4	6	
Larceny: Theft III	4	5	4	
Larceny: Theft IV	16	41	12	4
Larceny: Vehicle Theft	4	4	40	
Prostitution	0	0		
Pornography/Obscene Material	0	1		
Robbery	0	0		
Sex Offenses	6	0	6	
Weapons Offense	8	7	8	
<b>Group B CHARGES</b>				
Disorderly Conduct	7	17	7	
Driving While Intoxicated	70	53	70	
Refuse Chemical Test( Misd or Felony)	14	10	14	
Liquor Law Violations	1	0	1	
Trespass	22	35	22	
Reckless Endangerment	2	4	2	
Resisting Arrest	6	7	6	
TRO Violation	2	4	2	
Unlawful Contact 1 <sup>st</sup> /2 <sup>nd</sup> Degree (DV)	1	1	1	
Vehicle Tampering	0	1		
Violation of Conditions of Release	32	90	32	
Warrant Arrest (FTA)	7	90	7	
Fugitive from Justice	2	4	2	
Probation Violation	0	0		
Protective Custody	3	19	3	
Harassment	1	2	1	
Obstruct Justice	7	8	7	
Traffic offenses	19	42	19	
<b>TOTAL CHARGES</b>	<b>328</b>	<b>522</b>	<b>323</b>	<b>5</b>

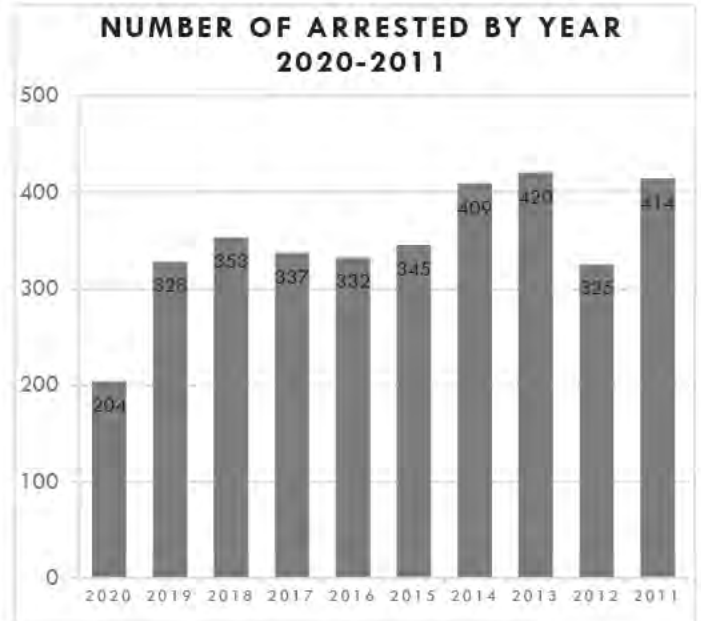
\*Numbers representative of charges and not individual people

CHARGES ASSESSED BY YEAR 2020-2011					
MONTH	2020	2019	2018	2017	2016
January	40	25	17	27	54
February	11	32	32	15	30
March	30	21	48	44	33
April	7	20	32	42	25
May	29	49	36	52	62
June	46	69	69	33	55
July	22	71	49	41	46
August	33	54	60	38	43
September	30	36	47	36	45
October	36	56	73	49	29
November	36	41	37	56	18
December	8	48	42	56	28
<b>TOTAL</b>	<b>328</b>	<b>522</b>	<b>542</b>	<b>489</b>	<b>468</b>
<b>% CHANGE</b>	<b>-37.2%</b>	<b>-3.7%</b>	<b>+10.8%</b>	<b>+4.5%</b>	<b>-</b>

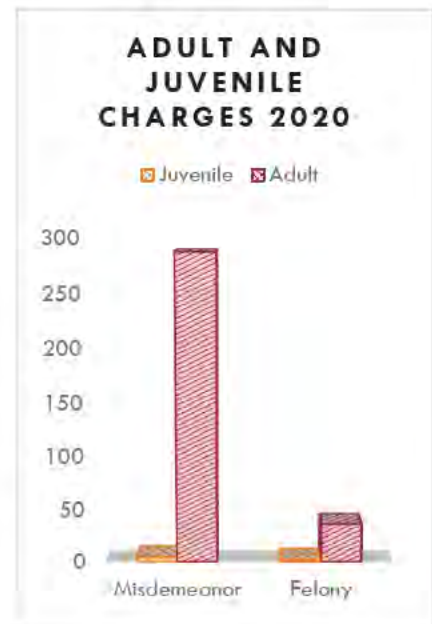
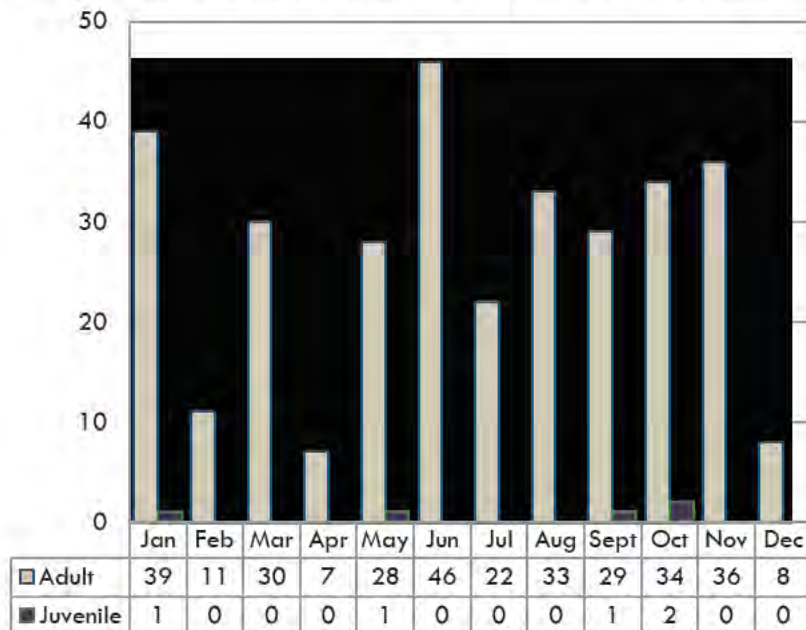


**SUMMARY OF ARRESTS**

NUMBER OF PERSONS ARRESTED BY MONTH 2020-2016					
	2020	2019	2018	2017	2016
January	24	18	17	23	40
February	9	23	23	12	21
March	20	17	29	24	25
April	5	18	24	25	17
May	17	35	25	31	39
June	23	32	44	25	37
July	17	32	35	32	33
August	23	32	36	28	34
September	23	24	30	33	28
October	19	38	40	37	25
November	18	26	24	38	15
December	6	33	26	29	18
<b>TOTAL</b>	<b>204</b>	<b>328</b>	<b>353</b>	<b>337</b>	<b>332</b>
<b>% CHANGE</b>	<b>-37.8%</b>	<b>-7.1%</b>	<b>+4.7%</b>	<b>+1.5%</b>	<b>-</b>

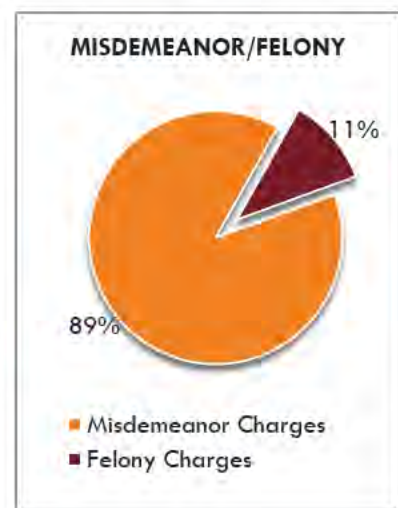
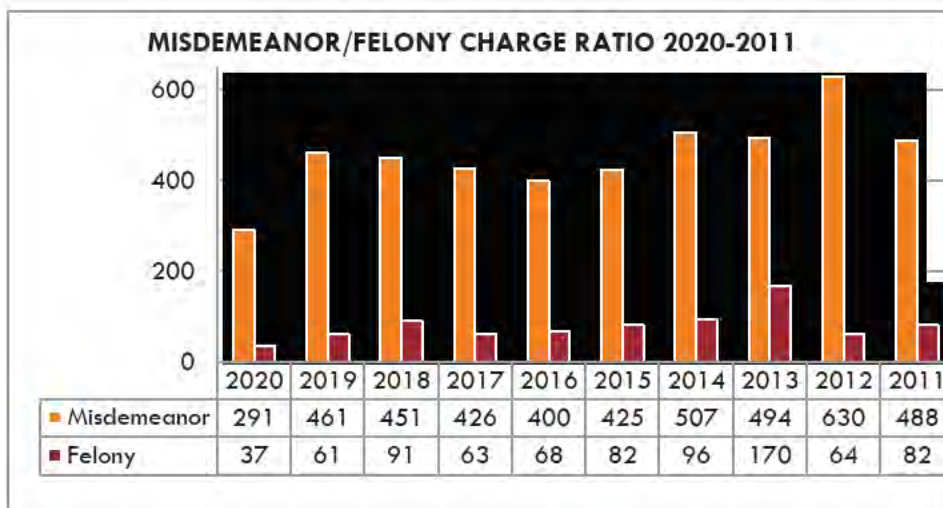
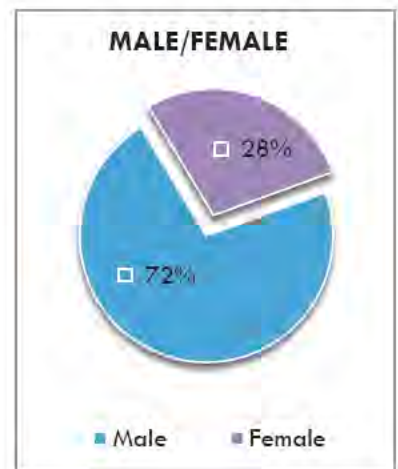
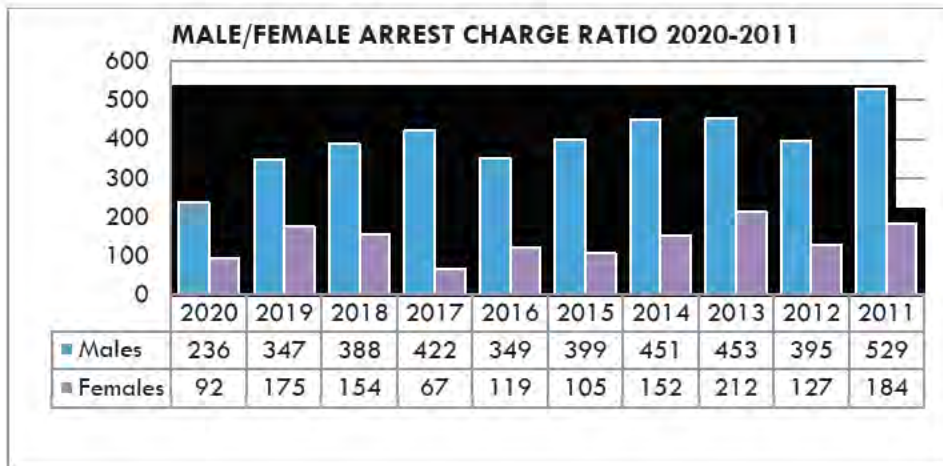
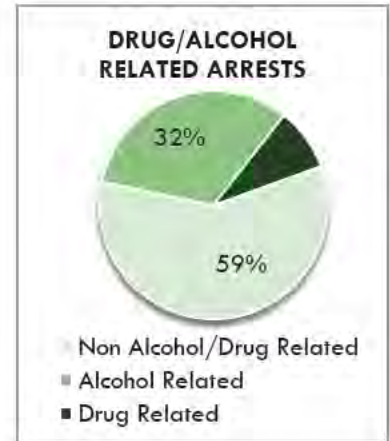


**COMPARISON OF ADULT & JUVENILE ARREST CHARGES FOR 2020**



**DISTRIBUTION OF CHARGES 2020**

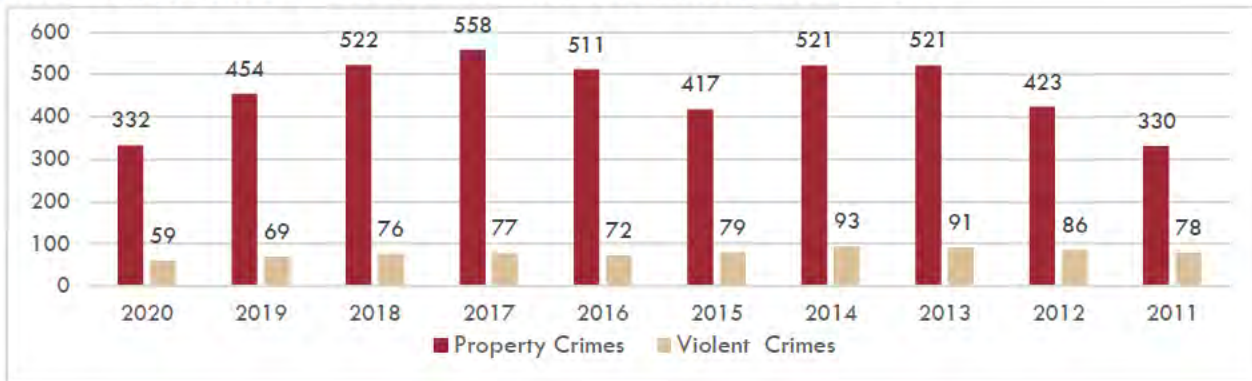
YEARLY TOTALS	ADULTS	JUVENILES	TOTALS	DRUG RELATED	ALCOHOL RELATED
ARRESTS	199	5	204	18	66
CHARGES	323	5	328		
FELONIES	36	1	37		
MISDEMEANORS	287	4	291		



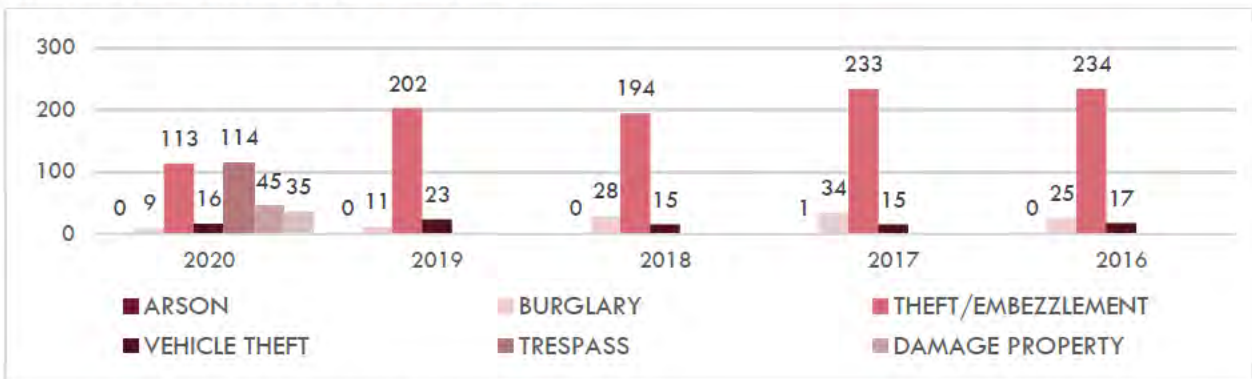
**CRIMES REPORT: PROPERTY & VIOLENT**

PROPERTY CRIMES 2020		VIOLENT CRIMES 2020	
ARSON	0	ASSAULT	40
BURGLARY	9	RESISTING ARREST	6
THEFT / EMBEZZLEMENT	113	ROBBERY	0
FRAUD / FORGERY	35	SEX ABUSE/ASSAULT	12
TRESPASS	114	STALKING	0
DAMAGE PROPERTY	45	KIDNAP	1
VEHICLE THEFT	16	HOMICIDE	0
<b>TOTALS</b>	<b>332</b>	<b>TOTALS</b>	<b>59</b>

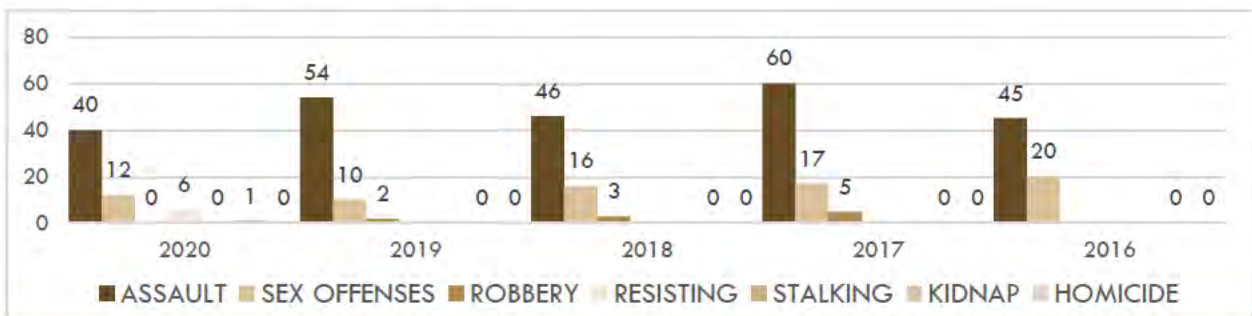
**NUMBER OF REPORTED PROPERTY AND VIOLENT CRIMES 2020 - 2011**



**ANALYSIS OF MAJOR PROPERTY CRIMES**

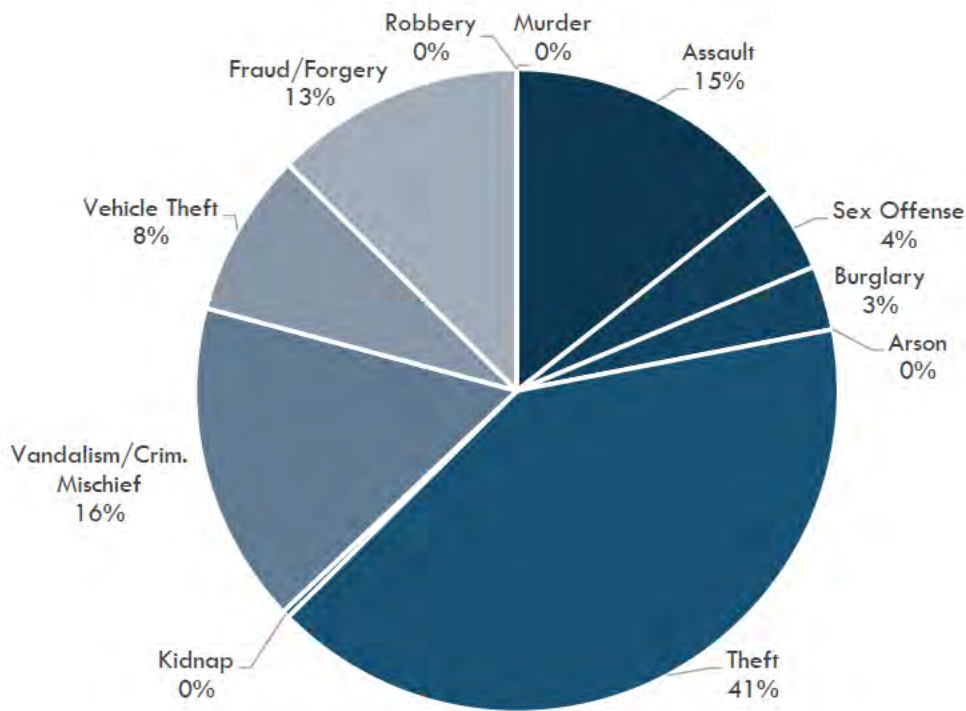


**ANALYSIS OF MAJOR VIOLENT CRIMES**



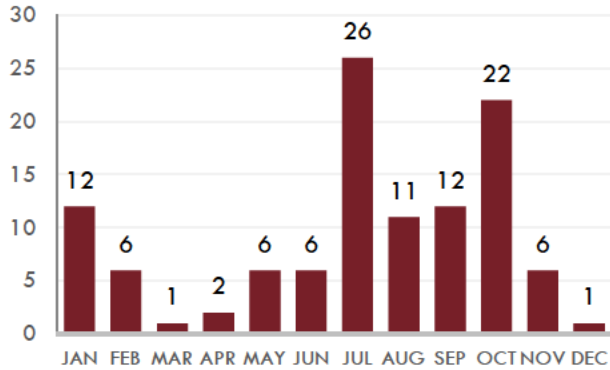
**DISTRIBUTION OF MAJOR OFFENSE BY PERCENTAGE**

Arson	=	0
Assault	=	40
Burglary	=	9
Fraud/Forgery	=	35
Kidnap	=	1
Murder	=	0
Robbery	=	0
Sex Offenses	=	12
Theft/Embezzlement	=	113
Vandalism/Criminal Mischief	=	45
Vehicle Theft	=	16

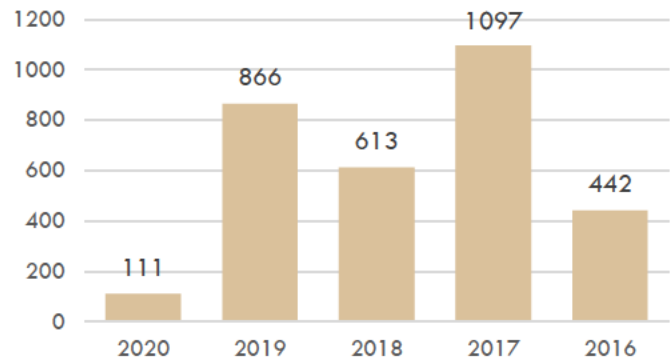




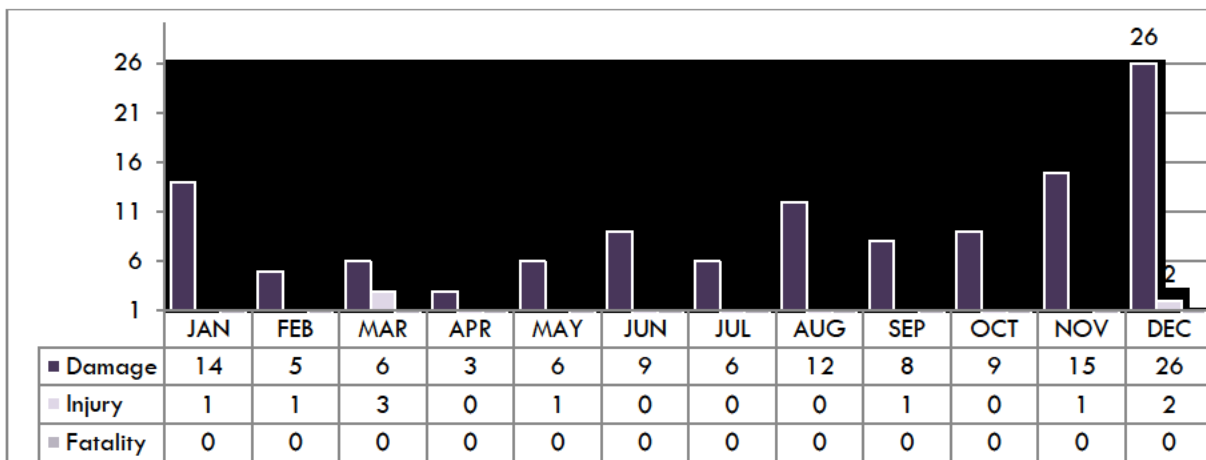
**CITATIONS 2020**



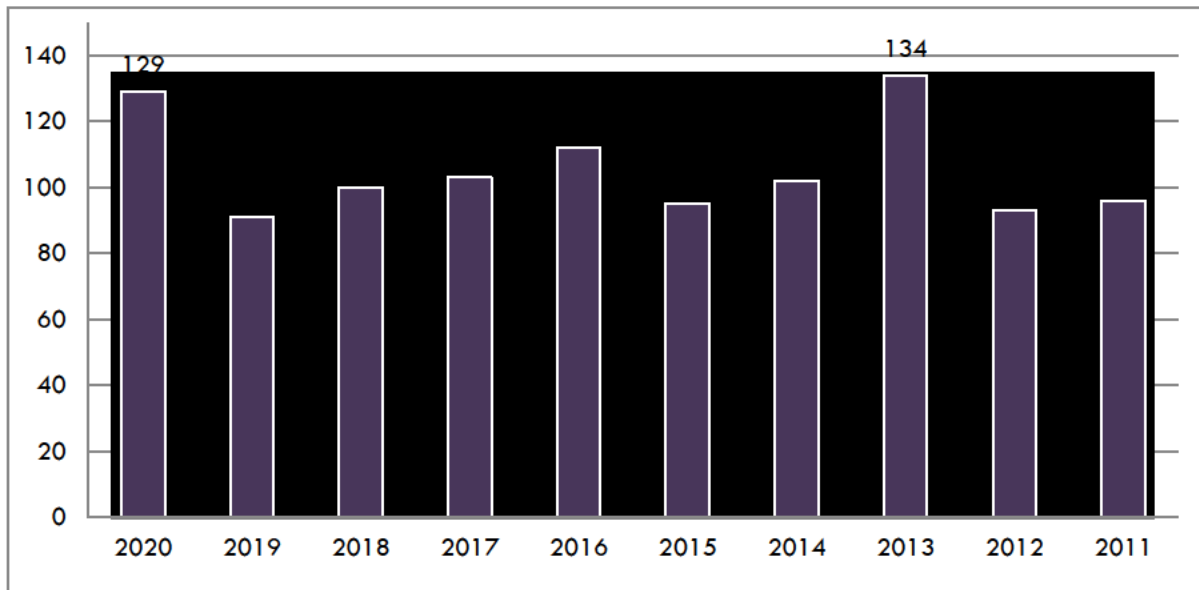
**TRAFFIC CITATIONS ISSUED 2020-2016**



**2020 MOTOR VEHICLE ACCIDENTS**



**MOTOR VEHICLE ACCIDENTS 2020-2011**



**HOMER COMMUNITY JAIL**

*Number of Prisoners Housed*

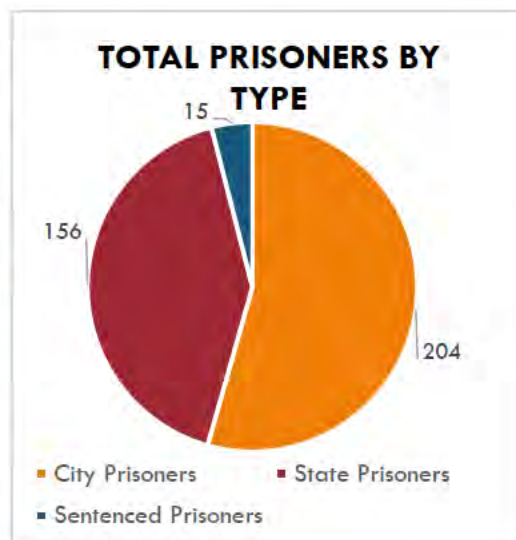
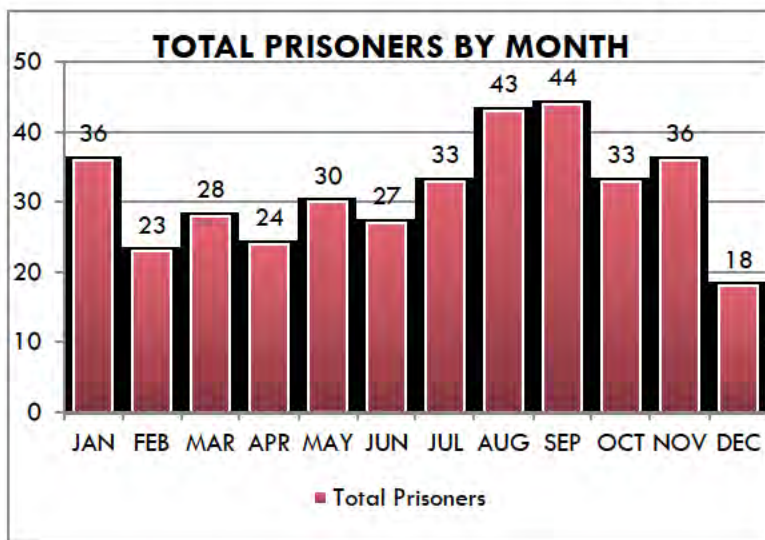
**2020**

MONTH	City Prisoners	State Prisoners	Sentenced Prisoners	Total Prisoners 2020
January	18	13	5	36
February	10	10	3	23
March	16	11	1	28
April	8	16	0	24
May	17	13	0	30
June	22	5	0	27
July	18	15	0	33
August	27	12	4	43
September	22	22	0	44
October	20	12	1	33
November	23	12	1	36
December	3	15	0	18
<b>TOTALS</b>	<b>204</b>	<b>156</b>	<b>15</b>	<b>375</b>

**2019**

City Prisoners	State Prisoners	Sentenced Prisoners	Total Prisoners 2019
9	7	1	16
15	5	2	22
15	9	4	28
15	10	1	26
29	19	0	48
29	10	0	39
26	17	2	45
23	16	3	42
17	13	1	31
36	18	3	57
22	28	6	56
26	18	4	48
<b>261</b>	<b>170</b>	<b>27</b>	<b>458</b>

**NUMBER OF PRISONERS HOUSED**  
2020



**HOMER COMMUNITY JAIL**

*Number of Days Served by Prisoners*

**2020**

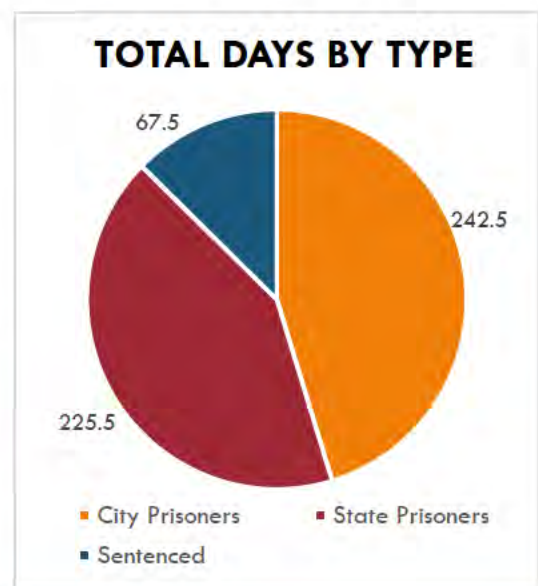
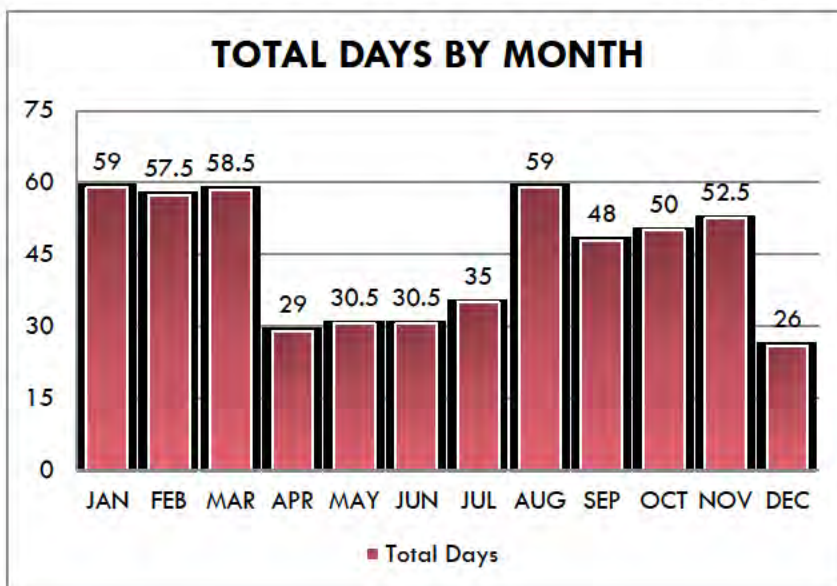
MONTH	City Prisoners	State Prisoners	Sentenced Prisoners	Total Days 2020
January	15.5	13	30.5	59
February	22	19	16.5	57.5
March	26.5	28.5	3.5	58.5
April	7	22	0	29
May	21.5	9	0	30.5
June	19.5	11	0	30.5
July	14.5	20.5	0	35
August	28.5	21.5	9	59
September	12.5	35.5	0	48
October	41.5	7.5	1	50
November	30	15.5	7	52.5
December	3.5	22.5	0	26
<b>TOTALS</b>	<b>242.5</b>	<b>225.5</b>	<b>67.5</b>	<b>535.5</b>

**2019**

City Prisoners	State Prisoners	Sentenced Prisoners	Total Days 2019
8.5	8.5	4	21
20	10.5	6.5	37
25	18.5	18	61.5
13.5	12.5	4	30
35	26	0	61
32.5	9	0	41.5
27	23.5	1.5	52
24	25	1.5	50.5
29.5	25	7	61.5
45.5	28.5	11.5	85.5
24.5	33	23.5	81
28.5	20	16.5	65
<b>313.5</b>	<b>240</b>	<b>94</b>	<b>647.5</b>

**NUMBER OF DAYS SERVED BY PRISONERS**

**2020**



## GLOSSARY

**Arrests** - For each person arrested only the most serious crime is reported to the FBI by the UCR report, providing a body count.

**Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, or place the person in fear.

**AST** - Alaska State Troopers

**Burglary** - The unlawful entry of a structure with intent to commit a crime. The use of force to gain entry is not required to classify an offense as burglary. The unlawful entry of a structure, including motor homes, with the intent to commit a crime.

**Domestic Violence** - Those crimes against the person consisting of harassment, criminal trespass and assault. The incident is considered domestic violence when the victim is a spouse or a former spouse; a parent, grandparent, child or grandchild; a member of the social unit comprised of those living together in the same dwelling; or a person who is not a spouse or former spouse but who previously lived in a spousal relationship or is in or has been in a dating courtship, or engagement relations with the person committing the act. Domestic assault is designated in the Assault/Family categories.

**DV Writ Service (Domestic Violence Writ)** - A special type of restraining order issued by the court when convinced that the applicant has been, or will likely be, subject to domestic violence.

**DWLR/S/C** - Operating a motor vehicle while operator's license is suspended, revoked or cancelled: Violation or in some limited cases an A Misdemeanor offense.

**Fugitive from Justice** – An individual arrested on an arrest warrant from a state other than Alaska.

**HPD** - Homer Police Department

**Incident** - Initial request for service; service provided by HPD.

**NIBRS (National Incident Based Reporting System)** - Replaced UCR, effective Jan 1, 2021.

**Property Crime** - Offense involving property only. No assault to persons are involved. Categories involved: arson, burglary, embezzlement/theft, fraud, forgery, trespass, vandalism/criminal mischief, and vehicle theft.

**Robbery** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

**Service Request** - All offenses or services stemming from the initial incident.

**Sex Offense** - Includes such offenses as: sexual abuse/assault of a minor, exploitation of a minor, incest, indecent exposure, enticement of a minor, and other offenses against minors.

**Sexual Abuse** - Any sexual contact of a child 15 years of age or younger by someone 4 or more years older than the victim OR any sexual contact of a child under the age of eighteen by someone occupying a position of authority over that child. (The "adult" or "juvenile" classifications denote the status of the person committing the crime.)

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**GLOSSARY (Cont.)**

**Sexual Assault** - Any sexual contact with another person without consent of that person. (Note that this definition uses the term “person” and does not specify that it must be a female.) The “adult” or “juvenile” classifications denote the status of the person committing the crime.

**Theft** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Does not include embezzlement, “con” games, forgery, and worthless checks.

**Theft I** – Theft is committed and the value of the property or service is \$25,000 or more.

**Theft II** – Theft is committed and the value of the property or service is more than \$750, but less than \$25,000 – or the property is a firearm.

**Theft III** – Theft is committed and the value of the property or service is \$250 or more, but less than \$750.

**Theft IV** – Theft is committed and the value of the property or service is less than \$250.

**Theft of Vehicle** - The theft or attempted theft of a motor vehicle. This does not include taking of a motor vehicle for temporary use by those persons having lawful access.

**TRO Violation** - Violating the terms of a domestic violence writ.

**UCR (Uniform Crime Reporting)** - A nationwide voluntary program of reporting crimes; administered by the FBI. A standard used by all participating agencies, which measures crime statistics, and trends.

**Violent Crime** - Offense involving assault to a person. Categories involved: assaults, resisting arrest, robbery, sex abuse/assault, stalking, kidnapping and murder.

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Connecting generosity to community need since 1991.

City of Homer  
Attn: Hon. Mayor Castner and City Council  
491 E. Pioneer Avenue  
Homer, AK 99603

March 26, 2021

**HOMER FOUNDATION: City of Homer Grants Program 2021**

Dear Mayor Castner and City Council Members:

The Homer Foundation has administered the City of Homer Grants Program since 2000. In that time over \$860,000 has been awarded to local nonprofits to support the programs and services they provide to the community.

In the 2021 funding cycle a total of \$31,500 was available for distribution. This includes funding from the city budget (\$25,000) and earned income from the City of Homer's (\$6145.93) and the City of Kachemak's endowment funds (\$276.06), which Kachemak City includes each year in the spirit of good neighbors. The Foundation adds a portion to make a nice round number. The program is administered under guidelines developed between the City of Homer and the Homer Foundation.

Requests for awards are reviewed and recommended by a community/foundation committee known as the City of Homer Grants Committee. Their recommendations are approved at the discretion of the Homer Foundation Board of Trustees. This year's City of Homer Grants Committee consisted of HF Board of Directors Paul Seaton (chair), Ken Taylor, and Dave Derry, with community members Chris Story, Chris Brown, Janie Leask, and Cass Crandall. All participants adhere to the Homer Foundation's Conflict of Interest Policy.

It is a difficult task to review organizations with very different missions, but all committee members agreed these nonprofits are high functioning organizations providing valuable programs and services to the community. Funding is considered based on three overarching areas of a.) Service to the Community, b.) Budget size and practices and c.) Broad Base of Support. This year provided an extra pressure with the compounding factors of funding pressures from state and local sources as well as the predicted need due to the COVID-19 pandemic.

The committee also understands the value of demonstrating community support when organization apply for other grants. Local support can be key when leveraging other monies.

A total of 14 applications were received and reviewed. The committee's recommendations for the following awards were approved by the Homer Foundation board of trustees at their March 24<sup>th</sup> board meeting:

<u>Organization</u>	<u>2021 Awards</u>
Bunnell Street Gallery	\$ 1,000
Center for AK Coastal Studies	\$ 1,000
Cook Inlet Keeper	\$ 1,000
Homer Community Food Pantry	\$ 5,500
Homer Council on the Arts	\$ 2,000
Homer Farmers Market	\$ 4,500
Homer Hockey Association	\$ 2,000
Hospice of Homer	\$ 3,500
Kachemak Bay Family Planning Clinic	\$ 3,500
Kachemak Heritage Land Trust	\$ 1,000
Kachemak Nordic Ski Club	\$ 1,000
Kachemak Pony Club	\$ 1,000
KBBI	\$ 3,500
<u>SPROUT</u>	<u>\$ 1,000</u>
Total:	\$31,500

Each year, we take the opportunity to compile a synopsis of the economic impact of the nonprofits that have submitted applications. In 2021 these organizations generated over \$6.8 million in revenues, including \$3.6 million in new money coming into Homer from State, Federal and Foundation grants. They also employ 89 full, part-time, and seasonal employees with combined personnel expenses exceeding \$2.9 million. The data from these organizations help to illustrate just how important Homer's nonprofit sector is as an economic driver in our economy.

During times of economic down turn the City's continued support is more important than ever by providing important general operating support. These organizations are also able to leverage additional funding with City support. The community benefits because a strong nonprofit community makes Homer a safer, healthier, more vibrant place to live, play, and work.

It is an honor to administer the City of Homer Grants Program as a free service to the community, and to encourage the City of Homer to continue their support of Homer's vital, and economically important nonprofit community. If the Council wishes a presentation on the awards and state of the Homer Foundation, I am at your service.

Respectfully submitted,



Mike Miller, Executive Director  
 Homer Foundation  
 235.0551  
 mikemiller@homerfoundation.org



**CITY OF HOMER  
HOMER, ALASKA**

Aderhold

**RESOLUTION 21-029**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
SUPPORTING THE EFFORTS OF THE FAIRBANKS AREA SURFACE  
TRANSPORTATION PLANNING ORIGINATION AND REVISION TO  
TITLE 13 OF THE ALASKA ADMINISTRATIVE CODE TO IMPROVE  
SAFETY FOR PEDESTRIANS AND BICYCLISTS

WHEREAS, Alaska is currently ranked number one in the U.S. for the number of people who walk and bike to work per capita but ranked number 44 in the U.S. with respect to laws that create protections for people who walk or bike; and

WHEREAS, The Fairbanks Area Surface Transportation (FAST) Planning is the State designated planning organization for the Fairbanks and North Pole area and FAST recently adopted a resolution in support of revisions to Title 13 of Alaska Administrative Code (AAC) to improve safety for pedestrians and bicyclists; and

WHEREAS, Title 13 of AAC, Chapter 2, Sections 50, 400, and 455 (13 AAC 02.050, 13 AAC 02.400, 13 AAC 02.455) for non motorized conveyances have not been updated since 1979; and

WHEREAS, Provisions are needed in 13 AAC 02.050 to improve safety of vehicles passing bicyclists in the roadway; and

WHEREAS, Provisions are needed in 13 AAC 02.400 for bicycle lane and shared lane use markings (i.e., sharrows) for riding bicycles on roadways; and

WHEREAS, Provisions are needed in 13 AAC 02.455 to improve safety and reduce conflicts for bicyclists and pedestrians with off highway vehicles when traveling on sidewalks and other locations officially designated for non motorized use only; and

WHEREAS, Residents of the State of Alaska recognize that pedestrians and bicyclists share transportation networks with motorized vehicles; and

WHEREAS, The most recent five year averages of fatalities and serious injuries for pedestrians and bicyclists exceed the goals of Alaska Strategic Highway Safety Plan and are trending upward; and

WHEREAS, One of the goals of the Alaska Statewide Active Transportation Plan is to improve safety for pedestrians and bicyclists who use the transportation network by reducing the number and severity of conflicts between people walking, bicycling, and driving; and

45 WHEREAS, Homer’s Non Motorized Transportation Plan, adopted in 2004, recognizes  
46 the importance of pedestrians and bicyclists as part of the City’s transportation network and  
47 states that non motorized transportation is an integral part of all transportation and design  
48 activities; and

49  
50 WHEREAS, The Homer Cycling Club implemented a “Homer Shares the Road” non  
51 motorized transportation educational and advocacy campaign in 2015 that was endorsed by  
52 the Homer Police Department; and

53  
54 WHEREAS, Most state and local roads in Homer were not built with pedestrian and  
55 bicyclist amenities such as sidewalks, bicycle lanes, or wide shoulders; and

56  
57 WHEREAS, In recent years some State and local roads in Homer have added  
58 improvements for pedestrian and bicycle safety and other roads are slated for improvements  
59 such as sidewalks, bicycle lands, and wide shoulders; and

60  
61 WHEREAS, While Homer and the State are working on improvements, Homer City  
62 Councilmembers regularly hear from constituents regarding the need to improve access and  
63 safety for pedestrians and cyclists on local and State roads.

64  
65 NOW THEREFORE BE IT RESOLVED that the Homer City Council supports the efforts of  
66 FAST and revision to Title 13 of the AAC to improve safety for pedestrians and bicyclists.

67  
68 PASSED AND ADOPTED by the Homer City Council this 12 day of April, 2021.

69  
70 CITY OF HOMER  
71  
72  
73 \_\_\_\_\_  
74 KEN CASTNER, MAYOR

75  
76 ATTEST:  
77  
78  
79 \_\_\_\_\_  
80 MELISSA JACOBSEN, MMC, CITY CLERK

81  
82 Fiscal note: NA

## Wayne Aderhold

---

**From:** Jackson Fox <jackson.fox@fastplanning.us>  
**Sent:** Friday, March 19, 2021 12:45 PM  
**To:** Lee Hart; Lyon, Craig H.; Wayne Aderhold  
**Cc:** Adolfsson, Julius A (DOT); Wilm, Joni C.; Nathan Belz; Olivia Lunsford  
**Subject:** Informational Package for Proposed AAC Revisions for Bike/Ped Safety  
**Attachments:** 03192021\_Proposed\_AAC\_Revisions\_Bike\_Ped\_Safety.pdf

As promised, attached is the informational package for other communities statewide to show their support/opposition to our proposed changes to 13 AAC 02 to improve safety for bicyclists and pedestrians.

The Resolution passed unanimously at our March 17<sup>th</sup> Policy Board meeting.

Please share this with the Statewide Active Transportation Group and any other parties interested in the topic. The deadline for feedback is June 30, 2021, before I work on submitting an official proposal to DPS to consider advancing the changes.

Thanks,

**Jackson C. Fox**

Executive Director

**FAST Planning**

100 Cushman Street, Suite 205

Fairbanks, Alaska 99701

Main (907) 205-4276

Cell (907) 590-1618

[www.fastplanning.us](http://www.fastplanning.us)



# PROPOSED AAC REVISIONS FOR PEDESTRIAN & BICYCLIST SAFETY

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March 19, 2021

Fairbanks Area Surface Transportation (FAST) Planning is the State-designated transportation planning organization for the Fairbanks and North Pole area and we recently adopted a Resolution in support of revisions to Title 13 of Alaska Administrative Code (AAC) to improve safety for pedestrians and bicyclists. Alaska is currently ranked #1 in the U.S. for the number of people who walk and bike to work per capita, but #44 in the U.S. with respect to laws that create protections for people who walk and bike. The below-listed sections of AAC have not been updated since 1979 and most recent 5-year averages of fatalities and serious injuries for pedestrians and bicyclists exceed the goals of Alaska Strategic Highway Safety Plan and are trending upward. **We would like to know if other communities throughout the State support new provisions in AAC as well:**

- **13 AAC 02.050** New provisions to improve safety of vehicles passing bicyclists in the roadway (i.e. safe passing law)
- **13 AAC 02.400** New provisions for bicycle lane and shared lane use markings (i.e. sharrows) for riding bicycles on roadways
- **13 AAC 02.455** New provisions to improve safety and reduce conflicts for bicyclists and pedestrians with off-highway vehicles traveling on sidewalks and other locations officially designated for non-motorized use only

Attached to this cover is a copy of the Resolution, FAST Planning's recommended revisions to 13 AAC 02, supporting documents, and an overview of the regulation adoption process. The language for the revisions was developed by our Bicycle & Pedestrian Advisory Committee and vetted through the Traffic & Safety Section of the Alaska Department of Transportation & Public Facilities (DOT&PF) Regional and Headquarters Offices. The Resolution was passed unanimously on March 17, 2021, by FAST Planning's Policy Board, which consists of the Fairbanks North Star Borough (FNSB) Mayor, City of Fairbanks Mayor, City of North Pole Mayor, Alaska DOT&PF Northern Region Director, Alaska Department of Environmental Conservation Air Quality Division Director, and representatives from the FNSB Assembly and Fairbanks City Council.

Since FAST Planning only represents two communities in the State, we would like to know if other communities throughout the State support these revisions as well before we submit an official proposal to the Alaska Department of Public Safety (who oversees these sections of AAC). We are sharing this Resolution with Cities, Boroughs, and other interested organizations for feedback, which may be in the form of Resolutions, Letters of Support/Opposition, or general comments. **Please direct your feedback to FAST Planning at the letterhead address or email [jackson.fox@fastplanning.us](mailto:jackson.fox@fastplanning.us) by June 30, 2021.**

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Please contact Jackson Fox, FAST Planning's Executive Director, at (907) 205-4276 or [jackson.fox@fastplanning.us](mailto:jackson.fox@fastplanning.us) if you have any questions or would like additional information.

## **FAIRBANKS AREA SURFACE TRANSPORTATION (FAST) PLANNING**

### **A RESOLUTION IN SUPPORT OF REVISIONS TO ALASKA ADMINISTRATIVE CODE TO IMPROVE SAFETY FOR PEDESTRIANS AND BICYCLISTS USING THE TRANSPORTATION NETWORK**

WHEREAS, FAST Planning is the State-designated transportation planning organization for the Fairbanks and North Pole area and supports local and Statewide policy, programmatic, and infrastructure improvements that improve safety and comfort of pedestrians and bicyclists using the transportation network; and

WHEREAS, Title 13 of Alaska Administrative Code, Chapter 2, Sections 50, 400, and 455 (13 AAC 02.050, 13 AAC 02.400, 13 AAC 02.455) for non-motorized conveyances have not been updated since 1979; and

WHEREAS, provisions are needed in 13 AAC 02.050 to improve safety of vehicles passing bicyclists in the roadway; and

WHEREAS, provisions are needed in 13 AAC 02.400 for bicycle lane and shared lane use markings (i.e. sharrows) for riding bicycles on roadways; and

WHEREAS, provisions are needed in 13 AAC 02.455 to improve safety and reduce conflicts for bicyclists and pedestrians with off-highway vehicles traveling on sidewalks and other locations officially designated for non-motorized use only; and

WHEREAS, residents of the State of Alaska recognize that pedestrians and bicyclists share transportation networks with motorized vehicles; and

WHEREAS, the most recent five-year averages of fatalities and serious injuries for pedestrians and bicyclists exceed the goals of Alaska Strategic Highway Safety Plan and are trending upward; and

WHEREAS, one of the goals of the Alaska Statewide Active Transportation Plan is to improve safety for pedestrians and bicyclists who use the transportation network by reducing the number and severity of conflicts between people walking, bicycling, and driving; and

WHEREAS, in 2016 Alaska was ranked #1 in the U.S. by the Alliance for Walking & Bicycling for the number of people who walk and bike to work per capita; and

WHEREAS, the rates of walking and bicycling in Anchorage and Fairbanks, Alaska's two largest population centers, have increased since 2017; and

WHEREAS, in 2019 Alaska was ranked 39<sup>th</sup> in the U.S. by the League of American Bicyclists for bicycle friendliness receiving a grade of "F" in 6 out of 17 categories including state transportation funding, planned and recently built bicycle and pedestrian facilities, laws that create protections for people who bike and walk, design and access policies, understanding people who bike and walk, and formal user group engagement; and

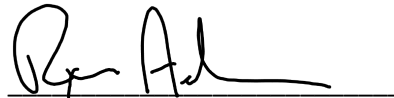
WHEREAS, 35 of the 50 states in the U.S., not including Alaska, have adopted Safe Passing Laws to improve safety for bicyclists, and the League of American Bicyclists has recommended the State of Alaska adopt a safe passing law with a minimum distance of 3 feet to address bicyclist safety and has provided a white paper that provides examples of how other states have adopted and implemented this type of law; and

WHEREAS, the State of Alaska ranked 44<sup>th</sup> in the U.S. with respect to laws that create protections for people who bike and walk; and

WHEREAS, the FAST Planning Bicycle & Pedestrian Advisory Committee has provided recommended revisions to 13 AAC 02.050, 13 AAC 02.400, and 13 AAC 02.455 for consideration of the Alaska Department of Public Safety to initiate changes, which are attached to this Resolution.

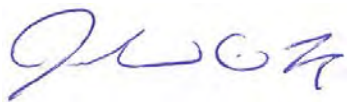
NOW, THEREFORE, BE IT RESOLVED that FAST Planning supports the review and revision of 13 AAC 02.050, 13 AAC 02.400, and 13 AAC 02.455 by the Alaska Department of Public Safety to improve safety for pedestrians and bicyclists using the transportation network in accordance with the recommended revisions attached to this Resolution.

PASSED AND APPROVED THIS 17TH DAY OF MARCH 2021.



Ryan Anderson, P.E.  
Chair, FAST Planning Policy Board

ATTEST:



Jackson C. Fox  
Executive Director, FAST Planning

AYES: Mayor Welch, Mayor Matherly, Mayor Ward, Mr. Tomaszewski, Ms. Edwards, Mr. Anderson

NOES:

ABSENT: Mr. Gibson

ABSTAIN:

## Use of Roadway

### **13 AAC 02.050. Driving on right side of roadway - exceptions and special situations**

(a) Upon a roadway of sufficient width, a vehicle must be driven upon the right half of the roadway, except as follows:

(1) when overtaking and passing another vehicle proceeding in the same direction, or when preparing for a left turn at an intersection or into an alley, private road or driveway;

(2) when traveling upon a roadway marked or divided as provided by [13 AAC 02.025](#), [13 AAC 02.085](#), or [13 AAC 02.095](#), or within an urban district upon a roadway restricted to one-way traffic; or

(3) when an obstruction exists making it necessary to drive to the left of the center of the highway; a driver must yield the right-of-way to all vehicles traveling in the opposite direction upon the unobstructed portion of the highway.

(4) repealed 6/28/79;

(5) repealed 6/28/79.

(b) Upon all roadways outside an urban district, a vehicle other than an emergency vehicle proceeding at less than the maximum authorized speed of traffic must be driven in the right-hand lane or as close as practicable to the right-hand curb or edge of the roadway, except when overtaking and passing another vehicle proceeding in the same direction or when preparing for a left turn at an intersection or into an alley, private road, or driveway. However, on a two-lane highway outside an urban district where passing is unsafe because of oncoming traffic or other conditions, the driver of a motor vehicle proceeding at less than the maximum authorized speed of traffic and behind whom five or more vehicles are formed in a line shall turn off the roadway at the nearest place designated as a turnout or wherever sufficient area for a safe turnout exists in order to permit following vehicles to pass.

[\(c\) When overtaking or passing a person operating a bicycle proceeding in the same direction of travel, the driver of a motor vehicle shall pass to the left of the person operating a bicycle, not less than three feet between any portion of the vehicle and the bicycle, and shall not return to the center of the travel lane until the vehicle is clear of the overtaken person operating a bicycle.](#)

[\(d\) The driver of a motor vehicle may pass a person operating a bicycle by driving to the left of the centerline of a roadway, including if necessary in a no passing zone, provided the roadway to the left is unobstructed and the driver can pass the bicycle without interfering with oncoming traffic. This paragraph does not authorize driving on the left side of the center of a roadway when prohibited by \[13 AAC 02.060\]\(#\) and \[13 AAC 02.065\]\(#\).](#)

**13 AAC 02.060. Limitations on driving left of center**

(a) A vehicle may not be driven on the left side of a roadway under the following conditions:

(1) when approaching within 500 feet of the crest of a grade or a curve in a highway where the driver's view is obstructed for a distance which creates a hazard if another vehicle is approaching from the opposite direction;

(2) when approaching within 100 feet of or traversing an intersection or railroad grade crossing unless otherwise indicated by an official traffic control device; or

(3) when the view is obstructed upon approaching within 300 feet of a bridge, viaduct, or tunnel;

(4) repealed 6/28/79.

(b) The provisions in (a) of this section do not apply to a vehicle on a one-way roadway, or under the conditions described in 13 AAC 02.050(a)(3), or to the driver of a vehicle turning left from an alley, private road, or driveway.

**13 AAC 02.065. Overtaking a vehicle on the left - limitations**

(a) Except as provided in sec. 55 of this chapter, the driver of a vehicle overtaking another vehicle proceeding in the same direction shall pass to the left of the overtaken vehicle at a safe distance, and may not return to its right lane until safely clear of the overtaken vehicle. Upon audible signal, the driver of the overtaken vehicle shall give way to the right in favor of the overtaking vehicle. If the driver of the overtaking vehicle must perform the passing maneuver in a lane reserved for oncoming traffic, the driver of the overtaken vehicle may not increase the speed of his vehicle until the overtaking vehicle has passed and driven back to the right side of the roadway.

(b) No vehicle may be driven to the left side of the center of a roadway in overtaking and passing another vehicle proceeding in the same direction unless authorized by this chapter and unless the left side of the roadway is clearly visible and free of oncoming traffic for a sufficient distance ahead to permit the overtaking and passing to be completed without interfering with the flow of traffic approaching from the opposite direction or with a vehicle overtaken. The overtaking vehicle shall return to an authorized lane of travel as soon as practicable and, if the passing movement involves the use of a lane authorized for vehicles approaching from the opposite direction, before coming within 200 feet of an approaching vehicle.



## Special Rules for Bicycles, Nonmotorized Conveyances, Motorcycles, and Motor-Driven Cycles

### **13 AAC 02.400. Riding bicycles on roadways and bicycle paths**

(a) A person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, ~~and shall give way to the right as far as practicable to a motor vehicle proceeding in the same direction when the driver of the motor vehicle gives audible signal.~~ except:

(1) when passing another bicycle or vehicle traveling in the same direction;

(2) when making a left turn at an intersection or driveway;

(3) when roadway or other conditions makes riding to the right dangerous or impractical; or

(4) when authorized by traffic control devices, signs, or markings (i.e. bicycle lanes and shared lane use markings).

(b) Persons riding bicycles on a roadway may not ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles.

( ) Persons riding bicycles two abreast may not impede traffic and, ~~in a laned roadway,~~ shall ride within the ~~as far the~~ stto the right lanes practicable.

(c) When a shoulder of the highway is maintained in good condition, an operator of a bicycle shall use the shoulder of the roadway.

(d) A person operating a bicycle on a trail, shared use path, sidewalk, or ~~sidewalk area~~ other facility solely intended for the use of non-motorized forms of transportation shall

(1) exercise care to avoid colliding with other persons or vehicles;

(2) give an audible signal before overtaking and passing a pedestrian; and

(3) yield the right-of-way to any pedestrian.

(e) Repealed 6/28/79.

(f) A person riding a bicycle intending to turn left shall, unless ~~he the operator~~ dismounts and crosses as a pedestrian, comply with the provisions of sec. 200 of this chapter. The operator of a bicycle must give a signal by hand and arm continuously during the last 100 feet traveled unless the hand is needed in the control or operation of the bicycle. When stopped to await an opportunity to turn, a hand and arm signal must be given continuously by the operator.

(g) No person may ride a bicycle upon a sidewalk in a business district or where prohibited by an official traffic-control device. (h) No bicycle race may be conducted upon a roadway, except as provided under AS 05.35.

(h) No bicycle race may be conducted upon a roadway, except as provided under AS 05.35.

## Special Rules for Snowmobiles and Other Off-Highway Vehicles

### **13 AAC 02.455. Operation on highways and other locations**

(a) A snowmobile or an off-highway vehicle may be driven on a roadway or shoulder of a highway only under the following circumstances:

(1) when crossing a highway as provided in (f) of this section, or when traversing a bridge or culvert on a highway, but then only by driving at the extreme right-hand edge of the bridge or culvert and only when the traverse can be completed with safety and without interfering with other traffic on the highway;

(2) when use of the highway by other motor vehicles is impossible because of snow or ice accumulation or other natural conditions or when the highway is posted or otherwise designated as being open to travel by off-highway vehicles;

(3) when highway driving is authorized by an authority having jurisdiction over the highway, but only in accordance with restrictions which may be imposed by that authority with regard to highway use; or

(4) when driven on the right-of-way of a highway which is not a controlled-access highway, outside the roadway or shoulder, and no closer than three feet from the nearest edge of the roadway; night driving may be only on the right-hand side of the highway and in the same direction as the highway motor vehicle traffic in the nearest lane of the roadway; no person may drive an off-highway vehicle within the area dividing the roadways of a divided highway, except to cross the highway as provided in (f) of this section.

(b) Repealed 6/28/79.

(c) Repealed 6/28/79.

(d) Repealed 6/28/79.

(e) Repealed 6/28/79.

(f) A snowmobile or an off-highway vehicle may make a direct crossing of a highway if

(1) the crossing is made approximately at a right angle to the highway and at a location where visibility along the highway in both directions is clear for a sufficient distance to assure safety, and the crossing can be completed safely and without interfering with other traffic on the highway; and

(2) the vehicle is brought to a complete stop before crossing the shoulder or roadway, and the driver yields the right-of-way to all traffic on the highway.

(g) ~~N~~A person operating a snowmobile or other off-highway vehicle may not cross or travel on or within three feet of a sidewalk, a location intended for pedestrian ~~use~~or other nonmotorized traffic, a bicycle lane, a path or other trail, an alley, or a vehicular way or area which is not open to snowmobile or off-highway vehicle operation, except as provided in (f) of this section.



# BICYCLE FRIENDLY STATE REPORT CARD

ALASKA

RANKED

39

OF 50

STATE ADVOCACY GROUP:

WALK BIKE ALASKA

## Successes & Suggestions

The Bicycle Friendly State report card is based on over 100 data points for each state and input from state agencies and advocates. Based on the information we obtained for Alaska, the League of American Bicyclists believes the following actions will improve the safety, comfort, and accessibility of bicycling in Alaska.

Adopt a statewide policy that requires bicycle accommodations on all bridge and tunnel projects. These once in a generation projects should create connections for all transportation users rather than build barriers.

Alaska has set a safety target [[https://safety.fhwa.dot.gov/hsip/spm/state\\_safety\\_targets/](https://safety.fhwa.dot.gov/hsip/spm/state_safety_targets/)] that anticipates an increase in the number of non-motorized fatalities and serious injuries. While this target may reflect current trends, it is also a statement of goals and Alaska should set goals that reflect a commitment to improving road safety and reaching zero deaths and serious injuries.

Alaska has begun the process of updating its Bicycle and Pedestrian Plan. This is a great opportunity for the state DOT to work with Alaska communities and plan for a future where people in Alaska have safe and accessible biking and walking facilities.

Dedicate state funding for bicycle projects and programs, especially those focused on safety and eliminating gaps and increasing access for bicycle networks.

Adopt a goal to increase the prevalence of people biking. More people biking can improve rates of physical activity, reduce emissions, and reduce cost of transportation projects compared to motor vehicle projects.

Adopt a safe passing law with a minimum distance of 3 feet to address bicyclist safety. The League has a white paper that provides examples of how other states have adopted and implemented this type of law: [https://bikeleague.org/sites/default/files/BFS\\_WP-Safe\\_Passing\\_Law-07\\_2018.pdf](https://bikeleague.org/sites/default/files/BFS_WP-Safe_Passing_Law-07_2018.pdf)

Adopt a statewide Complete Streets policy. The National Complete Streets Coalition has a model state policy and a variety of other resources to ensure adoption and implementation.

Allow the flexibility for all units of government statewide to use NACTO and AASHTO standards as well as the state's own design standards. Or, alternatively incorporate NACTO and AASHTO standards into state design standards and guidance.

Install a Protected Bike Lane on a state-owned road.

	Infrastructure & Funding	D
	Education & Encouragement	D
	Legislation & Enforcement	D+
	Policies & Programs	D
	Evaluation & Planning	C

Get the full breakdown of each category and grade average on the next page.

Bicycle Friendly Actions <a href="http://bikeleague.org/bicycle-friendly-actions">bikeleague.org/bicycle-friendly-actions</a>	Action Taken?
Complete Streets Law / Policy	
Safe Passing Law (3ft+)	
Statewide bike plan last 10 years	New in 2019
2% or more federal funds on bike/ped	
Bicycle Safety Emphasis Area	✓

Federal Data on Biking		Rank
Ridership	1% of commuters biking to work <sup>i</sup>	7/50
Safety	3.7 fatalities per 10K bike commuters <sup>ii</sup>	12/50
Spending	\$11.90 per capita FHWA spending on biking and walking <sup>iii</sup>	1/50


<sup>i</sup> This figure is based upon the Census Bureau's American Community Survey (ACS) 5-year estimate.


<sup>ii</sup> This figure is based upon fatalities reported over a five-year period according to the National Highway Administration (NHTSA)'s Fatality Analysis Reporting System and the 2015 5-year ACS estimate of the number of bicycle commuters.


<sup>iii</sup> FHWA spending is based upon projects coded using any of three project types associated with bicycling and walking projects through the Federal Highway Administration (FHWA)'s Fiscal Management Information System. To calculate per capita spending we used a five-year average for fiscal years 2011-2016 and the 2015 5-year ACS state population estimate.


# Category Breakdown:


## ALASKA

 <b>Infrastructure &amp; Funding</b> Ranked 45 of 50 States <span style="float: right;">D</span>	
<b>DESIGN AND EXISTENCE OF INFRASTRUCTURE</b> Has the state made it easy to build bicycle infrastructure and installed a variety of infrastructure on state facilities?	D
<b>STATE TRANSPORTATION FUNDING</b> Does the state allocate funding to bicycling or limit state funding for bicycling?	F
<b>USE OF FEDERAL TRANSPORTATION FUNDING</b> Does the state take advantage of available federal funding for biking and walking?	B-
<b>PLANNED AND RECENTLY BUILT BICYCLE &amp; PEDESTRIAN FACILITIES</b> How many lane miles of bicycle and pedestrian facilities has the state reportedly planned to build and built?	F

 <b>Policies &amp; Programs</b> Ranked 47 of 50 States <span style="float: right;">D</span>	
<b>COMPLETE STREETS</b> Does the state have a complete streets policy and processes to support its implementation?	D-
<b>DESIGN AND ACCESS POLICIES</b> Does the state have policies in place to ensure good design and access for people who bike and walk?	F
<b>STATE OF PRACTICE DEVELOPMENT</b> Does the state support trainings on bicycle and pedestrian infrastructure and complete streets implementation?	C-
<b>SUSTAINABLE TRANSPORTATION POLICIES</b> Does the state work incorporate multi-disciplinary considerations in the development and implementation of transportation projects?	D

 <b>Education &amp; Encouragement</b> Ranked 50 of 50 States <span style="float: right;">D</span>	
<b>STATE DOT EDUCATION &amp; ENCOURAGEMENT SUPPORT</b> Does the state DOT support bicycling and walking events and education materials?	D
<b>MODE SHARE &amp; ADVOCACY</b> Do people bike to work and are they organized to advocate for improvements?	C-

 <b>Evaluation &amp; Planning</b> Ranked 38 of 50 States <span style="float: right;">C</span>	
<b>STATE DOT BICYCLE &amp; PEDESTRIAN PLANS</b> Does the state have a bicycle and/or pedestrian plan and does that plan follow best practices?	C-
<b>BICYCLE AND PEDESTRIAN SAFETY</b> Has the state made bicyclist and pedestrian safety an emphasis and what does data say about safety?	B
<b>UNDERSTANDING PEOPLE WHO BIKE AND WALK</b> Does the state have programs in place to collect data on people who walk and bike?	F+
<b>FORMAL USER GROUP ENGAGEMENT</b> Does the state have an official Bicycle and/or Pedestrian Advisory Committee and does it follow best practices?	F

 <b>Legislation &amp; Enforcement</b> Ranked 44 of 50 States <span style="float: right;">D+</span>	
<b>LAWS THAT REGULATE DRIVER BEHAVIOR AND METHODS OF ENFORCEMENT</b> Does the state have strong comprehensive distracted driving laws and allow photo enforcement?	C
<b>LAWS THAT RESTRICT THE BEHAVIOR OF PEOPLE WHO BIKE AND WALK</b> How does the state unnecessarily restrict the behavior of people who bike and walk?	C-
<b>LAWS THAT CREATE PROTECTIONS FOR PEOPLE WHO BIKE AND WALK</b> Does the state have laws that provide specific protections for people who bike and walk?	F

SEE THE BICYCLE FRIENDLY STATE DATABASE MAP:  
[BIKELEAGUE.ORG/BFA/AWARDS](http://BIKELEAGUE.ORG/BFA/AWARDS)

The Bicycle Friendly State ranking is based on a comprehensive survey completed by state departments of transportation and state bicycling advocates. For more information, visit [bikeleague.org/states](http://bikeleague.org/states) or contact Ken McLeod at (202)-822-1333 or [ken@bikeleague.org](mailto:ken@bikeleague.org).

WE'RE ALL IN THIS  
TOGETHER!

THE LEAGUE  
OF AMERICAN BICYCLISTS



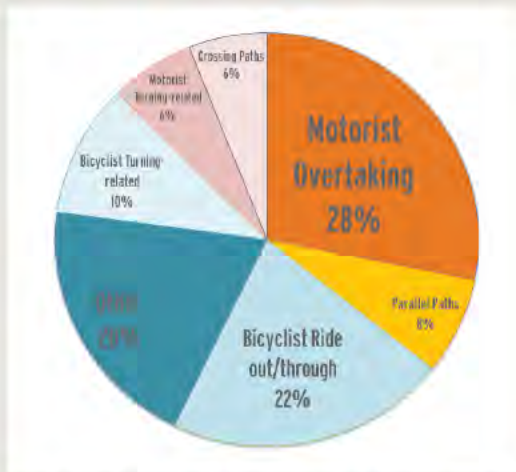
JOIN US!

As a member, you'll receive *American Bicyclist*, *Bicycling* magazine, and help propel the bike movement forward as we work to make bicycling safer, more convenient, and accessible to all. JOIN TODAY AT [BIKELEAGUE.ORG/JOIN](http://BIKELEAGUE.ORG/JOIN)



# BICYCLE FRIENDLY STATE ACTION: SAFE PASSING LAW

## SAFE PASSING LAWS TARGET THE MOST COMMON BEHAVIOR THAT KILLS PEOPLE WHO BIKE - UNSAFE PASSING



NHTSA Crash Types for Pedalcyclist fatalities 2014-2016

## NUMBER OF ANNUAL BICYCLIST FATALITIES



NHTSA Fatality Analysis Reporting System (FARS)

### THE PROBLEM

Overtaking motorists are consistently the most common cause of death for people who bike. While the specifics of each crash may be different, and overtaking crashes may be a relatively small portion of all bicycle-involved crashes, there is no denying that motorists overtaking bicyclists are a clear threat to bicyclists.

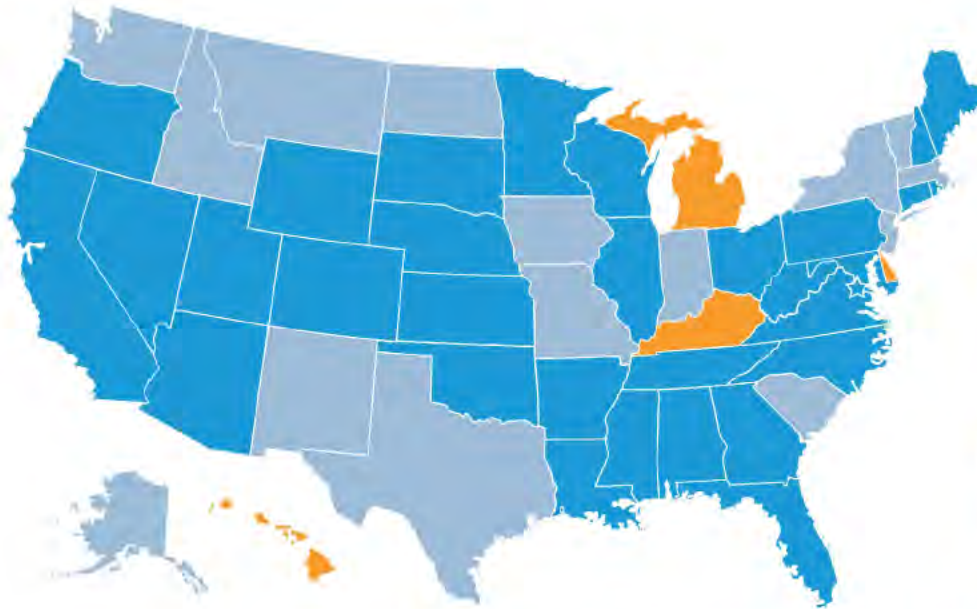
Without clear laws that specifically make it illegal to overtake a bicyclist unsafely there is no basis for law enforcement, judges, and juries to ensure that bicyclists are protected and/or compensated when they are injured due to unsafe passing.

### THE SOLUTION

Safe passing laws that provide a defined distance for motorists overtaking a bicyclist are a clear response to the threat that overtaking motorists pose to bicyclists. To have maximum effect these laws should be:

1. **CLEAR** – they should define a minimum safe passing distance with an easy to remember standard that can be communicated in public signage and other public messages.
2. **ENFORCEABLE** – they should provide a consistent basis for enforcement that can be used by law enforcement officers.
3. **STATEWIDE** – they should be statewide to minimize local signage requirements and to be integrated into statewide licensing and education programs for drivers.

# SAFE PASSING LAW FACTS



**35 STATES** have taken our Safe Passing Law Bicycle Friendly Action!

**4 STATES** have updated/adopted their Safe Passing Law since 2016

**15 STATES** lack a Safe Passing Law that meets our Bicycle Friendly Action criteria

See each state's law at [bikeleague.org/bike-law-university](http://bikeleague.org/bike-law-university)

## THE LEAGUE OF AMERICAN BICYCLISTS' MODEL LAW

When overtaking or passing a person operating a bicycle proceeding in the same direction, the driver of a motor vehicle shall exercise due care and:

- » If there is more than one lane for traffic proceeding in the same direction, move the vehicle to the lane to the immediate left, if the lane is available and moving into the lane is reasonably safe; or
- » If there is only one lane for traffic proceeding in the same direction, pass to the left of the person operating a bicycle at a safe distance, which must be not less than 3 feet between any portion of the vehicle and the bicycle, and shall not move again to the right side of the highway until the vehicle is safely clear of the overtaken person operating a bicycle.

The driver of a motor vehicle may drive to the left of the center of a roadway, including when a no passing zone is marked, to pass a person operating a bicycle only if the roadway to the left of the center is unobstructed for a sufficient distance to permit the driver to pass the person operating the bicycle safely and avoid interference with oncoming traffic. This paragraph does not authorize driving on the left side of the center of the roadway when prohibited under [the state's equivalent to UVC sections 11-303 (Overtaking a vehicle on the left), 11-305 (limitations on overtaking on the left), and 11-306 (further limitations on driving on left of the center of roadway).]

The collision of a motor vehicle with a person operating a bicycle is prima facie evidence of a violation of this section.

## QUICK FACTS

A 2014 review of media reports by the League of American Bicyclists found that 40% of deaths with reported crash types were rear-end crashes, likely resulting from unsafe passing.

- » Learn more at [https://bikeleague.org/sites/default/files/EBC\\_report\\_final.pdf](https://bikeleague.org/sites/default/files/EBC_report_final.pdf).

Data from the Insurance Institute for Highway Safety suggests that 45% of bicyclist deaths may be due to unsafe passing. Even where no crash occurs, unsafe passing contributes to bicyclist attitudes towards safety and motor vehicles.

- » Learn more at <http://www.iihs.org/iihs/sr/status-report/article/50/3/3>.

According to a 2012 survey by NHTSA, 39% of people who reported a fear for their personal safety said it was due to a motorist driving very close to them - the most common reason for fear while riding.

- » Learn more at <https://one.nhtsa.gov/Driving-Safety/Research-&-Evaluation/2012-National-Survey-of-Bicyclist-and-Pedestrian-Attitudes-and-Behavior>.

# Steps in the Regulation Adoption Process

