



## Agenda

### ADA Advisory Board Regular Meeting

Thursday, February 13, 2025 at 4:00 PM

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

---

#### Homer City Hall

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

#### Zoom Webinar ID: 998 6324 0301 Password: 404451

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

---

#### CALL TO ORDER, 4:00 P.M.

#### APPROVAL OF THE AGENDA

**PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA** The Public is invited to comment on items not scheduled for Public Hearing. (3 Minute Time limit)

#### RECONSIDERATION

#### VISITORS/PRESENTATION(S)

#### APPROVAL OF THE MINUTES

A. Unapproved Meeting Minutes for January 09, 2025 Page 3

#### REPORT(S)

A. Staff Report ADA 25-006 Monthly ADA Coordinator Report Page 7

#### PUBLIC HEARING(S)

#### PENDING BUSINESS

A. Staff Report ADA 25-007 Requesting Council Approval to Seek Design Recommendations Page 8

B. Staff Report ADA 25-008 Transition Plan Review and Update Page 22

#### NEW BUSINESS

#### INFORMATIONAL MATERIALS

A. ADA Annual Calendar 2025 Page 108

B. City Manager's Report for January 27, 2025 City Council Meeting Page 109

**COMMENTS OF THE AUDIENCE** The public is invited to comment on any topic. (3 Minute Time Limit)

**COMMENTS OF THE STAFF**

**COMMENTS OF THE BOARD**

**ADJOURNMENT**

Next Regular Meeting is Thursday, March 13, 2025, at 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar

## **CALL TO ORDER**

Session 24-07 a Regular Meeting of the ADA Advisory Board was called to order by Chair Christine Thorsrud at 4:12 p.m. on January 9, 2025 from the Cowles Council Chambers, City Hall, located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

PRESENT: BOARD MEMBERS PARSONS, THORSRUD, O'BRIEN, GEISLER, LEPLEY

ABSENT: BOARDMEMBER SAFRA, (EXCUSED)

STAFF: CITY CLERK/ADA COORDINATOR KRAUSE  
DEPUTY CITY CLERK I APPEL

## **AGENDA APPROVAL**

LEPLEY/PARSONS MOVED TO APPROVE THE AGENDA

Commissioner Parsons asked to add an item to New Business: Final rules from the DOJ about ADA online, web, and mobile applications. ADA Coordinator Krause suggested the item go under Reports for discussion. Item was added to Reports for discussion.

GEISLER/PARSONS MOVED TO APPROVE THE AGENDA AS AMENDED

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA** (3 Minute Time limit)

## **RECONSIDERATION**

## **VISITORS/PRESENTATIONS**

## **APPROVAL OF THE MINUTES**

A. Unapproved Special Meeting Minutes for NOVEMBER 14, 2024

PARSONS/LEPLEY MOVED TO APPROVE THE MINUTES FOR NOVEMBER 14, 2024

Commissioner Parsons noted a typo in the Minutes and asked for a quick correction.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **STAFF & COUNCIL REPORT(S)/COMMITTEE REPORT(S)**

A. Monthly ADA Coordinator Report – January 2025

Chair Thorsrud introduced the item and deferred to ADA Coordinator Krause.

Ms. Krause provided a verbal report on the following:

- The amended meeting schedule for 2025 was published and included in the Meeting packet
- A memorandum approved by the board members in regards to soliciting information about accessible options/solutions for the Homer Harbor Float system was included in the Meeting packet.
- Budget development for FY26/27 is starting and will be added to the next meeting's agenda
- A reminder that it is encouraged to have several projects of various dollar amounts- funding opportunities are not always available for higher dollar projects.
- Tolley System may not be doable due to the extreme slope of the harbor. The design is only suitable for a less than 30-degree slope.

Chair Thorsrud opened the floor for questions/comments.

Commissioner Parsons asked about the update from Public Works regarding the transition plan. Ms. Krause stated Public Works had not gotten back to her yet, due to time conflicts with other more pressing projects.

Commissioner Geisler commented that she appreciated the clarification on the kayak loading project provided in the report.

Commissioner O'Brien asked if the Commission need to make a decision on the kayak loading project as an extra project. Ms. Krause responded that it can be presented as a new project and be added to a later meeting.

B. Final Rules from the DOJ about ADA Online, Web, and Mobile Applications.

Chair Thorsrud introduced the item and deferred to Commissioner Parsons.

Commissioner Parsons stated that some contacts at the Northwest ADA National Resource Center forwarded some guidelines and guidebooks on how to make the City of Homer's website ADA compliant under the new rules put forth by the DOJ. He stated the City website has some pretty substantial changed that need to be made for compliance before April of 2027.

Ms. Krause said she is familiar with the upcoming rules and has plans to address the website's changes in a timely manner.

**PUBLIC HEARING(S)**

**PENDING BUSINESS**



A. Staff Report ADA-25-002 Requesting Council Approval to Seek Design Recommendations

Ms. Krause stated the Memorandum would be included in the Council packet for their next meeting. Commissioner Lepley shared his findings about two companies interested in working on an accessible kayak launch project. He mentioned that Marine Innovations, based out of Minnesota, and a local Homer company, BayWeld Boats, were both interested and could potentially handle the project. He stated Marine Innovations was interested in designing the project but would not be able to supply the engineers to build it. Marine Innovations and BayWeld Boats would need to work together with between designs and manufacturing to complete this project successfully.

B. Staff Report ADA 25-003 Strategic Plan and Goals Review and Update

Chair Thorsrud introduced the topic and deferred to Ms. Krause.

Ms. Krause recommended reviewing the Plan and Goals for any desired changes and updates. Commissioner Geisler pointed out 1A Goal that included annual review and updates to previously adopted transition plans. She suggested scheduling the reviews on a staggered basis throughout the year so the Commission isn't tackling the whole plan in one drawn out meeting. Ms. Krause suggested adding the goals to the meeting agenda every other month.

C. Staff Report ADA 25-005 Trails Transition Plan Draft

Chair Thorsrud introduced the topic and deferred to Ms. Krause.

All commissioners agreed the Trails Transition Plan Draft looked good and they were comfortable moving forward with it.

## **NEW BUSINESS**

A. Staff Report ADA 25-004 Adopted Transition Plan Review and Update

Chair Thorsrud introduced the item by reading of the title.

The Commission discussed the transition plan for parks, campgrounds, and facilities, including the harbormaster's updates and the need for accessible signage at the Fishing Hole Campground. They also addressed the use of wood chips and an accessible material, coming to the conclusion that the material can be used under playground equipment but not on pathways or trails.

## **INFORMATIONAL MATERIALS**

A. ADA Annual Calendar 2025

B. City Manager's Report for January 13, 2025

C. Resolution 24-118 Adopting the 2025 Regular Meeting Schedules for City Council and Advisory Bodies

Chair Thorsrud introduced each informational item. Ms. Krause encouraged the Commissioners to attend other Advisory Body meetings and advocate or bring attention to ADA compliance to their potential or upcoming projects.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF COUNCIL**

Council Member/Commissioner Parsons stated how impressed he was with the level of care and due diligence that the Commissioners have and how inspiring it is that they all continue to advocate for a change.

**COMMENTS OF THE STAFF**

**COMMENTS OF THE BOARD**

Commissioner Geisler stated it was a good meeting, good discussion and clarification.

Commissioner Lepley commented that he's hoping to be able to give an update and to have heard something from BayWeld and Innovative Marine. He also said he is hoping the Commission could start looking at other possible funding sources and grants.

Commissioner O'Brien commented that he thought this Commission is a great group, showing commitment by increasing number of meetings from 8 to 11 and it's great to be a part of it.

Commissioner Parsons stated that the group is fun and engaging.

Chair Thorsrud stated her excitement for the progress the group has made and all the enthusiasm for things to come.

**ADJOURNMENT**

There being no further business to come before the Board, Chair Thorsrud adjourned the meeting at 5:55 p.m. The next regular meeting is Thursday, February 13, 2025 at 4:00 p.m. All meetings are scheduled to be held in City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska, 99603 and via Zoom webinar.

---

ASHLEY APPEL, DEPUTY CITY CLERK I

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



# MEMORANDUM

---

## Staff Report for February 2025

**Item Type:** Informational Memorandum  
**Prepared For:** ADA Advisory Board  
**Date:** February 13, 2025  
**From:** Renee Krause, MMC City Clerk/ADA Coordinator

---

### Council Actions:

Council has approved a number of Ordinances to appropriate funding for replacement equipment for the new Fish Grinding Building, amending the Homer Port & Harbor Tariff #1, which is a document that mimics Homer City Code, agreeing to purchase more land above Karen Hornaday Park for hiking and providing wildlife corridors. This land is too steep to build on and there were several attempts by former property owners to construct a road to access this area. The City currently owns a 10-acre parcel above which is similar in topography.

Ordinance 25-01 and Memorandum CC-25-028 will have a final discussion and Council will either adopt the ordinance amending the zoning for a parcel of land related to the proposed Doyon Lighthouse Village project. I would recommend supporting this action since it would provide an accessible path and viewing areas to the public as well as guests at the hotel to view the area of Mariner Slough and Kachemak Bay. There are really limited, truly accessible areas to people with mobility challenges in this town and to think that Homer would have one more fully accessible hotel, with amenities that would also be accessible, is an incredible attraction to those travelers wanting to visit Homer and Alaska. It would fulfill the desire for "All Ages and Abilities" compliance and would not cost the city to maintain which in and of itself would be a plus.

I am going to be working on updating the transitions plans with the status updates from the departments over the next couple of months and hopefully have that completed for the May meeting.

I will be sitting for my ACTCP exam in March as I am wrapping up my two final classes for the credits required. Then I will receive my accreditation and just have to keep up with the Continuing Education to keep my accreditation. This has been a long three-year process but I believe well worth it.



# AGENDA ITEM REPORT

---

## Draft Request for Information for Review and Approval

**Item Type:** Action  
**Prepared For:** ADA Advisory Board  
**Meeting Date:** February 13, 2025  
**Staff Contact:** Renee Krause, MMC, City Clerk/ADA Coordinator

---

### Purpose:

Draft a Request for Information containing the intent of the Board to seek information and possible design or accessibility options to draft a proposed project for inclusion in the 2026-2031 Capital Improvement Plan.

### Background:

Attached is the excerpt of the minutes from the City Council regular meeting of January 13, 2025. I have included a draft of the Request for Information that the Board can use as a springboard.

### Recommendation:

Review and discuss the Council direction.  
Review and Amend Draft Request for Information



## Action Agenda

### City Council Regular Meeting

Monday, January 13, 2025 at 3:30 PM

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

---

#### Homer City Hall

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

<https://cityofhomer.zoom.us>

Dial: 346-248-7799 or 669-900-6833;  
(Toll Free) 888-788-0099 or 877-853-5247

---

#### Regular Meeting Agenda

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

#### CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mayor Lord called the meeting to order at 6:00 p.m.

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

Mayor Lord read the supplemental items into the record as follows: **CONSENT AGENDA** item a. Homer City Council Unapproved Special Meeting Minutes of January 7, 2025. Item c. Marijuana License Renewals, Memorandum from Police Chief Application and Memorandum from the City Planner re: Non-Objection for Uncle Herb's Renewal

**ANNOUNCEMENTS/PRESENTATIONS/REPORTS** Item i. is incorrectly listed as EDC Reports and is corrected to read AML Conference Reports. Email from Councilmember Erickson **CITY MANAGER'S REPORT** item a. Memorandum CC-25-022 Supplement to the City Manager's Report

ADERHOLD/VENUTI MOVED TO AMEND THE AGENDA WITH THE SUPPLEMENTAL ITEMS AS READ AND ADDRESS VISITORS AFTER AGENDA APPROVAL TO ALLOW SENATOR STEVENS TO MAKE HIS PRESENTATION DUE TO SCHEDULING CONFLICTS.

There was no discussion.

VOTE. NON-OBJECTION UNANIMOUS CONSENT.

Motion carried.

#### VISITORS

- a. Senator Gary Stevens

Mayor Lord welcomed Senator Stevens and invited him to speak to the Council.

Senator Stevens provided information on the following:

- BSA Funding and adequately funding schools
- PFD Funding and the use of the fund for government and not over spending
- Elections reform
  - o Witness signature
  - o Small issues that require attention
- Hiring and Retirement System
  - o \$3B remaining from the previous Direct Contribution system
- Fisheries are really top importance

Mayor Lord thanked the Senator for coming and missed having him at the meeting on January 7, 2025 with Representative Vance but will make sure that he is sent the items that were provided at that meeting.

## **MAYORAL PROCLAMATIONS AND RECOGNITIONS**

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

## **RECONSIDERATION**

## **CONSENT AGENDA**

Mayor Lord noted the items listed in the Consent Agenda 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. There were no requests from Council.

- a. Homer City Council Unapproved Regular Meeting Minutes of November 25, 2024 and Special Meeting Minutes of January 7, 2025 (*Refer to Supplemental Packet*). City Clerk. Recommend approval.
- b. Memorandum CC-25-002 from City Clerk re: Liquor License Renewals for La Baliene Cafe, American Legion Post #16 and Odin Mead. Recommend approval.
- c. Memorandum CC-25-003 from City Clerk re: Marijuana License Renewals, Premise Changes and Walkup/Drive Through Applications for Alaska Loven It, Cosmic Cannabis Company, Kachemak Cannabis Company and Uncle Herb's. Recommend approval.
- d. Memorandum CC-25-010 from City Clerk re: Travel Authorization for Mayor Lord and Councilmembers to Attend the Alaska Municipal League Winter Conference in Juneau, Alaska February 18-20, 2025.
- e. Ordinance 25-03, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Accepting and Appropriating a Donation for the Homer Early Childhood Coalition through Sprout in the Amount of \$4,296.81 for an ADA Accessible Picnic Table and Other Improvements at Bayview Park. City Manager/Public Works Director. Introduction January 13, 2025 Public Hearing and Second Reading January 27, 2025.

Memorandum CC-25-006 from Parks Maintenance as backup

- f. Ordinance 25-04, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Appropriating an Additional \$8,200 from the Port Reserves for Task Order 24-02 for Professional and Technical Assistance with the City's Application to the Port Infrastructure Development Program to Replace Float Systems 4 and 1 in the Small Boat Harbor. City Manager/Port Director. Introduction January 13, 2025 Public Hearing and Second Reading January 27, 2025.

Memorandum CC-25-007 from Port Director as backup

- g. Ordinance 25-05, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Appropriating \$24,000 from the Port Reserves Fund to Replace the Fish Grinder Motor and Gearbox. City Manager/Port Director. Introduction January 13, 2025 Public Hearing and Second Reading January 27, 2025.

Memorandum CC-25-008 from Port Director as backup

- h. Ordinance 25-06, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Appropriating an Additional \$2,193 from the Port Reserves Fund for the Ammonia Storage Tank for the City Ice Plant. City Manager/Port Director. Introduction January 13, 2025 Public Hearing and Second Reading January 27, 2025.

Memorandum CC-25-009 from Port Director as backup

- i. Resolution 25-001, A Resolution of the City Council of Homer, Alaska, Awarding a Contract to Prism Design and Construction LLC of Anchorage, Alaska, in the Amount of \$317,440.28 for the Fuel Island Replacement Project and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/City Engineer.

Memorandum CC-25-015 from City Engineer as backup.

- j. Resolution 25-002, A Resolution of the City Council of Homer, Alaska, Adopting an Alternative Allocation Method for the FY23 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 14: Cook Inlet Area. City Manager/Port Director.

Memorandum CC-25-016 from Port Director as backup

- k. Resolution 25-003, A Resolution of the City Council of Homer, Alaska, Confirming the Appointment of Elizabeth Fischer as Treasurer and Jenna deLumeau as Deputy Treasurer for Calendar Year 2025.
- l. Resolution 25-004, A Resolution of the City Council of Homer, Alaska, Confirming the City Manager's Appointment of Julie Engebretsen as the Acting City Manager for Calendar Year 2025. City Manager.

- m. Resolution 25-005, A Resolution of the City Council of Homer, Alaska, Acknowledging the Results of the Invitation to Bid for City Owned Cold Storage Seasonal 2025 Rental Units. City Clerk.

Memorandum CC-25-017 from Port Director as backup

City Clerk Krause read the Consent Agenda.

ADERHOLD/VENUTI MOVE TO APPROVE THE CONSENT AGENDA AS READ.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **VISITORS**

- a. Senator Gary Stevens

This item was heard after approval of the agenda.

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

- a. Worksession Report

City Manager Jacobsen reported on the discussion that Council facilitated with staff on the HART Fund, Road Maintenance and projects

- b. Committee of the Whole Report

Councilmember Aderhold reported that Council spoke about Ordinance 25-04 on the Consent Agenda, allocating additional funds for cost overages. There were no discussions on the Regular Agenda items. The main topic for the meeting was the Spit Erosion and Jason Baxley reported on the work completed and the work that was needed. They are expecting to reconvene and have the project completed by mid-February. The intent is to protect only the road. Mr. Baxley stated he was available to questions from the property owners and will be onsite in February.

- c. Mayor's Report

Mayor Lord reported she included a brief report in her newsletter which is available on the website. Lots of meetings with Council coming up, every Monday in January and this Sat a strategic planning worksession. It will be great to know everyone's priorities as they are numerous and very little money.

- d. Borough Report

Kelly Cooper, reported on the following for Kenai Peninsula Borough:

- receiving an Audit Review from BDO on the school district;



- report from River Center regarding the FEMA maps and if not approved by the deadline they are ineligible for disaster funding;
- first meeting of the tourism group with the next meeting on the 29<sup>th</sup> of this month;
- Starting their budget process in April;
- Accepted 65\$K for cybersecurity and lucky to have the staff that they have;
- adopted the Homer Transportation Plan
- declared a vacancy on the assembly to replace Bill Elam

e. Planning Commission

f. Library Advisory Board

Beatrix McDonough, Student Representative reported:

- receiving a report on Planet Youth
- Dave Berry presented the proposed FY26/FY27
  - o cutting materials and internet services
    - the library did receive a grant for materials and internet.

Marcia Kuzsmaul, Board member reported:

- banner year for the endowment fund with donations from \$10 - \$10,000
  - o 7 new fish will adorn the fish wall
  - o They have reached 85% of the goal established in 2020
  - o Encouraged donating
  - o Expressed appreciation to those that think of the library

g. Parks Art Recreation and Culture Advisory Commission

h. Port and Harbor Advisory Commission

i. AML Conference Reports

- i. Memorandum CC-25-013 Report from Councilmember Aderhold
- ii. Memorandum CC-25-014 Report from Councilmember Parsons
- iii. Email from Councilmember Erickson - Refer to Supplemental Packet

**PUBLIC HEARING(S)**

- a. Ordinance 24-64, An Ordinance of the City Council of Homer, Alaska, Extending the Exemption of Work and Seine Skiffs Attached to Motherships from Moorage Fees through 2025. City Manager/Port Director. Introduction November 25, 2024 Public Hearing and Second Reading January 13, 2025.

Memorandum CC-24-239 from Port Director as backup

Memorandum CC-25-012 from Port Director as backup

Mayor Lord introduced Ordinance 24-64 and opened the Public Hearing.

There were 15 that commented.

Mayor Lord closed the public hearing and requested a motion.

ADERHOLD/VENUTI MOVED TO ADOPT ORDINANCE 24-64 BY READING OF TITLE FOR SECOND AND FINAL READING.

Councilmembers expressed appreciation for the attendance and comments provided from the affected fishing businesses, noting the harbor has many expenses and to pay for the harbor is directly related to the services related to fishing and it is only paid by the moorage and fees. There has been impacts to crab fishing, set netters, but it appears that there is special treatment for one faction.

Port Director Hawkins provided input for Council that there is a need for the harbor to operate. As long as we have had a harbor, the seiners have not had to pay for a skiff, it has been status quo for approximately 40 years, back in the day they recorded moorage on library index cards and 25 years ago they purchased the first software and a work skiff was registered and entered in to the system, then they must remove the skiffs in order not to include them into the bills which requires a lot of staff time.

Further comment on needing long term solutions but expressed support the extension of the exemption for one more year was made by the majority of Council.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- b. Ordinance 24-65, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Accepting and Appropriating 2018 East Side Set Gillnet (ESSG) and 2020 Upper Cook Inlet (UCI) Salmon Disaster Relief Funds in the Amount of \$20,799.96 to the Port and Harbor Enterprise Fund. City Manager/Port Director. Introduction November 25, 2024 Public Hearing and Second Reading January 13, 2025.

Memorandum CC-24-241 from Special Proj. & Comm. Coordinator as backup

Mayor Lord introduced Ordinance 24-65 and opened the Public Hearing, seeing no one coming forward to provide testimony on Zoom or in person the Public Hearing was closed and a motion requested.

ADERHOLD/VENUTI MOVED TO ADOPT ORDINANCE 24-65 BY READING OF TITLE FOR SECOND AND FINAL READING.

There was no discussion

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- c. Ordinance 24-66, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Accepting and Appropriating a FY2025 Designated Legislative Grant from the State of Alaska for the Purpose of Additional Match Funds for the US Army Corps of Engineers General Investigation into the Larger Vessel Harbor Expansion and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction November 25, 2024 Public Hearing and Second Reading January 13, 2025.

Memorandum CC-24-242 from Special Proj. & Comm. Coordinator as backup

Mayor Lord introduced Ordinance 24-66 and opened the Public Hearing, seeing no one coming forward to provide testimony on Zoom or in person the Public Hearing was closed and a motion requested.

ADERHOLD/VENUTI MOVE TO ADOPT ORDINANCE 24-66 BY READING OF TITLE FOR SECOND AND FINAL READING.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mayor Lord called for a recess at 7:25 p.m. The meeting was called back to order at 7:31 p.m.

### **ORDINANCE(S)**

- a. Ordinance 25-01, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 21.10.030 Amending the Homer City Zoning Map to Rezone a Portion of the Rural Residential (RR) Zoning District to General Commercial 1 (GC1) Zoning District. Planning Commission. Introduction January 13, 2025 Public Hearing and Second Reading January 27, 2025.

Memorandum CC-25-004 from City Planner as backup

Mayor Lord introduced Ordinance 25-01 and requested a motion.

ADERHOLD/VENUTI MOVED TO INTRODUCE ORDINANCE 25-01 BY READING OF TITLE.

Discussion ensued on the proposed zoning change regarding the descriptive word of “derelict” used in the application, what the differences were from the initial plan submitted and providing those changes for Council.

City Planner Foster provided input on the lot, property on Bay Avenue was currently zoned Rural Residential and this project still has to go through multiple steps before they can be issued a zoning permit.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- b. Ordinance 25-02, An Ordinance of the City Council of Homer, Alaska, Amending the FY25 Capital Budget by Appropriating \$135,000 for the Purchase of Twenty Acres located North of Karen Hornaday Hillside Park with the Intent to Designate and Hold the Land as Public Park Land. Aderhold/Erickson/Hansen. Introduction January 13, 2025 Public Hearing and Second Reading January 27, 2025.

Memorandum CC-25-005 from Community Development Director as backup

Mayor Lord introduced Ordinance 25-02 and a motion was requested.

ADERHOLD/VENUTI MOVED TO INTRODUCE ORDINANCE 25-02 BY READING OF TITLE.

Councilmember Erickson expressed appreciation for the efforts and actions by the group of citizens as it checks a number of boxes for purchase by the city.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

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

- a. City Manager's Report

*From the Supplemental Packet:* Memorandum CC-25-022 from City Manager re: Supplement to the City Manager's Report

City Manager Jacobsen noted her report in the packet and will be happy to answer any questions. She facilitated or responded to the following topics:

- Laydown for Smart Growth Institute 2025 noting she has reached out to get cost information on the institute.
  - o Councilmember Aderhold felt this opportunity was tailor made for Councilmember Parsons and goes along with the approval of the Transportation Plan.
- Kachemak City's letter inquiring about water service
  - o Preference to sit down and have a general discussion with Kachemak City Council
    - Establish a joint worksession but not before 5:30 p.m.
    - First available date is March 10th
- Allowing and providing incentives for development outside city limits when there is not the ability to provide oversight
- The Housing Development never contacted or approached the City or Council with their project.
- Homer News being digitized was great news.

## PENDING BUSINESS

### NEW BUSINESS

- a. Memorandum CC-25-010 from ADA Coordinator re: Request for Authorization to Allow the ADA Advisory Board to seek Recommendations on Possible Accessibility Options and Solutions for the Homer Harbor Floats.

Mayor Lord introduced Memorandum CC-25-010 and deferred to Councilmember Parsons.

Councilmember Parsons explained the purpose of the memorandum providing a little background on the work being done by the ADA Board and this is to make it formal authorization allowing the ADA Advisory Board to seek design input noting there was no monetary request.

Councilmembers expressed concerns and commented the following:

- on costs increasing maintenance and impacts to existing infrastructure that may require more ADA accesses
  - o such as are they going to require installing an elevator on both sides of the Harbor
- liability to the City and the operations
- the harbor provides accessible stalls and one ramp is not as steep but there are some ideas that should be explored
- there are items listed in the Transition Plan that need to be addressed
  - o Difficult getting into City Hall
  - o Previous proposed projects such as the fishing hole platform
- This was not a budget request
- Not knowing what the solution could be or if there is any solution
- Having a larger conversation with staff and that the message is getting to the Advisory Bodies for the opportunity for more structure

City Manager Jacobsen recommended that City Council direct the ADA Advisory Board to draft the language on what, such as a request for proposals or information, they would like the entity(s) to provide regarding Accessibility Options for the Homer Harbor floats and provide a list of potential vendors and other harbors and have it reviewed by Staff.

ADERHOLD/VENUTI MOVED THAT CITY COUNCIL REQUEST THE ADA ADVISORY BOARD DRAFT A REQUEST FOR INFORMATION FOR RECOMMENDATIONS ON POSSIBLE ACCESSIBILITY OPTIONS AND SOLUTIONS FOR THE HOMER HARBOR FLOATS, A LIST OF POTENTIAL VENDORS AND OTHER HARBORS FOR THE CITY TO FORMALIZE

Councilmember Erickson requested that they include the ADA regulations and liabilities, costs to infrastructure, staffing a more complete picture.

City Attorney Gatti stated that a simple motion to recommend the ADA Board to continue with its quest to develop information about ADA accessibility for harbor activities, noting that may be too broad and restated it to reflect the Homer Harbor Floats. He then noted that he has worked with

staff on harbor ADA compliance issues, and concerns with the tides. He pointed out that it may be jumping ahead since the research may show it is not possible to do anything more.

Further discussion on Commissions or Board sending out anything on letterhead prior to direction of the Council, individuals doing research even member of Council do that, sending out to engineering schools a formal design will be required.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- b. Memorandum CC-25-011 from Recreation Champions Working Group re: Proposed Community Recreation Center Site Selection Recommendation.

Mayor Lord introduced Memorandum CC-25-011 and deferred to Councilmembers Aderhold and Erickson

Councilmember Aderhold reviewed the memorandum providing a summary of the findings. She noted that the Town Center location was further reviewed and recommend the city get input from the neighboring property owners, believing it was valuable to hear from the broader community before making decision.

Councilmember Erickson commented on the process reviewing the different parcels, stating it was important that they will be able to expand in the future and this property checks a number of boxes by developing town center, infrastructure connections, may be a bit more upfront costs but in the end costs would be less. She further stated that the property offers so many opportunities.

Councilmember Davis commented that he liked the idea in principle and would be curious to see the previously submitted design for town center project.

Mayor Lord noted that Council expressed a consensus to review the previous town center project documents.

Council approved the recommendations as stated in the memorandum by Consensus.

## **RESOLUTIONS**

### **COMMENTS OF THE AUDIENCE**

There were three who commented.

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

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

City Clerk Krause announced the vacancies on the Advisory bodies for Port and Harbor, EDC and ADA Advisory Board.

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

City Manager Jacobsen commented on the great first official meeting of the year and hearing some great input from everyone.

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

Mayor Lord expressed her appreciation for the Council and Happy Spring number five, gave a shout out to the Nordic Ski Club for their work on Lookout and McNeil.

#### **COMMENTS OF THE CITY COUNCIL**

Councilmember Hansen on switching meetings or classes from Mondays to Tuesdays for the Political Science class and she will sign up and her recent experience attending a class at the Bunnell Art Center complimenting the building.

Councilmember Erickson noted the passing of another long time Homer resident, Floyd Seekins and a memorial will be held this weekend. She then commented on the children leaving and coming back and working in a profession that is really hard and is not for everyone with regards to the fishing.

Councilmember Davis expressed his appreciation for the Public Works Department and the plowing on West Fairview.

Councilmember Aderhold had no comments.

Councilmember Parsons gave a shout out to Jenny Carroll and Julie Engebretsen for the award of a \$2 million grant, Bryan Hawkins 25 years with the City and Mark Robl's 40 years and expressed appreciation to the Clerk's Office and City Manager for everything they do for them.

Councilmember Venuti commented on a recent experience seeing families using the Bayview Park and how wonderful it was seeing the little children playing. She then commented on a recent experience with Kachemak Way and Fairview with speeding vehicles and finding a road sign by her door.

#### **ADJOURNMENT**

Mayor Lord adjourned the meeting at 8:55 p.m. The next regular meeting is Monday, January 27, 2025 at 6:00 p.m. Committee of the Whole at 5:00 p.m. A Special Meeting at 3:30 p.m. A Worksession is scheduled on Saturday, January 18, 2025 from 9:00 a.m. to 1:00 p.m. A Worksession is scheduled for Monday, January 20, 2025 from 4:00 p.m. to 7:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

**City of Homer, Alaska**  
**Request for Information**  
**PROVIDE ADA ACCESSIBLE OPTIONS TO ACCESS THE FLOAT SYSTEM**  
**IN THE HOMER SMALL BOAT HARBOR**

The City of Homer Americans with Disabilities (ADA) Advisory Board is seeking information on possible solutions and or designs for ADA Compliant Accessibility for All Ages and Abilities for the float system in the Homer Small Boat Harbor. This information will be used to develop a project to present to City Council for approval and inclusion in the City of Homer Capital Improvement Plan 2026-2031. This document includes projects that the City and community consider top priority and assists the City in seeking grants and funding sources to have the projects completed. The Homer Spit and Small Boat Harbor are a popular destination for visitors and residents. It is a working harbor as well as a starting point for visitors interested in taking trips to the communities of Halibut Cove and Seldovia; take fishing charters to Cook Inlet and Kachemak Bay, or to launch their personal vessel for day of fishing or cruising the waters of Kachemak Bay.

Being listed on the Provider's Listing and submittal of information and or conceptual designs is not a guarantee of selection and or work. The City is particularly interested in the following services, however, other service providers are invited to submit their RFIs:

- |                       |                 |                   |
|-----------------------|-----------------|-------------------|
| • Surveying           | • Environmental | • Hydrology       |
| • Marine Construction | Engineering     | • Public outreach |
| • Inspections         | • Environmental |                   |
| • Structural &        | Permitting      |                   |
| Mechanical            | • Steep Slope   |                   |
| Engineering           | Construction    |                   |

Requests for Information will be received by the Office of the City Clerk, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska 99603 until **5:00 p.m. on Thursday, June 26, 2025.**

- Submissions must be in an opaque envelope with the title of the RFI Homer Harbor Accessibility in the lower left corner of the envelope. Company information and address must be shown in the upper right hand corner of the envelope.
- Submissions need to be addressed to the City Clerk's Office as noted above.
- Any submissions received after the stated time will not be considered.
- An electronic copy of this RFI advertisement and Plan Holder Registration Form are available online at <https://www.cityofhomer-ak.gov/rfps>. A paper copy can be obtained at the City Clerk's Office.
- **All companies interested in submitting their RFI must complete a City of Homer Plan Holder Registration Form in order to be considered responsive and be included on the Providers List.**

Please direct all technical questions in writing regarding this RFI to: Dan Kort, Public Works Director, City of Homer Public Works Dept., 3575 Heath Street, Homer, Alaska 99603 or Email: [dkort@ci.homer.ak.us](mailto:dkort@ci.homer.ak.us)

Please direct all other questions to the City Clerk's Office: [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us) or City Clerk's Office City of Homer 491 E Pioneer Avenue Homer, Alaska 99603

The City of Homer reserves the right to accept or reject any or all RFIs, and to waive irregularities or informalities in this RFI process.

Dated this \_\_\_\_ day of April, 2025.

City of Homer



Publish: Homer News Dates:  
Ad #: 25-xxx

---

Melissa Jacobsen, City Manager



# MEMORANDUM

---

## Transition Plan Review and Update

**Item Type:** Action Memorandum  
**Prepared For:** ADA Advisory Board  
**Date:** February 13, 2025  
**From:** Renee Krause, MMC City Clerk/ADA Coordinator

---

At the January meeting the Board reviewed the transition plan and were informed that Public Works had not provided their update with the exception of the Parks Transition Plan. I provided clarification on the remarks indicated in the Parks Transition Plan as follows: Pending is determined by approved Budget and Funding availability, explained to Parks Staff that these items were mandatory and non-compliant in their use for the items marked "no".

Public Works has reviewed the documents and provided their comments in a memorandum which has been included and the transition plan will be updated for the next meeting.

### Recommendation

Review Transition Plans and submit recommendations on general updates to be made.

### Attachments:

Facilities Transition Plan  
Parks Transition Plan



# MEMORANDUM

---

**To:** ADA Advisory Board  
**Through:** Renee Krause, City Clerk and ADA Coordinator  
**From:** Daniel Kort, Public Works Director  
**Date:** February 5, 2025  
**Subject:** ADA Transition Plan Status Update

---

**Issue:**

The purpose of this Memorandum is to update the ADA Advisory Board on the status of the ADA Transition Plan and the outstanding individually identified deficiencies. Any projected future estimate is purely a best guess estimate. Some of the items will require significant effort requiring additional planning and budget to complete.

**Updated Status:**

The following is a list of the identified outstanding ADA compliance issues and status:

Baycrest Overlook - Painting of additional ADA spaces. – Status Completed in 2023

Library Parking – Install “Van Accessible sign at van space. – Completed 2024

Public Works Parking – Install “Van Accessible sign at van space. – Completed 2023 (on building)

Public Works Parking – Re-grade cross slope. – Planned 2029.

Animal Shelter Parking – Repaint lines and install “Van Accessible” sign at van space and regrade cross slope. – Planned for 2028.

City Hall Back Entrance Parking – Regrade cross slope. Planned for 2028.

Fire Hall Parking – Regrade cross slope. Van Spot completed in 2021.

Library Parking – Regrade cross slope. Planned for 2028.

Load & Launch Ramp Gravel Parking – ADA Parking Sign. – Port/Harbor Task

Nick Dudiak Fishing Hole Lagoon – Improve ramp/walking surface. – Planned for 2028

Library – Clear area to side of front pulling door, copy room is tight. - Completed 2025

Airport – Depth of Counter at accessible portion. – Planned for 2030

City Hall Upstairs – Depth of elevator is too short, replace elevator. – Not Feasible without over a multi-million dollar rebuild and remodeling of City Hall to accommodate this change because there is not adequate space for larger elevator in existing elevator location. Both levels have ADA entrances and access.

Baycrest Overlook Restrooms – Relocate bathroom signs. - Planned for 2027 with Bathroom replacement.

Harbor Ramp 4 Restroom – Relocate bathroom signs. - Completed 2023

Harbor Ramp 5 Restroom – Relocate bathroom signs. - Completed 2025

Harbor Ramp 6 Restroom – Relocate bathroom signs. - Completed 2023

Load and Launch Ramp Restroom – Relocate bathroom signs. - Completed 2025

Airport Women's Restroom – Replace threshold that meets bevel and height restrictions. - Planned for 2030 with Bathroom remodel

Bartlett & Pioneer Restroom – Install signs complying with requirements. - Completed 2025

Library Men's Restroom – Replace stall door hardware. - Completed 2023

Library Women's Restroom – Replace stall door hardware. - Completed 2023

Load & Launch Ramp Restroom – Replace threshold that meets bevel and height restrictions. - Completed 2025

Airport Men's Restroom – Install self-door closers to stall doors. - Completed 2024

Airport Women's Restroom – Install self-door closers to stall doors. - Completed 2025

Airport Women's Restroom – Move flush control to open side of closet. - Completed 2025

City Hall Downstairs Restroom – Replace stall door lock. - Completed 2022

City Hall Downstairs Restroom – Install stall door self-closer. - Planned for 2026 (will require replacement of full partition).

Harbor Ramp 5 Restroom – Shorten wooden bench top to meet space requirements. - Planned for 2026.

Library Woman's Restroom – Install self-closing door. - Planned for 2026, will require replacement of entire stall partition.

Airport Men's Restroom – Reconfigure stall door to meet space requirements. - Planned for 2030 during bathroom remodel

Airport Men's Restroom – Increase toilet space to partition. - Planned for 2030 during bathroom remodel.

Airport Women's Restroom – Increase toilet space to partition. - Planned for 2030 during bathroom remodel.

Bartlett & Pioneer Restroom – Inadequate maneuvering clearance. - Redesign Planned for 2028.

Deep Water Dock Restroom – Inadequate maneuvering clearance. - Redesign Planned for 2028.

Nick Dudiak Fishing Hole Lagoon – Pedestrian Ramp and Walking Surfaces improvements. - Planned for 2028.

WKFL Park Restroom – Inadequate maneuvering clearance. - Redesign Planned for 2028.





Airport Drinking Fountain – Replace drinking fountain with compliant one. - Completed 2024.






5. Involvement of the ADA Coordinator in review of project design to ensure the contractor is fully aware that ADA regulations and guidelines are to be included within the project at the beginning.
6. Improve wayfinding signage so people with disabilities can more easily and conveniently navigate the park system and the city as a whole.
7. If portable toilets are provided make sure at least one is accessible.

## 7.0 Parks Listing







The following details the physical barriers of the City parks, play areas and campgrounds that limit the accessibility of its programs, activities or services to individuals with disabilities and the methods suggested to remove those barriers, make the area accessible and the schedule for achieving compliance.

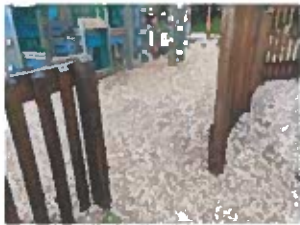



### 7.1 ADA Compliance Issues

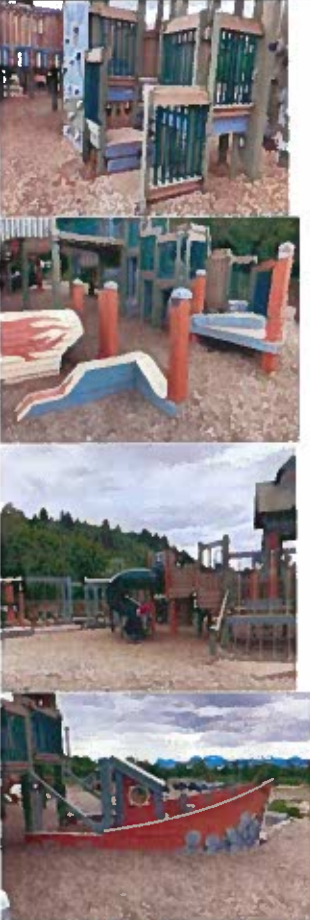


Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
FACILITY NAME: Karen Hornaday Hillside Park			TIME OF ASSESSMENT: JULY – SEPTEMBER 2021			
STRUCTURES/FACILITY/AREA(S): Karen Hornaday Hillside Park has only portable toilets at the time of accessibility surveys. Project is in the planning stages for redesign of entrance road, parking lot, pedestrian trail and new restroom facilities. A new updated master plan is in funding process for FY24/FY25 Capital Budget. The campground has been closed temporarily and was not audited.						
Karen Hornaday Park		206.2.1; 206.2.2	1	2	Complete to Pavilion A	No Accessible route from Parking lot to Pavilion or ballfields. Accessible route is required to all sports fields and to the pavilions from parking area
Karen Hornaday Park		208.2; 502.2; 502.3; 502.6	1	1	Spring 2025 A	Designated accessible parking stall not identified; no signage Recommend paving parking stalls and striping, installation of signage
Karen Hornaday Park		1011.2.1	4	2	A Pending NA	Pavilion has one ADA Compliant Picnic Table recommend to place at minimum one additional due to high use of pavilion
Karen Hornaday Park		302.1; 402.2; 403.2	1	4	<del>NA</del> C No	Activity is surrounded by rocks with no accessible entry. Remove rocks to allow for accessible access. Suggest installation of materials to have firm stable ground.





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		208.1 208.2; 208.2.4; 502.6	1	2	<del>A, W</del> B Pending	Parking for play area has no designated accessible parking. Construct and Install Accessible parking stall for appropriate signage.
Karen Hornaday Park Play Area		240.1; 240.2.1; 1008.1; 1008.2.1	4	4	C N/A	Ground area should be better maintained to afford accessibility.
Karen Hornaday Park Play Area		302.1; 302.3; 303.1; 304.1; 403.1; 402; 403.5.1; 1008.1- 108.2.1; 1008.2.4; 1008.2.6	1	3	wood chips are accessible C	Entrance to play area is not compliant. Entry needs to be widened. Play area has wood chip base which is not accessible material. Furnish & Install accessible ground material throughout the play area to ensure accessibility by providing stable, non-slip material.
Karen Hornaday Park Play Area		1008.2.4; 1008.2.6; 1008.4.3	4	1	Pending A	No accessible entrance to this feature. Recommend relocating or provide ADA Compliant Access
Karen Hornaday Park Play Area		1008.4.2; 308; 1008.2.6; 1008.2.4	4	2	Pending B	Recommend modification to ensure reach is compliant to green wheel






Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		308; 1008.4.2; 1008.2.6; 1008.2.4	4	3	C N/A	Climbing Wall – ensure approach is compliant for access from a wheelchair
Karen Hornaday Park Play Area		302.1; 303.1 305.2; 1008.2.4	1	3	B Pending	Play area is surrounded by a wall or fence and is not accessible by those with mobility or vision impairments without assistance. Modify to provide accessible route to this area and install ground materials to make firm stable and non-slip
Karen Hornaday Park Play Area		303.1; 1008.3.1; 1008.3.2	2	4	C N/A	Play component is not accessible from a wheelchair or without assistance. Install chair level transfer
Karen Hornaday Park Play Area		1008.2.1	2	2	N/A B	Provide accessible entry to sand box.
Karen Hornaday Park Play Area		240.2.1.2	4	3	C N/A	No accessible transfer point. Open portion of side for accessible entry/transfer.
Karen Hornaday Park Play Area		240; 403	4	2	Pending A	Recommend adding additional accessible swing option. Currently there is only one




Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		240; 302; 304; 305; 404.2.3	1	3	C <i>Pending</i>	Entrance is non-compliant. Widen entry in order to bring the gateway into ADA compliance.
Karen Hornaday Park Play Area		1008.2.1	1	1	A <i>Pending</i>	Remove. Safety hazard as logs are rotten.
Karen Hornaday Park Play Area		206 404; 1008	1	3	C <i>Pending</i>	Remove and replace ground materials with level, firm non-slip materials
Karen Hornaday Park Play Area		1008.2.6; 206; 404	1	3	C <i>Pending</i>	Replace materials so ground stays level and firm. Remove and replace materials with suitable ground materials that are level, firm and non-slip.





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		1008.2.1; 1008.2; 1008.2.4.1; 1008.2.6; 1008.2.6.1	4	4	C	<p>Various play components in the Play area that have limited or no access without assistance. Recommend installation of transfer system from wheelchair; modification to approaches or sidewalk barriers on the play component.</p> <p>Pending</p>
Karen Hornaday Park Play Area		1008.4	4	4	C N/A	Only component of its kind. Not required but recommend remove and replace with similar component that has adaptable reach
Karen Hornaday Ballfields		221.2; 221.2.1.4; 221.2.3; 221.3 1016	1 & 4	2	B Pending	Bleachers at upper field – no accessibility, too close to the fence, no handrails or safety railing to prevent falls; no designated wheelchair spaces Furnish & Install or modify existing to provide better safety provide accessible seating as well as wheelchair seating

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park – New Pavilion		1011.2; 1011.3 1011.5	4	1	A <i>Pending</i>	Grills swivel and requirement is 40" x 48" clear ground space on all sides; 2-5% slope & 15"-34" height required Remove and reinstall in regulation height and clearance and slope.
Karen Hornaday Park – Old Pavilion		206	1	3	B <i>Pending</i>	Pavilion approach is not ADA Compliant; attached tables are non-compliant; Regrade slope and install accessible routes
Karen Hornaday Park – Old Pavilion		1011.2.1	4	2	A <i>Pending</i>	Available Picnic Tables are not ADA compliant. Provide a minimum of one ADA Compliant Table of universal design would be preferable.
Karen Hornaday Park Ballfields		1008.2.6; 206.7.9; 404.2.3; 404.2.4.4	4	4	C <i>Pending</i>	Entrances to dugouts are not compliant; grade has high step up; opening is too narrow to dugout. Ground surface must be maintained and inspected on a regular basis; remove and replace gate and fencing to provide required clearances



Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Ballfields		206.2.1; 221.4; 221.2.1.4; 221.2.3; 221.3	1	4	C  <i>Pending</i>	No accessible Route from or to the parking spaces, Bleachers do not provide accessible seating or companion seating. Furnish & Install accessible route from parking lot (when complete) provide designated wheelchair seating with companion seating Provide regular maintenance to grounds.
FACILITY NAME: Bayview Park				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Is a lovely neighborhood park located at the top of Main Street. This Park is traditionally known for being used as a toddler and young children's park since it was fenced, small and located within the neighborhood. Currently there are plans in motion to improve the park. Installation of new play equipment with ADA compliant access routes to each piece of equipment and placement of picnic tables as well as installation of paved accessible parking making it Homer's first fully accessible park. It will be done at a future date when completed. At the time that Site Audits were conducted this location was non-compliant for access, play areas and parking. <i>Complete</i>						
FACILITY NAME: Bishop's Beach Park & Beluga Slough Trail				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Bishop's Beach Park provides access to miles of public beaches, a picnic pavilion with fire ring and bar-b-que grill and picnic tables. There is a large grassy lawn area that is maintained. Currently restroom facilities are portable toilets and new plumbed restrooms are in the planning/design phase with expectation for construction 2024/2025. The Park provides vehicle access to the west for the public and to Beluga Slough Trail which runs along city and state owned land. No camping is allowed on the beaches or in the park.						
Bishop's Beach Park – Parking Lot		208; 208.2; 208.2.4; 302; 502.4	1	4	C  <i>Pending</i>	Accessible parking has more than 2% slope. Recommend regrade and repave parking lot to include pavement marking for minimum number of accessible parking spaces and the required number to be van accessible.
Bishop's Beach Accessible Routes		206; 206.2.1; 502.1- 502.3.4	1	2	<i>Pending</i>  B	Restroom closed permanently and temporarily replaced with portable toilets. Plans are being developed for permanent restroom facilities. No accessible approach to portable toilets or pavilion Furnish & Install accessible walkway to pavilion and restroom from parking spaces.





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Bishop's Beach Park Access to Beluga Slough Trail		402; 404	1	1	Completed A	Transitions from ground to elevated walkway is too high in some areas; too steep in other areas within slope; vegetation impairs visibility of edge and clear safe path  Recommend regular maintenance to remove vegetation, correct slope and transition from ground to elevated walkway by maintaining gravel
Bishop's Beach Park Beluga Slough Trail Access		402; 404	1	2	A	Nominal Transition issues on this segment. Good example of what access should appear and resemble. Recommendation: Regular maintenance to keep gravel supply appropriate.
FACILITY NAME: Mariner Park and Campground				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Located on the base of the Homer Spit, Mariner Park and Campground is a 111 acre multi-use area that is one of the most popular beach access points for dog walking, coal collecting, and horseback riding in Homer. There are 34 camp sites available April 1 <sup>st</sup> through October 30 <sup>th</sup> , a Day Use Area along the northern border of the park with fire rings, picnic tables and a small gazebo, which is available for reservation for private events. Seasonal restroom facilities are provided May through September/October (weather dependent).						
Mariner Park Day Use Area		206.2.1; 502	1	4C	Pending B	No Accessible parking designated. No accessible route to gazebo. Construct and furnish accessible route and parking space install signage per regulations





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Mariner Park – Day Use Area		210; 504; 505.10.2	3	4C	Completed 9/23 B	Gazebo, has no hand rails, no ramp, stairs are steep, narrow steps and tall rise. All steps on flight of stairs shall have uniform riser heights and uniform tread depths. Recommend rebuilding stairs to include handrails and placement of a ramp.
Mariner Park Day Use Area		903	3	2	B Pending	Bench needs to have the required transfer back support and seat width. Wheelchair space is limited within structure dependent on number of people. Bench shall provide back support or be affixed to a wall. Grab Bars should be installed to provide assistance for transfer, seat width should be 42 in long by 20 in. deep
Mariner Park Day Use Area		ORAR 244.2.3.1; 244.3 245.2.5.1 244.5.3	3	4C	B Pending	Fire Ring is not compliant. No accessible route. Review Height and reach in accordance with regulations
Mariner Park Camp Host Cabin		ORAR 1016.2; 1016.3; 1016.4 1016.7.1;	3	4C	B Pending	No ADA parking designated. No accessible route from parking space to Host cabin. No Ramp Access or alternate method of notification to get camp host attention if not outside. Install and designate accessible parking space, place signage with alternate method of contacting Camp Host






Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Mariner Park Campground		1011.2; 1011.4; F244.2.3.1; F244.3, F245.2.5.1; & F244. 5.3	3	4C	B  Pending	No ADA Compliant Camp Site Per Regulations Total of Camping Sites required is 2-3 based on overall # of sites. No ADA Compliant picnic tables. No accessible route from parking. No designated accessible parking. Create and designate 1-2 sites as ADA Compliant with appropriate signage. Designate and mark accessible parking spaces Campsite 21'3" w x 22' L Fire Ring 17" H
Mariner Park Entrance Area with Kiosk and Bathrooms		ORAR 1016.2; 1016.3; 1016.4 1016.7.1; F244.2.3.1; F244.3; F245.2.5.1; F244.5.3 703.4.1; 703.5.5; 703.5.6; 703.7	3	4C	B  Pending	Fee Kiosk Area Bulletin Board Height is 50"; Doggie Bag Dispenser is 38.5" No accessible route defined for portable toilets; dumpster is not accessible; Picnic tables are unsafe and rotten Furnish & install clear access to kiosk, R & R Doggie Bag Dispenser to correct height; F & I Accessible route to portable toilets, Remove & Replace with Accessible Dumpster; Remove and Replace Picnic Tables with Universal Design models










Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
FACILITY NAME: Fishing Hole Campground				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Located next to the Nick Dudiak Fishing Lagoon, this campground on the Homer Spit features 80 campsites, 9 sites are located on the edge of the fishing lagoon and is a popular destination for campers. Amenities at this location include Fishing Hole camp sites, beach campsites, fish cleaning tables, picnic pavilion, grill, accessible restroom facilities, potable water and easy access to one of the city's RV dump stations. The Fishing Hole Campground has 16 camp sites that are available during the winter months, October 31 <sup>st</sup> through March 31 <sup>st</sup> annually.						
Fishing Hole Campground		703.4.1; 703.5.5; 703.5.6; 703.7	1	1	A <i>Pending</i>	Accessible Camping Spaces Signage Placement. Paved connection to pavilion and walkway to restroom signage placement requires correction
Fishing Hole Pavilion		1011.2; 1011.3; 902.3 ABA	3	1	A <i>Pending</i>	ADA Compliant Picnic Table provided, recommend adding additional table. Requirement is based on 24LF of usable space around table top, there should be a minimum of one wheelchair space.
Fishing Hole Pavilion		1011.2; 1011.3; 1011.5	3	4C	B <i>Pending</i>	Grill does not have required access all the way around it. Relocation to maintain the required distance on all sides. Grill does swivel, but must be accessible with clear ground 48" x 48" clear ground space on all sides 2-5% slope 15"-34" max height
Fishing Hole Pavilion		402; 403	1	NA	NA	Paved area next to Pavilion provides accessible feature. ADA COMPLIANT



Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Fishing Hole Campground Pay Kiosk for Camp Fees		307.3; 308.1; 308.2; 308.3	3	4C	B	Kiosk is 48" height Reach should be no more than 24" from side approach. Recommend filling in the area with additional concrete pad to make fully accessible from all approaches
Fishing Hole Restroom Potable Water Access		402; 403; 502	2	4C	B <i>Pending</i>	Accessible Route is required to access potable water; recommend installing a suitable material preferably asphalt and ADA Parking Space; Accessible route connecting to Restrooms from parking
Fishing Hole Restroom Potable Water Access		309.4	4	1	A <i>Pending</i>	Spigot handle is non-compliant install lever handle
Fishing Hole Notice Board		206; 308; 302	4	4C	B <i>Pending</i>	Accessible route; reach. Remove rocks and install asphalt or concrete pad around information kiosk

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
FACILITY NAME: Seafarer's Memorial Park				TIME OF ASSESSMENT: July-September 2021		
STRUCTURE/FACILITY/AREA(S): Seafarer's Memorial is a 2.52 acre lot located off of the Sterling Highway near the end of the Homer Spit. A memorial gazebo honoring those who were lost at sea, 45 parking spaces and open green space providing unobstructed views of the surrounding mountains and Kachemak Bay and access to the Spit Beach.						
Seafarer's Memorial Park - Parking lot		206.3; 206.4; 216.5; 302.1; 403.1, 403.2; 405.3; 502.1, 502.2, 502.3, 502.3.1, 502.3.2, 502.3.3, 502.3.4	1	4C	B  <i>Pending</i>	Parking is adjacent to entrance to the Memorial and not accessible. Pave and mark accessible parking spaces with paved accessible route to memorial pavers
Seafarer's Memorial Park		305; 903	4	3	B  <i>Pending</i>	Bench is not ADA Compliant. Location on accessible route compliant with 404. Preference for Bench to not have arms for ease in transfer however having arms allows aid in person rising from seated position. Replace with compliant bench 17" - 19" seat height; able to withstand horizontal force minimum of 250 pounds at any point of the seat, Back support shall be 42" L minimum & 20"-24" deep
FACILITY NAME: Jack Gist Park				TIME OF ASSESSMENT: July - September 2021		
STRUCTURE/FACILITY/AREA(s): Donated by Jack Gist's estate for new softball fields, this 10 acre park offers stunning views of Beluga Lake and Kachemak Bay. Three fields are utilized by the Homer Adult Softball Association and the Homer High Mariner Softball team. There is also a disc golf course located in the park. Portable Toilet Facilities are available during the summer season. Plans are in process to draft a Master Plan for the park to include proposed field updates, plumbed restrooms, road access from a new subdivision to the west, parking configuration, and a new play area.						
Jack Gist Park Path to Disc Golf Course		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	W/A  C  <del>1016.4</del>	Walkway to Disc Golf Course is not ADA compliant. Remove and replace with accessible route using materials that would provide a stable and firm ground, width to be 36" wide with passing lane or widen areas to allow passing



Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park - Lower Fields		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	C <i>Pending</i>	Lower Left and Right Ball Fields do not have ADA Accessible Routes. Furnish & Install accessible route from parking to playing fields spectator areas, dugouts, etc.
Jack Gist Park		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	C <i>2025</i>	Ground access is not firm and stable - ADA Accessible Route. Furnish & Install accessible travel route from parking to amenities
Jack Gist Park - Ball Field Spectator Seating and Access		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	Access Route Priority  1  Seating Priority 4	4C	C <i>Pending</i>	Spectator bleachers are not ADA compliant, no accessible seating, no accessible route from parking area. Where provided, fixed team or player seating areas must contain the number of wheelchair spaces and companion seats required by ADAAG, but not less than one space.
Jack Gist Park - Field Access		404.2	1	2	B <i>Pending</i>	Gate Access is not compliant. Provide clear pathway and level ground, remove overgrown vegetation to ensure proper width requirement is met

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park - Dugouts		903	2	2	B <i>Complete</i>	Player dugout does not have accessible seating, too high or too low and seating is too narrow, no hand rails or access to allow for transfer from a wheelchair to the bench. Benches must have seats that are a min. of 20" to a max. of 24" in depth and 42" min. in length. The seat height should be a min. of 17" to a max. of 19" above floor. If the bench is not located next to a wall, the bench must have back support that is 42" min. in length and extends from a point 2" max. above the seat to a point 18" min. above the bench.
Jack Gist Park - Fence		307; 403.5	4	1	A	Fence has protrusion. Remove and relocate or furnish and install barriers to direct pathway around the protrusion.
Jack Gist Park - Dugouts		221.2.1.4; 206.7.9; 802.1	4	2	B <i>Pending</i>	Entrances to dugouts are not compliant; grade has step up; Dugout entrance is not ADA compliant - opening is too narrow. Maintain areas of access by keeping gravel/fill materials level and compacted to maintain even surface levels with concrete pad; remove and replace existing gate with ADA compliant gate; maintain vegetation to keep sight lines and changes in elevation minimal

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park - Upper Field Approach		1016.2; 1016.3; 1016.4; 1016.7	1	3	C <i>Pending</i>	Access Route is steep; Furnish and install accessible route to upper field from parking area; correct slope percentage
Jack Gist Park - Spectator Seating		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	4	2	B <i>Pending</i>	No ADA Compliant seating available; no accessible route to seating from parking area. Install ADA seating along with accessible route from parking to seating area.





# **City of Homer ADA Transition Plan for City Facilities**

Self-Evaluation on ADA Compliance Issues

Adopted via Resolution 19-024

April 22, 2019

Updated August 10, 2023

Adopted via Resolution 23-111



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

**INTRODUCTION**

---

The City of Homer Transition Plan and Responsibilities

In accordance with the Americans with Disabilities Act (ADA, this document shall serve as the City of Homer’s Transition Plan.

This is an overview of the plan that includes the self-evaluation that identifies barriers to program accessibility and municipal owned properties throughout the City and includes project checklists to track improvements. The plan consists of an Inventory Assessment, implemented requirements and annual reassessment of goals and improvements.

The City of Homer ADA Coordinator will manage all aspects of ADA Compliance. This plan is available on the City of Homer website for review by the general public. Individuals are encouraged to submit comments or issues on accessibility of City programs and facilities by contacting the City ADA Coordinator.

**BACKGROUND**

Resolution 16-019 established the Americans with Disabilities Act (ADA) Compliance Committee and appointed then Deputy City Clerk Melissa Jacobsen as ADA Coordinator.

Resolution 16-057 established the ADA grievance procedure which sets out a system for resolving complaints of disability discrimination in a prompt and fair manner.

Resolution 17-75(A) Committed the City to continual work towards becoming a universally accessible city.

Resolution 19-024 established the Transition Plan for City facilities.

Resolution 19-055 confirmed the ADA Compliance Committee as a Standing Committee of the City Council. This resolution further outlined the need for the Committee and stated the ongoing responsibility to review any new programs, activities and services within the City of Homer; perform and develop transition plans for other areas of the City including but not limited to the city parks, trails, campgrounds and programs to comply with ADA requirements.

Resolution 20-114 Appointed Renee Krause, Deputy City Clerk to assume the duties of ADA Coordinator for the City.

Ordinance 22-53(A) Created the Americans with Disability Act Advisory Board to codify the body to reflect the City of Homer’s commitment to Title II of the ADA Regulations and efforts to accessibility to all.

**PURPOSE**

The federal legislation known as the American with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

Title II of the ADA specifically applies to state and local governments, referred to as “public entities,” and their programs and services. Title II, Article 8, requires public entities to take several steps designed to achieve compliance.

For the Transition Plan, the outlined scope of work included:

- Preparing a self-evaluation of the City’s policies and practices and analyze whether these policies and practices adversely affect the full participation of individuals with disabilities in its programs, activities, and services
- Performing a self-evaluation of City facilities for compliance with ADA requirements for accessibility by individuals with disabilities
- Developing a Transition Plan based on the self-evaluations that lists the physical barriers of the City’s facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities; the methods to be used to remove the barriers and make the facilities accessible; and the schedule for taking necessary steps to achieve compliance.

## **SELF-EVALUATION PROCESS**

City of Homer Staff and ADA Advisory Board (formerly known as ADA Compliance Committee) members received training on performing self-evaluations and Transition Plans from the Northwest ADA Center. The Northwest ADA Center is funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR), and is part of the ADA National Network Centers which are a national platform comprised of ADA professionals and experts charged with assisting businesses, state and local governments, and people.

Following the training, the ADA Advisory Board self-performed the work with the support of City of Homer staff, with the option of contracting for aspects of the self-evaluation and initial Transition Plan that exceeded the expertise of the Board and City staff.

City facilities included in the primary self-evaluation:

City Hall	Baycrest Overlook and Restroom
Homer Public Library	Port and Harbor Office
Public Works Building (public entry only)	Harbor Load and Launch Ramp
Public Restrooms located on Pioneer Avenue and Homer Spit	Small Boat Harbor Ramps and Float System
HVFD Fire Hall (public entry only)	Harbor Facility Parking including Fee Pay Lots
Airport (public spaces)	Fish Cleaning Stations
	Nick Dudiak Fishing Lagoon

Several of the facilities were excluded from this initial self-evaluation due to the following reasons:

- Old Homer Police Station – At the time of the self-evaluation Homer City Council was evaluating plans for a new police station building; the old Police Station has known ADA compliance issues. This building is currently being used for storage for the Fire Department and is not open to the public.
- Homer Education and Recreation Complex (HERC) – The HERC consists of the old Homer Middle School (HERC-1) and the old Homer High School (HERC-2); at the time of the self-evaluation the status of HERC-1 was in flux and the ADA Advisory Board decided to not evaluate the building knowing that any improvements to the building would address known ADA compliance issues; HERC-2 is used by Public Works Maintenance Staff and is not open to the public.
- City Park Restrooms (e.g. Karen Hornaday Park KHP) The restroom facility at KHP has been demolished and Plans are in the design phase to construct a new restroom facility. In the interim portable toilets are in use.

- Bishop's Beach Restrooms are currently portable toilets. A Water and Sewer Special Assessment District Project is in process to construct and install water and sewer to the park and restroom facilities are planned for construction in the near term.
- ADA compliance issues pertaining to Public Works and HVFD's public areas are limited to just their entrances; the remainder of the buildings/facilities are employee access only and therefore not subject to this Transition Plan.

Staff from the City Clerk's Office and Public Works, members of the ADA Advisory Board, and interested members of the public visited City facilities and (using standardized evaluation sheets from the Northwest ADA Center) measured/evaluated parking areas, curbs and sidewalks, building entrances, counter spaces, seating, restrooms, and other public spaces for accessibility.

While conducting the facility evaluations, City staff and the ADA Advisory Board developed a list of questions related to ADA compliance requirements. Additionally, many of the harbor facilities, such as the ramps, float system, and fish cleaning stations, required specialized expertise to evaluate. To address these issues, the City established a contract with the Northwest ADA Center and David Barton to assist with answering questions and evaluating the more-specialized areas/facilities; those facilities were included in an assessment report by the Northwest ADA Center which has been incorporated into this Transition Plan.

Following all measurements/evaluations, the Board reviewed the data to determine where facilities were in compliance and where they were not. Items not in compliance were compiled into a spreadsheet as part of this Facilities Transition Plan.

### **TRANSITION PLAN DEVELOPMENT**

The ADA Advisory Board reviewed the spreadsheet with Public Works and Port and Harbor staff to refine the list into a more efficient, applicable plan. During the process, some issues were removed for several reasons:

- Items were corrected at the time of measurement (e.g., the effort required to open a door) and will continue to be ongoing maintenance items per Public Work's policy and/or Building Maintenance job descriptions.
- Items were easily correctable, and were resolved during or shortly after the self-evaluation was conducted (e.g., materials blocking an accessible counter).
- Some items identified at the harbor by the Northwest ADA Center were incorrect and the Port and Harbor Director provided more detailed information regarding facility use that was not readily available at the time of evaluation.

These items are included in an Addendum at the end of the Facilities Transition Plan to acknowledge and document the initial findings.

**PRIORITY RANKING:** Once an accurate list of non-compliant items was compiled, the ADA Advisory Board ranked each item based on the following priorities for resolution as per ADA standards for accessible design:

Priority 1: Building accessibility including parking, access routes, and main building entrances

Priority 2: Equitable access to goods and services

Priority 3: Restrooms

Priority 4: All other measures to improve accessibility

**COST/IMPACT RANKING:** Public Works and Port and Harbor Staff were consulted to rank each compliance issue based on the level of impact to the department's budget and staff time required to complete the project. Definitions for Cost/Impact Rankings are:

- 1 – Project can be completed by City of Homer staff at low cost and with a low amount of effort.
- 2 – Project can be completed by City of Homer staff, the cost would be moderate and/or would require a moderate level of scheduling in association with other staff duties to complete.
- 3 – Project can be completed by City of Homer staff; however, the cost for materials would be high and/or the time required to complete would be high. Use of a contractor would allow project completion sooner.
- 4C – Project requires specialized tools, skills, and/or level of warranting the use of a contractor.

**TIMELINE RANKING:** Public Works and Port and Harbor department staff also evaluated the items based on current department workloads and schedules for when in-house and contractor-hired projects could be completed. The timelines for projects completed in-house would be as follows:

- A – Project can be completed in between regularly schedule work as time allows, with completion within one year.
- B – Project requires additional scheduling and budgeting and may be completed within one or two years.
- C – Project requires significant scheduling and budgeting and may be completed within three to five years; could be completed sooner if done by a contractor.

If a contractor is hired to complete a project they may have a more definitive timeline because they must be budgeted in advance. For these items, the Transition Plan lists the estimated year that staff will prepare an Invitation to Bid, include it in their budget requests to City Council, and have the project completed by.

### **Implementation of the Transition Plan**

The ADA Advisory Board will review and update the Transition Plan annually or as needed to identify work that has been completed, add barriers that may arise in the future, and identify interim steps. If the time period for achieving compliance is longer than one year, the plan will identify the interim steps that should be taken during each year of the transition period to achieve compliance with Title II of the ADA.

## **ACKNOWLEDGEMENTS**

A team consisting of City Staff, ADA Compliance Committee members, City residents, and a contractor participated in the initial self-evaluation, development, and review of the Facilities Transition Plan. The table below outlines the individuals involved and their roles in developing the Facilities Transition Plan.

<b>INDIVIDUAL</b>	<b>AFFILIATION AND ROLE IN DEVELOPING THE TRANSITION PLAN</b>
Rick Malley	ADA Compliance Committee Chair
Linda Munns	ADA Compliance Committee Chair; support in development of self-evaluation and Transition Plan
Tess Dally	ADA Compliance Committee Vice Chair; participated in measurements for self-evaluation, support in development of Transition Plan
Joyanna Geisler	ADA Compliance Committee member; participated in measurements for self-evaluation, support in development of Transition Plan
Pam Van Hoozer	ADA Compliance Committee member; support in development of self-evaluation and Transition Plan
Donna Aderhold	ADA Compliance Committee, City Council Representative; participated in measurements for self-evaluation, support in development of Transition Plan
Melissa Jacobsen	City Clerk's Office, City Clerk and ADA Coordinator; staff assigned to the ADA Compliance Committee, lead in developing the self-evaluation
Rachel Tussey	City Clerk's Office, Deputy City Clerk I; Transition Plan preparer
Dan Gardner	Public Works Superintendent; participated in measurements for self-evaluation, estimates for time, cost, and level of effort for the Transition Plan
Mike Riley	Public Works Building Maintenance; participated in measurements for self-evaluation, estimates for time, cost, and level of effort for the transition plan
Bryan Hawkins	Port Director/Harbormaster; consultation on port and harbor-specific ADA compliance issues identified in the self-evaluation and Transition Plan
Aaron Glidden	Port Maintenance Supervisor; provided estimates for time, cost, and level of effort for Transition Plan items at harbor facilities
David Lewis	City Council member and Independent Living Representative; participated in measurements for self-evaluation
David Barton	Northwest ADA Center; aided with measurements and provided support/consultation for self-evaluation

## EVALUATION NOTES

- City Hall, Library, Airport, Public Works, Homer Volunteer Fire Department (HVFD), and City Restrooms were evaluated by ADA Compliance Committee Members, City staff, and supporting members.
- Port and Harbor facilities were inspected by David Barton, Northwest ADA Center, with support from ADA Compliance Committee Members and City staff; his final report was merged into this transition plan.
- Cost/impact rankings, in-house/contractor determinations, and timeline estimates were made by Public Works and Port and Harbor Staff.
- City Park Restrooms (e.g. Karen Hornaday Park) were not included in the plan because they were constructed prior to standard ADA regulations and were completely out of compliance.
- The Old Police Station was not included due to the approval of building a new Police Station.
- The Homer Education and Recreation Complex (HERC) buildings were not included since City Council is still determining the future use or demolition of the buildings per a recent Task Force report.
- Bishop's Beach Restrooms were determined to not have ADA issues, therefore are not included.
- Public Works and HVFD's public areas are limited to just their entrances; the remainder of the buildings/facilities are employee access only.
- Public Works Staff Comments: "If the City does the in-house items, it will take a long time to accomplish, but it could be done. Another approach is to put out a contract to tackle everything."

## RANKING NOTES




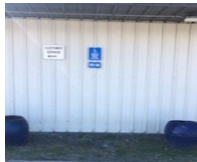

<b>Priority Rankings based on ADA Standards for Accessible Design</b>	<b>Cost/Impact Rankings based on how cost will affect department's budget, and staff time required to complete project</b>
Priority 1: Parking, Access Route, & Main Entrances	1 = In-House Low Cost/Impact
Priority 2: Equitable Access To Goods & Services	2 = In House Medium Cost/Impact
Priority 3: Restrooms	3 = In House High Cost/Impact
Priority 4: All Other Measures To Improve Accessibility	4C = Requires Hiring/Bid Process for a Contractor

## TIMELINE





<b>Timelines for Staff-Completed Projects:</b> If City Staff completes the in-house items, timeline for completion will vary significantly.	<b>Timelines for Contractor Projects:</b> Projects completed by a contractor may have a more defined timeline since they have to be budgeted in advance.  Timeline lists estimated year of completion.
<b>2019/2020</b> = Can be completed in between regularly scheduled work as time allows; within 1 year.	
<b>2019/2021</b> = Requires additional scheduling/budgeting; may be completed within 1-2 years.	
<b>2019/2024</b> = Requires significant scheduling/budgeting; may be completed within 3-5 years, could be completed sooner if done by a contractor.	

## ADA COMPLIANCE ISSUES





The following list details the physical barriers of the City's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities, and the methods to be used to remove the barriers, make the facilities accessible, and the schedule for taking necessary steps to achieve compliance.




Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Baycrest Overlook		Van Accessible Space [502.2]	1	1	2019/2020 2021 PW Ops <b>2023</b>	Repaint lines. Public Works to schedule/correct as time & budget allows. <b><u>Completion of three areas remain</u></b>
Harbor Ramp 4: Paved Parking		Van Accessible Space [502.2]	1	2	2019/ 2020  <del>2021</del> <b>'25</b> <b>2023</b>	Install "Van Accessible" sign at van space.
Library: Parking		"Van Accessible" Signs [502.6]	1	2	2019/ 2020  <b>2023</b>	Install "Van Accessible" sign at van space. <del>Port &amp; Harbor to schedule/correct as time &amp; bud</del>
Public Works: Parking		"Van Accessible" Signs [502.6]	1	2	2019/ 2020  <b>2023</b>	Install "Van Accessible" sign at van space. Port & Harbor to schedule/correct as time & budget allows.
Animal Shelter: Parking		Van Accessible Space [502.2] "Van Accessible" Signs [502.6] Exterior Ramp Cross Slope [403.3]	1	4C	2019/ 2021  <b>2024</b>	Repaint lines. Install "Van Accessible" sign at van space. Regrade cross slope to 1:48 max. Public Works to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2024 budget item & issue RFP in-2024/2025 (incl. design & construction). Could be included in RFP for other paving projects. Possibly evaluate ADA grant funding.










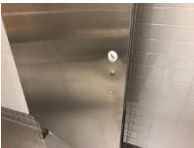

Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
City Hall: Back Entrance		Exterior Ramp Cross Slope [403.3]	1	4C	2019/ 2021  <b><u>2025/2026</u></b>	Regrade cross slope to 1:48 max.  Public Works to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2025 budget item & issue RFP in 2025/2026 (incl. design & construction).
Fire Hall: Parking		Exterior Ramp Cross Slope [403.3]	1	4C	2019/ 2021  <b><u>2025/2026</u></b>	Regrade cross slope to 1:48 max  Public Works to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2025 budget item & issue RFP FOR 2025/2026 (incl. design & construction).  Could be included in RFP for other paving projects. Possibly evaluate ADA grant funding.
Library: Parking		Slope of Accessible Parking Spaces [502.4]  Exterior Ramp Cross Slope [403.3]	1	4C	2019/ 2021  <b><u>2024</u></b>	Regrade surface to maintain max 1:48 slope. Regrade cross slope to 1:48 max.  Public Works to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2024 budget item & issue RFP in 2024/2025 (incl. design & construction).  Could be included in RFP for other paving projects. Possibly evaluate ADA grant funding.
Load & Launch Ramp: Gravel Parking		ADA Parking Sign Placement [502.6]	1	4C	2019/ 2021  <b><u>Scheduled for 2023</u></b>  <b>'25</b>	Adjust height on existing handicap signage to comply with 60" minimum from ground.  Public Works and/or Port & Harbor to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).

Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Nick Dudiak Fishing Hole Lagoon		Ramp [405] Walking Surfaces [403]	1	4C	<del>2019</del> <b>2024/2025</b>	The Nick Dudiak Fishing Hole Lagoon is extremely outdated and in need of significant repairs. An Invitation to Bid (ITB) will be required to bring it fully into compliance.  City Staff/Port & Harbor to continue working with Alaska Department of Fish & Game for funding to repair ramps.
Public Works: Parking		Exterior Ramp Cross Slope [403.3]	1	4C	2019/ 2021  <b>2027</b>	Regrade cross slope to 1:48 max.  Public Works to prepare cost estimate to resolve all parking/pavement entrance issues; include as 2027 budget item & issue RFP in 2027 (incl. design & construction).  Could be included in RFP for other paving projects. Possibly evaluate ADA grant funding.
Harbor Docks: Transient/Reserved Moorage		Door Hardware [404.2.7] Operable Parts [309]	2	1	2019/ 2020  <b>Scheduled for 2023 '25</b>	Round water spigot control(s).
Harbor Uplands: Fish Cleaning Station/Tables at Ramp 4, Ramp 6, & Fishing Lagoon		Reach Ranges [308]	2	1	2019/ 2020  <b>Scheduled for 2023 '25</b>	Reach to dispose gut material into these wagons is too high and beyond the maximum reach range of 48 inches.  Port & Harbor to add a fish disposal bucket under each accessible table section at all three locations; to be replaced as time & budget allows.
Library		Clear Area to Side of Front-pulling Door [404.2.4]	2	1	2019/2020  <b>2023</b>	Copy Room is tight; <del>Install sign to ask for assistance with opening door.</del> Remove Door  Public Works to schedule/correct as time & budget allows.

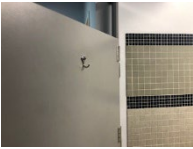




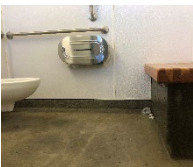
Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Harbor Uplands: Benches & Viewing Areas		Benches [903]	2	3	2019/ 2021  <b>Scheduled for 2024</b>  <b>'26</b>	Retrofit existing benches to have back support, or provide accessible seating area -benches that meet ADA standard (i.e. seating with back support).  Port & Harbor to incorporate into upcoming harbor improvement project.
Airport		Depth of Counter at Accessible Portion [904.4]	2	4C	2019/ 2024          <b>2024</b>	Alter accessible portion so it's the same depth as the standard countertop.  City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding. Research Kenai Airport. Is separate table allowed May require capital project with Counter Replacements
City Hall: Upstairs		Dimensions of Elevator's Interior [407.4.1]	2	4C	2019/ 2021       <b>Future Unk.</b>	Depth of elevator too short; replace elevator.  Requires new elevator shaft/tower - Cost prohibitive in existing City Hall. ADA Access to individual floors, policy in place for staff to meet with public on floor they come in on to provide service.
Harbor Uplands: Ramp 2 Disposal Sheds		Changes in Surface Level [303]  Ramps [405]  Openings [302.3]	2	4C	2019/ 2024       <b>2023</b>     <b>'25 Signage</b>	RAMP 2 Oil Shed has two steel grated ramps with slopes as steep as 30 degrees with no clear floor space to maneuver or reach any of the three different disposal opportunities. In addition, the ramp and floor grates are not in compliance as they allow passage of a sphere more than 1/2" (13 mm) diameter through a grate opening.  Provide a proper accessible route and reach ranges to at least one of the two locations designated for chemical waste dumping or


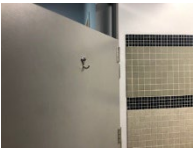


Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						provides some sort of “equivalent facilitation.”  Port & Harbor to evaluate; could be incorporated into upcoming harbor improvement project.
Harbor Uplands: Ramp 8 Disposal Sheds		Changes in Surface Level [303]	2	4C	2019/ 2024  <b>2023</b>  '25 Signage	RAMP 8 Oil Shed has a concrete perimeter barrier with a change in level that is more than 1/4” with no clear floor space to maneuver or reach any of the different disposal opportunities. Surface level along accessible route must be free of changes in surface level. Surface level changes cannot exceed ¼” in height.  Port & Harbor to post signage at Ramp 8 that directs persons requiring assistance to contact staff, or to go to ADA compliant Ramp 2 facility.
Load & Launch Ramp: Staging Area		Ground Surfaces/ Changes in Surface Level [302, 303]	2	4C	2019/ 2024  <b>2024</b>  '25 Grade and compaction	Provide ground surface that is firm, stable, and slip resistant. Maintain to ensure changes in level issues do not occur throughout a season.  Paving Staging Area will require a contractor; at a 2 rating staff could designate a paved area for ADA loading, but during summer will require significant staff time to monitor.  Port & Harbor to evaluate; could be incorporated into upcoming harbor improvement project.
Baycrest Overlook		Toilet Room Sign Locations [703.4.2]	3	1	2019/ 2020  <b>2023</b>	Move signs to comply w/ location requirements.  PW to Review Contract with State for responsibility

Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Harbor Ramp 4: Restroom		Toilet Room Sign Locations [703.4.2]	3	1	2019/ 2020 2020/2021 <b><u>2023</u></b>	Move signs to comply w/ location requirements.
Harbor Ramp 5: Restroom		Toilet Room Sign Locations [703.4.2]	3	1	2019/ 2020 <b><u>2023</u></b> <b><u>Bldg Maint.</u></b>	Move signs to comply w/ location requirements.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).
Harbor Ramp 6: Restroom		Toilet Room Sign Locations [703.4.2]	3	1	2019/ 2020 <b><u>2023</u></b> <b><u>Bldg. Maint.</u></b>	Move signs to comply w/ location requirements.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).
Load & Launch Ramp: Restroom		Toilet Room Sign Locations [703.4.2]	3	1	2019/ 2020 2020/ 2021 Bldg Maint <b><u>2023</u></b>	Move signs to comply w/ location requirements.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).
Airport: Women's Restroom		Threshold Entrance Height [404.2.5, 303.2]	3	2	<del>2019/2021</del> <b><u>2024</u></b>	Replace threshold that meets bevel and height restrictions.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues


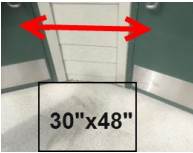
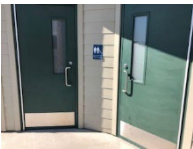
Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						in one project & seek out grant funding.
Bartlett & Pioneer: Restroom		Toilet Room Sign Locations [703.4.2]	3	2	2019/ 2020 2020/ 2021 <b>2023</b>	Sign is missing; install signs to comply w/ location requirements.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).
Library: Men's Restroom		Stall Door Pulls on Both Sides [604.8.1.2]	3	2	2019/ 2020 2020/ 2021 Bldg Maint <b>2023</b>	Replace hardware.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). PW Review for Completion
Library: Women's Restroom		Stall Door Pulls on Both Sides [604.8.1.2]	3	2	2019/ 2020 <b>2020/2021</b> Bldg Maint <b>2023</b>	Replace hardware.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). PW Review for Completion
Load & Launch Ramp: Restroom		Threshold Entrance Height [404.2.5, 303.2]	3	2	2019/ 2021 2021/ 2022 <b>2023</b>	Replace threshold that meets bevel and height restrictions.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). Review for Completion




Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Airport: Men's Restroom		Stall Door Self-closing [604.8.1.2]	3	3	2019/ 2024 <b>2024</b>	For stall doors inside restroom, add closer or replace door.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding. Review for Completion
Airport: Women's Restroom		Stall Door Self-closing [604.8.1.2]	3	3	2019/ 2024 <b>2024</b>	For stall doors inside restroom, add closer or replace door.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding. Review for Completion
Airport: Women's Restroom		Toilet's Flush Control on Open Side of Closet [604.6]	3	3	2019/ 2024 <b>2024</b>	Move control or replace toilet.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows.
City Hall: Downstairs Restroom		Stall Lock Operability [309.4]	3	3	2019/ 2021 <b>2024</b>	Replace lock so it can be used with one hand and w/o tight grasping/pinching.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows.
City Hall: Downstairs Restroom		Stall Door Self-closing [604.8.1.2]	3	3	2019/ 2024 <b>2024</b>	For stall doors inside restroom, add closer or replace door.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows;
Harbor Ramp 5: Restroom		Space from Partition to Toilet's	3	3	2019/ 2021	Shorten wooden bench top to meet space requirements between bench and toilet.

Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
		Centerline [604.2]			PW will review <b>2024</b>	Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).
Library: Women's Restroom		Stall Door Self-closing [604.8.1.2]	3	3	2019/ 2024 <b>2024</b>	For stall doors inside restroom, add closer or replace door.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).
Airport: Men's Restroom		Privacy Wall & Door Configuration [404.2.4]	3	4C	2019/ 2024 <b>2024</b>	Reconfigure space to meet minimum space requirements.  City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding.
Airport: Men's Restroom		Space from Partition to Toilet's Centerline [604.2]	3	4C	2019/ 2024 <b>2024</b>	Move or replace toilet.  City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding.
Airport: Women's Restroom		Clear Turn-Around Space for Wheelchair [603.2.1]	3	4C	2019/ 2024 <b>2024</b>	Space limited near sink; move/remove partitions, fixtures or objects.  City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding.



Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Bartlett & Pioneer: Restroom		Maneuvering Clearance [404.2.4]	3	4C	2019/ 2024 <b><u>2024</u></b>	Door opening clearance on both stalls have limited maneuvering clearance or the clear floor space overlaps. Another alternative is the door swinging inward if proper clear floor space is provided beyond the arc of the door.  Public Works to prepare cost estimate to resolve all public restroom issues; include as budget item & issue RFP (incl. design & construction).
Deep Water Dock: Restrooms		Maneuvering Clearance [404.2.4]	3	4C	2019/ 2024 <b><u>2024</u></b>	Door opening clearance on both stalls have limited maneuvering clearance or the clear floor space overlaps. Another alternative is the door swinging inward if proper clear floor space is provided beyond the arc of the door.  Public Works to prepare cost estimate to resolve all public restroom issues; include as budget item & issue RFP (incl. design & construction).
Nick Dudiak Fishing Hole Lagoon		Pedestrian Ramp [405]  Walking Surfaces [403]	1	4C	2019/2024 <b><u>2026/2027</u></b>	The Nick Dudiak fishing Hole Lagoon is extremely outdated and in need of significant repairs. An Invitation to Bid (ITB) will be required to bring fully into compliance.  Design recommendations have been completed in 2022  Staff to continue working with ADF&G and other options for funding sources for new accessible fishing pier and boardwalk
WKFL Park: Restroom		Maneuvering Clearance [404.2.4]	3	4C	2019/ 2024	Door opening clearance on both stalls have limited maneuvering clearance or the clear floor space overlaps. Another alternative is the door swinging inward if proper clear floor space is provided beyond the arc of the door.

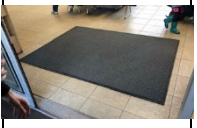

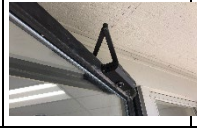

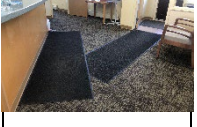
Location	Image	ADA Code Reference	Priority Level	Cost/ Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						Public Works to prepare cost estimate to resolve all public restroom issues; include as budget item & issue RFP in (incl. design & construction).
Airport		Drinking Fountain Spout Placement [602.5] Protrusion of Drinking Fountain [307.2]	4	1 or 4C	2019/ 2020 or 2019/ 2024  <b><u>2024</u></b>	Replace drinking fountain with one that complies with all sizing requirements.  Drinking fountain sticks too far out; replace or add tactile warning.  Replacing fountain in airport improvement project with water bottle type.

## ADDENDUM




Throughout the evaluation process, some of the issues that were noted in staff's self-evaluations and the Northwest ADA Center's Port and Harbor report were either:

1. Addressed immediately;
2. Were determined by staff to no longer be an issue; or
3. An ongoing compliance issue that staff addresses regularly through routine building maintenance.

To ensure this Transition Report documents all ADA compliance issues/resolutions, those items determined as "N/A", "Completed", or "Recurring" have been listed in the following separate sections.


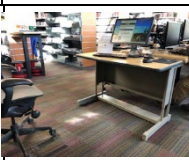
Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Accessibility Issue, Solution/Remedy & City Staff Direction
Airport		Secured Edges of Carpets/Mats [302.2]	1	Recurring	Secure carpeting or mats at edges. Mats get replaced regularly through routine building maintenance.
Airport: Main Entrance		Main Door Closer Timing [404.2.8]	1	Recurring	Adjust door so it takes at least 5 seconds to close. Door closers adjusted regularly through routine building maintenance.
City Hall: Back Entrance		Door Closer Timing [404.2.8]	1	Recurring	Adjust door so it takes at least 5 seconds to close. Door closers adjusted regularly through routine building maintenance.
City Hall: Back Entrance		Secured Edges of Carpets/Mats [302.2]	1	Recurring	Secure carpeting or mats at edges. Mats get replaced regularly through routine building maintenance.
City Hall: Front Entrance		Secured Edges of Carpets/Mats [302.2]	1	Recurring	Secure carpeting or mats at edges. Mats get replaced regularly through routine building maintenance.




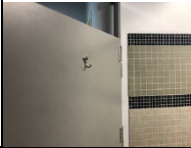

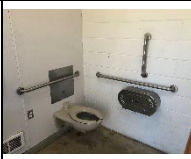
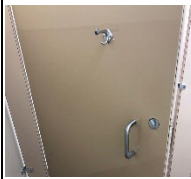


Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Accessibility Issue, Solution/Remedy & City Staff Direction
					Door closers adjusted regularly through routine building maintenance.
Harbor Ramp 6: Restroom		Door Closer Timing [404.2.8.1]	3	Recurring	Adjust main door so it takes at least 5 seconds to close.  Door closers adjusted regularly through routine building maintenance.
Library: Men's Restroom		Door Closer Timing [404.2.8.1]  Force to Open Door [404.2.9]	3	Recurring	Adjust main door so it takes at least 5 seconds to close.  Door closers adjusted regularly through routine building maintenance.
WKFL Park		Force to Open Door [404.2.9]	3	Recurring	Adjust main door so it takes at least 5 seconds to close.  Door closers adjusted regularly through routine building maintenance.


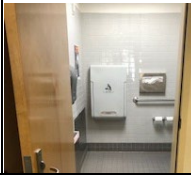

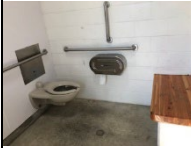
### COMPLETED PROJECTS AND NOT APPLICABLE (NA)






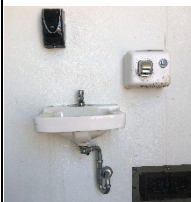
The deficiencies that were identified in the compilation of this Transition Plan have been completed and brought to up to ADA Standards or were found upon further inspection to be compliant. This listing will be updated on an annual basis as the City schedules the projects and funds the necessary changes and improvements.

Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Harbor Ramp 8: Gravel Parking		Clear Widths and Slopes for Walking Surfaces [403.5.3]	1	1	2019	Walking and floor surfaces must be firm, stable, and slip resistant. Provide access aisle and curb ramp with smooth transition to connect onto the accessible pathway to meet minimum accessible parking compliance.  ADA Parking was moved onto paved area; existing signage was moved and new lines were painted Spring 2019. <b>Completed.</b>
Library		Wheelchair Space Under Work Surface [305.3]	2	1	2019	Table with correct wheelchair dimensions is available; library staff installed computer at table.  <b>Completed</b>




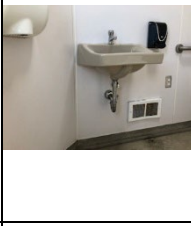

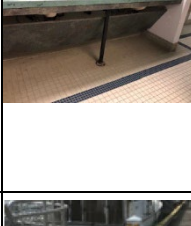

Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Harbor Uplands: Fish Cleaning Station/ Tables at Fishing Lagoon		Changes in Level [303]	2	3	2018	There is a step or change in level barrier at the entrance to the Nick Dudiak Fishing Hole Lagoon Fish Cleaning Station. Recommend adding compacted inter-locking gravel or asphalt at the station entrance connecting to the accessible parking space and harbor pedestrian sidewalk arrival points. <b>Completed.</b>
City Hall: Front Entrance		Minimum 48" Vestibule Door Spacing [404.2.6]	1	1	2019/2020	Remove inner door or change door swing for one or both doors.  Public Works to schedule/correct as time & budget allows. <b>Completed 2020</b>
Deep Water Dock: Shelter		Reach Range [308]	2	1	2019/2020	Dog waste bag dispenser's operable part is measured at 54" above the floor and located above a seating area. Lower dispenser operable part to 48" above the floor; relocate away from the circular stone bench as not to protrude into a sitting person's headspace. Port & Harbor to schedule/correct as time & budget allows. <b>Completed 2020</b>
Airport: Men's Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Relocate coat hook to meet location requirements. <b>Completed 2020</b>
Bartlett & Pioneer: Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Relocate coat hook to meet location requirements. <b>Completed 2020</b>
Bartlett & Pioneer: Restroom		Location of Grab Bar on Side Wall [609.4]	3	1	2019/2020	Relocate grab bar to meet all location requirements, specifically re: objects above bar. <b>Completed 2020</b>
City Hall: Downstairs Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Relocate coat hook to meet location requirements. <b>Completed 2020</b>











Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
End of the Road Park: Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Relocate coat hook to meet location requirements. <b>Completed 2020</b>
End of the Road Park: Restroom		Location of Grab Bar on Side Wall [609.4]	3	1	2019/2020	Relocate grab bar to meet all location requirements, specifically re: objects above bar. <b>Completed 2020</b>
Library: Kid's Room Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Coat Hook was removed; install coat hook that meets location requirements. <b>Completed 2020</b>
Airport		Objects on Public Area Circulation Paths [307.2]	2	1	2019/2020	Hand sanitizer protrudes; needs to either be replaced or have a tactile warning. <b>Completed 2020.</b>
Harbor Ramp 5: Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Re-install coat hook that meet location requirements. <b>Completed 2020</b>
Load & Launch Ramp: Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Re-install coat hook that meet location requirements. <b>Completed 2020.</b>
WKFL Park: Restroom		Coat Hook Location [603.4]	3	1	2019/2020	Install coat hook to meet location requirements. <b>Completed 2020.</b>
WKFL Park: Restroom		Location of Grab Bar on Side Wall [609.4]	3	1	2019/2020	Relocate grab bar to meet all location requirements, specifically re: objects above bar. <b>Completed 2020.</b>

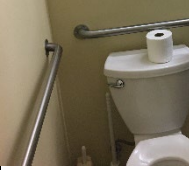


Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Airport: Men's Restroom		Threshold Entrance Height [404.2.5, 303.2]  Force to Open Door [404.2.9]	3	2	2019/2021	Adjust or replace closer; Install lighter door. Replace threshold that meets bevel and height restrictions.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding.  <b>Completed 2020</b>
Airport: Men's Restroom		Toilet Seat Height [604.4]  Location of Grab Bar on Rear & Side Wall [604.5.1, 604.5.2, 609.4]	3	2	2019/2021	Toilet seat too high; replace toilet. Relocate grab bar to meet all location and length requirements.  <b>Completed 2021</b>
Airport: Women's Restroom		Toilet Seat Height [604.4]  Location of Grab Bar on Rear & Side Wall [604.5.1, 604.5.2, 609.4]	3	2	2019/2021	Toilet seat too high; replace toilet. Relocate grab bar to meet all location and length requirements.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows;  <b>Completed 2020</b>
Deep Water Dock: Restrooms		Pipes Below Lavatory Protected/ Insulated [606.5]	3	2	2019/2020	Install insulation or cover panel to protect pipes under sink.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>
End of the Road Park: Restroom		Pipes Below Lavatory Protected/ Insulated [606.5]	3	2	2019/2020	Install insulation or cover panel to protect pipes under sink.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>
Harbor Ramp 4: Restroom		Pipes Below Lavatory Protected/ Insulated [606.5]	3	2	2019/2020	Install insulation or cover panel to protect pipes under sink.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>

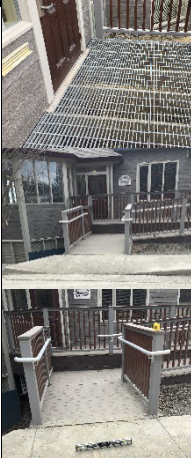




Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Bartlett & Pioneer: Restroom		Pipes Below Lavatory Protected/ Insulated [606.5]	3	2	2019/2020	Install insulation or cover panel to protect pipes under sink.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>
Harbor Ramp 5: Restroom		Pipes Below Lavatory Protected/ Insulated [606.5]	3	2	2019/2020	Install insulation or cover panel to protect pipes under sink.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>
Harbor Ramp 6: Restroom		Pipes Below Lavatory Protected/ Insulated [606.5]	3	2	2019/2020  Completed 2020	Install insulation or cover panel to protect pipes under sink.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>
WKFL Park: Restroom		Pipes Below Lavatory Protected/ Insulated [606.5]	3	2	2019/2020	Install insulation or cover panel to protect pipes under sink.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>
Library: Men's Restroom		Toilet's Flush Control on Open Side of Closet [604.6]	3	3	2019/2024	Move control or replace toilet.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows  <b>Completed 2020</b>
Airport: Men's Restroom		Toe Clearance Under Sink [306.3.3]	3	4C	2019/2024	Move or replace sink to meet under-sink clearance. City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding.  <b>Completed 2020</b>
Harbor Docks: Transient/ Reserved Moorage		Clear Floor or Ground Space [305]	1	2	2019/2020	Ensure an accessible path of travel and clear floor space for boarding at each accessible slip. Provide a clear floor space of at least 30" by 48" for either forward or parallel. Modify any pier barriers or edge protection that may hinder access. <b>Completed 2020.</b>





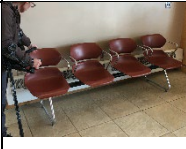
Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Port & Harbor Office: Entrance		Notification Board Location too High [703.4.1]	1	1	2019/2020	Lower access to bottom edge of board to 48" to 60" max. Bottom edge of board at 50.5". <b>Completed 2020</b>
Port & Harbor Office		Accessible Service Counter [904.4]	1	1	Completed	Clear ADA Counter space so it is usable; provide a chair for patrons. <b>Staff completed at time of inspection.</b>
Airport: Parking		Van Accessible Space [502.2]	1	1	2019/2020 PW Ops 2021	Repaint lines to meet measurement requirements. Public Works to schedule/correct as time & budget allows. <b>Completed in 2021.</b>
Airport: Parking		ADA Parking Sign Placement [502.6]	1	1	2019/2020 PW Ops 2021	Adjust height on existing handicap signage to comply with 60" minimum from ground. Public Works to schedule/correct as time & budget allows. <b>Completed in 2021.</b>
City Hall: Back Entrance		Van Accessible Space [502.2]	1	1	2019/2020 PW Ops 2021	Repaint lines. PW will schedule/correct as time and budget allows. <b>Completed 2022.</b>
City Hall: Front Entrance		Van Accessible Space [502.2]	1	1	2019/2020 2021 PW Ops	Repaint Lines. Public Works will schedule/correct as time and budget allows. <b>Completed 2021.</b>
Fire Hall: Parking		Van Accessible Space [502.2]	1	1	2019/2020 2021 PW Ops	Repaint Lines. Public Works to Evaluate: Option 1 – Schedule/correct as time & budget allows or Option 2 – Prepare cost estimate to resolve all parking/pavement entrance issues include as 2020 budget item and issue RFP in 2020/21 <b>Completed in 2022.</b>
Library: Parking		ADA Parking Sign Placement	1	1	2019/2020 2021 PW Ops	Adjust height on existing signage to comply with 60" minimum distance from ground. Public Works to schedule/correct as time and budget allows. <b>Completed 2021.</b>






Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Public Works Parking		Van Accessible Space [502.2]	1	1	2019/2020  PW Ops 2021	Repaint Lines. Public Works to schedule/correct as time and budget allows.  <b>Completed 2021.</b>
Airport: Parking		Van Accessible Space [502.6]	1	1	2019/2020  2021 PW Ops	Replace & Install Van Accessible Signage at van space.  Public Works to schedule and correct as time/budget allows. <b>Completed 2021</b>
City Hall: Front Entrance		Van Accessible Space [502.6]	1	1	2019/2020  2021 PW Ops	Replace & Install Van Accessible Signage at van space.  Public Works to schedule and correct as time/budget allows <b>Completed 2021</b>
Fire Hall: Parking		Van Accessible Space [502.6]	1	1	2019/2020  2021 PW Ops	Replace & install Van Accessible Signage at van space.  Public Works to schedule and correct as time/budget allows. <b>Completed 2021</b>
Harbor Docks Transient/Reserved Moorage		Boat Slip Clearance[100 3.3.1]  Informational Sign & Marking Accessible Zones/Areas	1	2	2019/2020  2020/2021	For every 120 inches (10 feet) of lineal pier edge serving these accessible slips there is a clear opening at least 60" wide. Provide clear markings on all designated loading zone area(s). Ex: painting blue lines inside of existing yellow lines, red lines for easier detection and recognition of these accessible areas/features.  <b>Stall modifications completed in 2020.</b> <b>Marking and painting completed 2021</b>
Library Parking		Van Accessible Signage [502.6]	1	2	2019/2020  2021 PW Ops	Replace and Install Van Accessible Signage at van space. Public Works to schedule and correct as time/budget allows.  <b>Completed 2022</b>
Public Works Parking		Van Accessible Signage [502.6]	1	2	2019/2020  2021 PW ops	Replace & install Van Accessible signage at van space.  <b>Completed 2021</b>


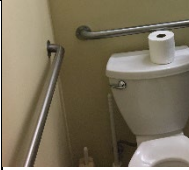




Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Harbor Ramp 5: Gravel Parking		Van Accessible Space 502.2	1	4C	2019/2020  2021/2022	Create van accessible parking spaces with proper signage, lines and paved slope.  Public Works and or Port & Harbor to prepare cost estimate to resolve all parking pavement entrance issues, include as budget item and issue ITB  <b>Completed 2022.</b>
City Hall: Upstairs Restroom		Toilet's Flush Control on Open Side of Closet [604.6]	3	3	2019/2024	Move control or replace toilet.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed 2021 installed automatic flush system.</b>
City Hall: Downstairs Restroom		Toilet's Flush Control on Open Side of Closet [604.6]	3	3	2019/2024	Move control or replace toilet in Men's Restroom.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).  <b>Completed 2022 Installed auto flush system.</b>
Baycrest Overlook		Van Accessible Space [502.2]	1	2	2019/2020  2021 PW Ops	Install "Van Accessible" sign at van space.  <b>Completed 2022</b>
Harbor Docks: Transient/Reserved Moorage		Boat Slip Clearance [1003.3.1]  Informational sign & marking accessible zones/areas [703.4.1]	1	2	2019/2020  2020 Stall Mods Completed  Marking & painting 2021	For every 120 inches (10 ft.) of linear pier edge serving these accessible slips there is a clear opening at least 60 inches wide. Provide clear markings on all designated loading zone area(s). For example, painting a thin blue line inside the yellow transient moorage area lines or red loading zone lines for easier detection and recognition of these accessible areas/features.  <b>Completed 2022</b>

Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
City Hall: Front Entrance		Grates in Wheelchair Route [302.3] Level Landing at Top of Curb Ramp [406.4] Level Landing Where Ramp Changes Direction [405.7.4] Ramp Handrail Extension & Return [505.10.1] Minimum 32" Door Opening [404.2.3]	1	4C	2019/ 2021	Replace grate to meet opening requirement of 1/2" or less.  Reconfigure curb ramp so there's a level landing at least 36" long.  Alter landing ramp to meet minimum measurements.  Alter/replace handrails.  Alter main door, possibly with offset hinges.  Public Works to prepare cost estimate to resolve all City Hall Front Entrance ADA compliance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).  Could be included in RFP for other construction items. Possibly evaluate for ADA grant funding. Add to Capital Improvement Plan.  <b>Completed 2021</b>
End of the Road Park: Parking		Van Accessible Space [502.2] "Van Accessible" Signs [502.6] Exterior Ramp Cross Slope [403.3]	1	4C	2019/ 2021 2021/ 2022	Create van accessible parking spaces with proper signage, lines, and paved slope. Public Works and/or Port & Harbor to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). Could be included in RFP for other paving projects. Possibly evaluate ADA grant funding.  <b>Completed 2022</b>
Harbor Ramp 3: Gravel Parking		Accessible Parking Dimensions [502.2, 502.3, 502.6]	1	4C	2019/ 2021 2021	For greater access to Ramp 3, provide additional accessible paved parking spaces located nearest to this specific dock access point. Consider providing at least 5% or greater accessible parking stalls. Public Works and/or Port & Harbor to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).  <b>Completed</b>







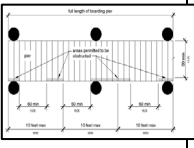
Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Harbor Ramp 4: Gravel Parking		Accessible Parking Dimensions [502.2, 502.3, 502.6]	1	4C	2019/ 2021  2021	Designate more accessible parking spaces that serve the Ramp 4/Ramp 3 Areas (which are primary-function locations) that is connected with an even, stable, firm, and slip resistant surface. Public Works and/or Port & Harbor to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).  <b>Completed</b>
Harbor Ramp 4: Gravel Parking		Clear Widths and Slopes for Walking Surfaces [403.5.3]	1	4C	2019/ 2021  Scheduled for 2021	Walking and floor surfaces must be firm, stable, and slip resistant. Provide access aisle and curb ramp with smooth transition to connect onto the accessible pathway to meet minimum accessible parking compliance. Public Works and/or Port & Harbor to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed</b>
Harbor Ramp 5: Gravel Parking		Van Accessible Space [502.2]	1	4C	2019/ 2021  Scheduled for 2021	Create van accessible parking spaces with proper signage, lines, and paved slope. Public Works and/or Port & Harbor to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).  <b>Completed</b>
Load & Launch Ramp: Parking		Accessible Parking Dimensions [502.2, 502.3, 502.6]	1	4C	2019/ 2021  Scheduled for 2021	Replace surface material with compact gravel or asphalt in all ADA parking areas. Public Works and/or Port & Harbor to prepare cost estimate to resolve all parking/ pavement entrance issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).  <b>Completed</b>
Airport		Wheelchair Space in Waiting Rooms [802.1.2, 802.1.3]	2	1	2019/ 2020  2020/ 2021 Bldg Maint.	Space is there but it needs signage designation so it remains clear. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss




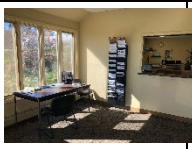



Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						resolving all airport issues in one project & seek out potential grant funding. <b>Completed</b>
Library		Tactile Interior Signs [703.5, 703.2, 703.3]	2	1	2019/ 2020 2020/ 2021 Bldg Maint.	Install tactile signs Public Works to schedule/correct as time & budget allows. <b>Completed</b>
City Hall: Upstairs		Tactile Interior Signs [703.5, 703.2, 703.3]	2	2	2019/ 2020 2020/ 2021 Bldg. Maint.	In permanent rooms, replace all room/space placards with tactile signs in proper locations. Public Works to schedule/correct as time & budget allows. <b>Completed</b>
City Hall: Downstairs		Tactile Interior Signs [703.5, 703.2, 703.3]	2	2	2019/ 2020	Replace all room/space placards with tactile signs in proper locations. Public Works to schedule/correct as time & budget allows. <b>Completed</b>
Harbor Uplands: Fish Cleaning Station/Tables at Ramp 4, Ramp 6, & Fishing Lagoon		Floor or Ground Surfaces [302]	2	4C	2019/ 2021	There is at least one accessible vehicular parking space designated near each of the three independent stations; however, as reported in the parking section the path-of-travel surface material is loose gravel and may not be firm, stable, and slip resistant unless it is inter-locking compacted gravel. Ground and surface level in any directions of parking spaces must be firm, level, and slip resistance. Scheduled for 2021. <b>Completed.</b>
Airport: Men's Restroom		Toilet Paper Dispenser Location [604.7]	3	1	2019/ 2020 2020/ 2021 Bldg. Maint.	Relocate toilet paper dispenser to meet all location requirements. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding. <b>Completed</b>
Baycrest Overlook		Toilet Paper Dispenser Location [604.7]	3	1	2019/ 2020	Relocate toilet paper dispenser to meet all location requirements. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues;

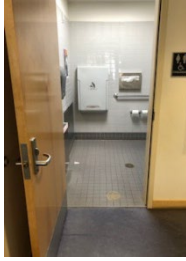


Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed</b>
City Hall: Downstairs Restroom		Toilet Room Sign Locations [703.4.2, 703.4.1]	3	1	2019/ 2020 2020/ 2021 PW Ops	Move signs to comply w/ height requirements so they're not blocked by other doors. Public Works to schedule/correct as time & budget allows. <b>Completed.</b>
City Hall: Upstairs Restroom		Location of Grab Bar on Side Wall [604.5.1]	3	1	2019/ 2020 2020/ 2021	Relocate grab bar to meet all location requirements. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed.</b>
Library: Men's Restroom		Soap Dispenser Location [308.2.2]	3	1	2019/ 2020 2020/ 2021 Bldg Maint	Relocate soap dispenser to meet all location requirements. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed.</b>
Library: Men's Restroom		Location of Grab Bar on Side Wall [609.4]	3	1	2019/ 2020 2020/ 2021 Bldg Maint	Relocate grab bar to meet all location requirements. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed.</b>
Airport: Women's Restroom		Toilet Paper Dispenser Location [604.7]	3	2	2019/ 2020	Relocate toilet paper dispenser to meet all location requirements. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – City Staff & Public Works to work with DOT&PF ADA Coordinator to discuss resolving all airport issues in one project & seek out potential grant funding. <b>Completed.</b>
Baycrest Overlook		Location of Grab Bar on Side & Rear Wall [609.4]	3	2	2019/ 2021	Relocate grab bar to meet all location requirements, specifically re: objects below bar. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020



Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed</b>
Harbor Ramp 4: Restroom		Force to Activate Flush Control [605.4]	3	2	2019/ 2021	Change/adjust toilet flush control so it takes less than 5lbs of force to activate. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed.</b>
Harbor: Policies & Procedures For All Facilities		Policy and procedures. Schedules for accessible feature(s) maintenance	3	2	2019/ 2020	Review and modernize current/associated policies and operational procedures to reflect how these accessible slips are requested, utilized, and maintained for short-term or long-term moorage harboring opportunities. Port & Harbor to review/revise policies & procedures for ADA compliance; include Port & Harbor Advisory Commission where appropriate. <b>Completed.</b>
Library: Kid's Room Restroom		Location of Grab Bar on Side Wall [609.4]	3	2	2019/ 2020 2020/2021	Relocate grab bar to meet all location requirements re: surrounding objects. Public Bldg Maint Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction). <b>Completed.</b>
City Hall: Upstairs Restroom		Toilet's Flush Control on Open Side of Closet [604.6]	3	3	2019/ 2024	Move control or replace toilet. Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows <b>Completed.</b>
Harbor Ramp 3: Gravel Parking		Clear Widths and Slopes for Walking Surfaces [403.5.3]  Ground Floor Surfaces [302.1, 302.3]	1	1	2019/2021	Walking and floor surfaces must be firm, stable, and slip resistant. Provide access aisle and curb ramp with smooth transition to connect onto the accessible pathway to meet minimum accessible parking compliance.  Clear asphalt-to-gravel issues & regrade to have cross slope less than 2%.

Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						Staff inspected Ramp 3 Parking Lot; the paved portion has been cleared of any gravel/debris, lines repainted, and a drainage issue fixed at the head of the parking lot. The unpaved parking area near the top of Ramp 3 is the parking lot for Harbor Grill, not for Ramp 3 access; the two parking areas are delineated by a physical barrier. <b>Completed.</b>
Harbor Ramp 3: Paved Parking		Clear Widths and Slopes for Walking Surfaces [403.5.3]	1	2	2021	The clear floor space to use the automated parking meter that serves Ramp 3 parking lot can become uneven with foot-traffic use and ongoing weathering due to the asphalt-to-gravel transition. This change-in-level barrier could be easily remedied and likely permanently maintained with a little additional asphalt around the base of the meter.  Area around meter was paved when meter was replaced with a different model. <b>Completed.</b>
Harbor Ramp 4: Paved Parking		Van Accessible Space [502.2]	1	2	2019	Repaint lines to meet measurement requirements.  Lines were repainted Spring 2019. <b>Completed.</b>
Harbor Uplands: Fish Cleaning Station/ Tables at Ramp 6		Operation [309.4]  Faucets [606.4]	2	1	2021	At the Ramp 6 Fish Cleaning Station, the operating controls for the water hoses at the accessible table sections are round. Staff is replacing controls with lever mechanisms as they wear out and need replacing.  <b>Completed</b>
Harbor Ramp 6: Restroom		Toilet's Flush Control on Open Side of Closet [604.6]	3	3	2019/ 2024	Move control or replace toilet.  Public Works to evaluate: Option 1 – Schedule/ correct as time & budget allows; or Option 2 – Prepare cost estimate to resolve all public restroom issues; include as 2020 budget item & issue RFP in 2020/21 (incl. design & construction).  <b>Completed.</b>
Harbor Docks: Transient/ Reserved Moorage		Boat Slip Clearance [1003.3.1]	1	N/A		Formally commit to designating the required eleven (11) accessible stalls by slip locations. Designate at least one accessible slip location for each of the available classes, then locate the remaining four slips in the

Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						most widely utilized and popular boat sizes used and moored in the harbor. Place them on the shortest accessible route to the RAMP 3 arrival point.  Staff designated stalls; separately listed issue addresses staff's efforts to show designations on port and harbor maps. <b>Completed.</b>
Library: Main Entrance		Grates in Exterior Wheelchair Route [302.3]	1	N/A		Replace grate to meet opening requirement of 1/2" or less.  Staff confirmed that no grate exists at the Library Entrance.
Load & Launch Ramp: Parking		Ground/Walking Surfaces [302, 403]	1	N/A		Relocate ADA parking spaces to open asphalt surfacing already adjacent to and around the restroom building.  Existing pavement area is for Load & Launch Ramp staging; cannot be relocated.
Port & Harbor Office		Protruding Object Over 4" at Entrance [307.2, 305]	1	N/A		Move entrance shelf to provide clear floor space of 30"x48" min for door approach.  Not applicable since the shelf does not protrude 4" into the door space.
City Hall: Downstairs		Accessible Service Counter [904.4.1]	2	N/A		Rebuild a portion of City Clerk's counter for accessibility.  Not necessary since a present workaround exists; table that meets ADA compliance is available.
City Hall: Upstairs		Depth of Counter at Accessible Portion [904.4]	2	N/A		Rebuild Finance's counter for accessibility.  Staff re-measured, meets requirements.
Harbor Docks: Transient/Reserved Moorage		Clear Floor Space [606.2]	2	N/A		Provide a clear floor space of at least 30" by 48" for either forward or parallel to access other available amenities like electricity. Dock in photo is not the ADA designated stalls; the designated stalls are compliant with accessible route requirements.
Harbor Uplands: Ice Bait & Automated Machines		Reach Range [308]	2	N/A		The Bait Box machine operating controls are too high (52 1/2 inches) for proper high reach range clearance of 48 inches above the floor. Recommend replacing this automated machine with one that does comply with the

Location	Image	ADA Code Reference	Priority Level	Cost/Impact	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
						2010 ADA Standards in the design and operation of the control mechanisms.  <b>This machine is privately owned, not maintained by the City.</b>
Library: Kid's Room Restroom		Minimum 48" Vestibule Door Spacing [404.2.6] Privacy Wall & Door Configuration [404.2.4]	3	N/A		Remove inner door or change door swing for one or both doors.  Reconfigure space to meet minimum space requirements.  Restroom is a Single Unit, does not have an inner door.
Library: Kid's Room Restroom		Toilet Paper Dispenser Location [604.7]	3	N/A		Relocate toilet paper dispenser to meet all location requirements.  Staff re-measured, meets requirements.
Load & Launch Ramp		Boarding Piers at Boat Launch Ramps [1003.2.2]	4	N/A		<b>Not required or prioritized;</b> but recommend due to the steeper slope consider enhancing and improving the ramp safety features and texture of the surface to improve safety, ambulation, and traction during inclement weather.  Staff ensures the launch ramp is slip resistant/safe.



# **City of Homer ADA Transition Plan Parks, Play Areas & Campgrounds**

Self-Evaluation on ADA Compliance Issues

September 7, 2023

Adopted October 23, 2023 via Resolution 23-112

## **Acknowledgements**

### **Mayor & City Council**

Ken Castner, Mayor  
Donna Aderhold  
Caroline Venuti  
Shelly Erickson  
Rachel Lord  
Jason Davis  
Storm Hansen

### **ADA Advisory Board**

Joyanna Geisler  
Donna Aderhold  
Christine Thorsrud  
Vikki Deadrick  
Nona Safra  
Bradley Parsons  
Cassidi Sorter  
Jim Lepley

### **Parks Arts Recreation & Culture Advisory Commission Representatives**

Deb Lowney  
David Lewis

### **Interested Community Members**

Devony Lehner, TRAILS  
Lora Haller, US Fish & Wildlife Service, Islands & Ocean Visitor Center Manager

### **City of Homer Staff**

Renee Krause, MMC, Deputy City Clerk/ADA Coordinator  
Owen Meyer, Project Technician, Public Works Department  
Matt Steffy, Associate Planner for Trails and Parks  
Chad Felice, Parks Maintenance Coordinator

---

## *Table of Contents*

---

### American's with Disabilities Act (ADA) Transition Plan: Parks, Play Areas & Campgrounds

Acknowledgements	page 2
1.0 Introduction	page 4
1.1 ADA Background	page 4
1.2 Community Involvement	page 5
2.0 Regulatory Standards and Guidance	page 5
2.1 Audit Standards	page 5
2.2 Transition Plan requirements	page 5
2.3 Program Access Recommendations	page 6
3.0 Methodology	page 7
3.1 Access Audits	page 7
3.2 Findings	page 7
3.3 Community Priorities	page 7
4.0 Transition Plan	page 7
5.0 Cost Estimating and Financing	page 8
5.1 Cost Estimating	page 8
5.1.1 Cost/Impact Ranking	page 9
5.2 Funding	page 9
5.3 Timeline Ranking	page 10
6.0 Recommendations	page 11
7.0 Parks List	page 12
7.1 ADA Compliance Issues	page 12
• Karen Hornaday Park, Play Area, Sports fields	pages 12 – 18
• Bayview Park	page 18
• Bishop's Beach Park & beluga Slough Trail	pages 18 – 19
• Mariner Park Day Use Area and Campground	pages 19 – 21
• Fishing Lagoon Campground & Pavilion	pages 22 – 23
• Seafarer's Memorial Park	page 24
• Jack Gist Park	pages 24 - 27

## **1.0 Introduction**

The ADA National Network estimates the overall rate of people with disabilities in the US population is around 54 million. In Alaska, the numbers reported having a disability overall were 13.2 percent. The data show that disability increases with age, for people 65 and over it was reported that 32.9 percent of Alaska residents had some form of disability. In Homer, according to the 2021 US Census ACS 5 year Survey out of 5416 residents (including children) there are 2129 adults over the age of 50 and of those residents 1123 are over the age of 65. In short, hundreds of people in our community face disabilities and many of those use Homer's parks, play areas and campgrounds on a regular basis.

Homer's mission is to be a dynamic community where all can live, play, work and invest. To make that mission a reality, it needs to be accessible. The City of Homer owns and manages 17 parks, comprised of over 520 acres of land, along with 5.41 miles of maintained trails. These range from small pocket parks and multi-use trails to forested natural areas, larger established parks with play areas, campgrounds, and sports fields. To ensure our parks, play areas and campgrounds are accessible to all, the City commenced the development of an Americans with Disabilities Act (ADA) Parks, Play areas & Campgrounds Transition Plan in 2021. This document will be incorporated with the ADA Facilities Transition Plan adopted by City Council in 2019.

### **1.1 ADA Background**

The ADA is a civil rights law that requires all state and local governments to provide equal access to programs and services for all community members. It was signed into law by President George H.W. Bush on July 26, 1990 and went into effect in 1992. The ADA is a landmark civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services and programs, public transportation, and telecommunications. The ADA treats access as a civil right.

**Title I** of the ADA prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The City of Homer is an Equal Employment Opportunity Employer and adheres to the requirements of Title I.

**Title II** of the ADA adopts the general prohibitions against discrimination contained in Section 504 of the Rehabilitation Act of 1973, but applies to all state and local governments, regardless of whether or not they receive federal funding. It prohibits the City from denying persons with disabilities the equal opportunity to participate in its services, programs or activities, either directly or indirectly through contractual arrangements. It is the policy of the City of Homer to make every reasonable effort to provide equal access to all City facilities, services, programs, and activities for citizens with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973.



**Title III** applies to public accommodations, which include businesses open to the public and requires them to make reasonable modifications to accommodate individuals with disabilities.

### **1.2 Community Involvement**

Community involvement is a priority of Homer and an essential part of the ADA requirements. The City is required to involve the public in the evaluation and prioritization process. To ensure the community had various ways to engage the public, meetings were held via electronic means as well as in person. The public was invited to attend and participate in the facilities review and site accessibility audits.

## **2.0 Regulatory Standards and Guidance**

### **2.1 Audit Standards**

Multiple federal guidelines were applied to the parks, play areas and campgrounds accessibility audits. The first is the Americans with Disabilities Act Accessibility Guidelines (ADAAG), also known as the 1991 standards, which addresses entries, doors, service counters, showers, curb cuts on sidewalks, pathways and trails within parks, and other typical building elements when applicable. The second is 2010 Standards for Accessible Design, effective March 15, 2012 that includes requirements for play areas, fishing areas, boating areas, and more.

The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002, these supplement the ADAAG. All newly designed, constructed, and altered recreation facilities covered by ADA were required to comply.

Certain parks elements do not yet have a final standard, these include trails, picnic areas and campgrounds. On these elements, the Federal Outdoor Developed Areas Guidelines (ODAG) were used. The site accessibility reports cite both the ADAAG 2010 Standards and the Outdoor Developed Areas Guidelines.

This report identifies the barriers and performance-based solutions in the form of project recommendations. Some of these projects will require further design prior to implementation. All improvements will require maintenance to ensure continued compliance with these guidelines.

### **2.2 Transition Plan Requirements**

The Parks, Play Areas & Campgrounds ADA Transition Plan (Parks Transition Plan) development includes the following features:

- A list of physical barriers that limit accessibility of programs or activities to individuals with disabilities, also known as a self-evaluation.
- A description of the methods that will be used to remove the barrier.
- The official responsible for implementation of the plan.
- A timeline for corrections.

The Parks Transition Plan timeline is designed to provide flexibility to the City around specific parks, play areas, and campgrounds, ensuring that continuous access and improvements are being made.

In 2019, the City Council adopted the City of Homer Facilities ADA Transition Plan (Transition Plan), which identified the ADA coordinator, evaluated communications and other city facilities, and developed a dispute process and modifications request.

This information is available on the City of Homer website or at the City Clerk's Office. The Facilities Transition Plan began the audit process with the evaluation of entrances, restrooms, sidewalks, parking areas and curb ramps at all city facilities.

The Parks Transition Plan describes those barriers to and within Homer's parks, play areas, and campgrounds, and provides recommendations to remove barriers found. This document will supplement the earlier Facilities Transition Plan to fulfill the requirements in Title II of the ADA.

The Parks Transition Plan and the previously approved Facilities Transition Plan will be integrated into a single overall Transition Plan after completion.

### **2.3 Program Access Recommendations**

The US Department of Justice test for existing facilities is known as the program access test. A program is an opportunity made available by the individual department, in this case Parks. A program is not just an activity for which a person registers and pays a fee. It can be the program of picnicking, parking or fishing. It is a program if it is an activity made available by the Parks, Harbor or Recreation department.

The program access test does not apply to new construction or alterations and additions. New construction, alterations or additions must be designed and constructed to comply with the 2010 Standards for Accessible Design.

There are multiple ways in which a program can be made accessible. In Title II regulations, Section 35.150(b) describes the methods an entity can use to make programs accessible. They include:

- Redesign or acquisition of equipment;
- Move program to accessible buildings;
- Assignment of aides to program beneficiaries;
- Delivery of services at alternate accessible sites;
- Alteration of existing facilities and construction of new facilities;
- Use of accessible rolling stock or other conveyances; and
- Any other methods that result in making its services, programs and activities readily accessible to and usable by individuals with disabilities.

The program access recommendations are based on a minimum of ***one out of three assets should be accessible***. All unique assets should be accessible.

Some barriers, identified in the site accessibility reports will not need to be changed until a renovation or rebuild based on the technical infeasibility, historical preservation, construction tolerance or that no current guidance is available.

### **3.0 Methodology**

The methodology of this portion of the transition plan included the following elements:

#### **3.1 Access Audits**

Members of the ADA Advisory Board, Public Works Staff, and members of the Parks, Arts, Recreation & Culture Advisory Commission (PARC), and interested community members conducted accessibility audits for six parks, including campgrounds, one separate campground and one memorial park. These audits were conducted July through September 2021 and 2022.

The site visit accessibility audits consisted of an overall site report and individual checklists that covered parking, accessible routes and means of access, play areas, shelters/picnic areas, outdoor recreation amenities such as fire rings or bar-b-que grills and park site.

- The overall site report for each park facility includes the following:
  - a description of the specific barriers at each location
  - reference to the regulation or guideline citation
  - digital images of the barrier
  - location within the site
  - methods to meet accessibility requirements or recommendations to address the barrier
  - priority ranking in accordance with federal guidelines

#### **3.2 Findings**

The accessibility audits identified multiple access deficits. This represented a better than average number of access deficits, meaning City of Homer parks, play areas and campgrounds are less accessible than many larger communities, but comparable to similar communities across Alaska. Projects were prioritized using Department of Justice (DOJ) guidance which considers the following priorities.

1. Accessible approach and entry (parking, accessible routes)
2. Access to programs and services
3. Access to Restrooms
4. Access to other items (drinking fountains, trash receptacles, grills, benches, etc.)

#### **3.3 Community Priorities**

Each location was prioritized based on community usage, survey responses, public comment or participation, access to park amenities such as playground, trails, and campgrounds and was given a higher priority.

### **4.0 Transition Plan**

The accessibility audits identified multiple access deficits across the system. To effectively and efficiently improve accessibility they were prioritized over a ten (10) year timeline to ensure program access. The prioritized list includes barriers to access all features at each location.

This prioritization of the projects within the Parks Transition Plan was accomplished through meetings and site visits open to members of the community, in collaboration with the ADA Advisory

Board members and Public Works Staff. This work sought to identify the most efficient and effective way to make the City's parks, play areas and campgrounds more accessible. The prioritization focused on all of the deficiencies that could be addressed in the recommended timeframe while working on program access.

These priorities concentrated on which parks, play areas, and campgrounds were most used by the community and visitors to improve accessibility, evaluating which deficiencies to correct first for the most benefit. Lastly, that all program types are accessible somewhere within the system.

The transition plan works toward this goal with the expectation that any new construction will be fully compliant and help the departments move over time to a completely accessible parks system within the City of Homer.

See Exhibit A for Accessibility Audits on the following:

1. Karen Hornaday Park including playground, campground and ballfields
2. Mariner Park including Day Use Area and campground
3. Beluga Slough Trail
4. Bishop's Beach Park
5. Bayview Park
6. Jack Gist Park including ballfields and access to the Disc Golf Course
7. Seafarer's Memorial

## **5.0 Cost Estimating and Financing**

### **5.1 Cost Estimating**

The timeline for this work outlined in the Parks Transition Plan is ten years which takes advantage of the biennial budgeting process the City follows. Initial work has been focused on cost estimates for the projects undertaken in the biennium budget period and a five-year proposed project list. Maintenance and smaller capital projects would occur in the annual budget established and as needed. Detailed development of budget offers would be written and submitted over the next three biennia. More detailed cost estimates for future projects would be developed for those budget offers. Any new construction undertaken is required to be fully accessible.

Upon completion of the prioritization, the City of Homer Public Works performed cost estimating with park maintenance operations, administration and planning to further understand the project groupings and how we might contract for certain work such as paving parking lots vs. a discrete set of access projects at a single park. Original cost estimates were based on past experience with similar projects and assumptions regarding future economic conditions and related to construction only (no design or project costs).

These numbers were reviewed and revised with a multiplier to bring to 2024 cost estimates. Additional work on costs will occur leading up to development. Potential cost savings may be realized from strategic scaling of contracts. Analysis of the project list identified 6 major types of work that include the following six trades or project types:

- Parking/Paving/Concrete
- Labor
- Plumbing
- Electrical
- Signage
- Potential Capital Improvement Plan Project

Further costing will evaluate opportunities to do multiple projects across the park, play area or campground system, such as all sign upgrades.

#### **5.1.1. Cost/Impact Ranking**

Public Works and Port and Harbor Staff were consulted to rank each compliance issue based on the level of impact to the department's budget and staff time required to complete the project. Definitions for Cost/Impact Rankings are:

- 1 – Project can be completed by City of Homer staff at low cost and with a low amount of effort.
- 2 – Project can be completed by City of Homer staff, the cost would be moderate and/or would require a moderate level of scheduling in association with other staff duties to complete.
- 3 – Project can be completed by City of Homer staff; however, the cost for materials would be high and/or the time required to complete would be high. Use of a contractor would allow project completion sooner.
- 4C – Project requires specialized tools, skills, and/or level of warranting the use of a contractor.

#### **5.2 Funding**

There is no dedicated source of federal funds for accessibility renovations to existing sites. The work will be done through three main funding channels as follows:

- Maintenance and repair
- Small capital projects
- Capital Improvement Plan (CIP) projects.
  - Current CIP projects will be reviewed to see if they may be amended to capture additional access improvements. An example of this might be the Bayview Park. This will increase the available number of accessible play areas.
- Available Grant funding and other sources that could help implement some of this work
  - ADA modifications are common, and grants will be competitive. Some opportunities may be available through the following:
    - Community Development Block Grant Funds: Many agencies receive federal Community Development Block Grant (CDBG) funds for accessibility renovations at existing sites. CDBG funds often have a scale of priority. It is important to establish accessibility as a priority for CDBG applications.
    - State/Federal Grant Programs such as the Land & Water Conservation Fund, The Great American Outdoors Act; Community Facilities Direct Loan & Grant Program in Alaska, or Recreational Trails Program

- State Appropriations: The City has successfully competed for appropriations for larger projects and if offered by the State, would be an avenue for funding.
- Local organizations such as Rotary, Homer Foundation, Rasmussen, etc.

### **5.3 Timeline Ranking**

Public Works and Port and Harbor department staff also evaluated the items based on current department workloads and schedules for when in-house and contractor-hired projects could be completed. The timelines for projects completed in-house would be as follows:

- A. Project can be completed in between regularly schedule work as time allows, with completion within one year.
- B. Project requires additional scheduling and budgeting and may be completed within one or two years.
- C. Project requires significant scheduling and budgeting and may be completed within three to five years; could be completed sooner if done by a contractor.

If a contractor is hired to complete a project they may have a more definitive timeline because they must be budgeted in advance. For these items, the Transition Plan lists the estimated year that staff will prepare an Invitation to Bid, include it in their budget requests to City Council, and have the project completed by.

### **6.0 Recommendations**

In addition to the audit findings, opportunities to improve accessibility via policies and procedures were identified through the self-evaluation. The following recommendations are not an exhaustive policy review, but highlighting best practices based on discussions with staff, ADA Advisory Board members, PARC Commissioners and interested members of the community.

1. Implement modifications according to the approach proposed in Section 4.0 and the Parks, Play Areas and Campground Transition Plan to accommodate all users.
2. Develop maintenance staff training and checklists to improve accessibility during routine maintenance.
  - Items such as accessible routes, gaps, changes in level, door closing force and common obstructions can be scheduled as part of ongoing routine maintenance work.
3. Update website with more details regarding ADA access at each park, play area or campground. This would include parking and restroom accessibility, along with what is accessible so patrons can make informed decisions before traveling to a specific park, play area, or campground.
4. Ensure all contracts have language regarding ADA compliance and or modifications that a contractor will make to provide equal access to services, programs and activities.





5. Involvement of the ADA Coordinator in review of project design to ensure the contractor is fully aware that ADA regulations and guidelines are to be included within the project at the beginning.
6. Improve wayfinding signage so people with disabilities can more easily and conveniently navigate the park system and the city as a whole.
7. If portable toilets are provided make sure at least one is accessible.



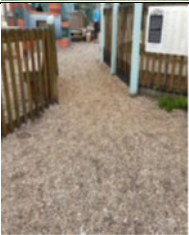










## 7.0 Parks Listing





The following details the physical barriers of the City parks, play areas and campgrounds that limit the accessibility of its programs, activities or services to individuals with disabilities and the methods suggested to remove those barriers, make the area accessible and the schedule for achieving compliance.

### 7.1 ADA Compliance Issues

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
FACILITY NAME: Karen Hornaday Hillside Park			TIME OF ASSESSMENT: JULY – SEPTEMBER 2021			
STRUCTURES/FACILITY/AREA(S): Karen Hornaday Hillside Park has only portable toilets at the time of accessibility surveys. Project is in the planning stages for redesign of entrance road, parking lot, pedestrian trail and new restroom facilities. A new updated master plan is in funding process for FY24/FY25 Capital Budget. The campground has been closed temporarily and was not audited.						
Karen Hornaday Park		206.2.1; 206.2.2	1	2	A	No Accessible route from Parking lot to Pavilion or ballfields. Accessible route is required to all sports fields and to the pavilions from parking area
Karen Hornaday Park		208.2; 502.2; 502.3; 502.6	1	1	A	Designated accessible parking stall not identified; no signage Recommend paving parking stalls and striping, installation of signage
Karen Hornaday Park		1011.2.1	4	2	A	Pavilion has one ADA Compliant Picnic Table recommend to place at minimum one additional due to high use of pavilion
Karen Hornaday Park		302.1; 402.2; 403.2	1	4	C	Activity is surrounded by rocks with no accessible entry. Remove rocks to allow for accessible access. Suggest installation of materials to have firm stable ground.





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		208.1 208.2; 208.2.4; 502.6	1	2	B	Parking for play area has no designated accessible parking. Construct and Install Accessible parking stall for appropriate signage.
Karen Hornaday Park Play Area		240.1; 240.2.1; 1008.1; 1008.2.1	4	4	C	Ground area should be better maintained to afford accessibility.
Karen Hornaday Park Play Area		302.1; 302.3; 303.1; 304.1; 403.1; 402; 403.5.1; 1008.1- 108.2.1; 1008.2.4; 1008.2.6	1	3	C	Entrance to play area is not compliant. Entry needs to be widen. Play area has wood chip base which is not accessible material. Furnish & Install accessible ground material throughout the play area to ensure accessibility by providing stable, non-slip material.
Karen Hornaday Park Play Area		1008.2.4; 1008.2.6; 1008.4.3	4	1	A	No accessible entrance to this feature. Recommend relocating or provide ADA Compliant Access
Karen Hornaday Park Play Area		1008.4.2; 308; 1008.2.6; 1008.2.4	4	2	B	Recommend modification to ensure reach is compliant to green wheel




Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		308; 1008.4.2; 1008.2.6; 1008.2.4	4	3	C	Climbing Wall – ensure approach is compliant for access from a wheelchair
Karen Hornaday Park Play Area		302.1; 303.1 305.2; 1008.2.4	1	3	B	Play area is surrounded by a wall or fence and is not accessible by those with mobility or vision impairments without assistance. Modify to provide accessible route to this area and install ground materials to make firm stable and non-slip
Karen Hornaday Park Play Area		303.1; 1008.3.1; 1008.3.2	2	4	C	Play component is not accessible from a wheelchair or without assistance. Install chair level transfer
Karen Hornaday Park Play Area		1008.2.1	2	2	B	Provide accessible entry to sand box.
Karen Hornaday Park Play Area		240.2.1.2	4	3	C	No accessible transfer point. Open portion of side for accessible entry/transfer.
Karen Hornaday Park Play Area		240; 403	4	2	A	Recommend adding additional accessible swing option. Currently there is only one

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		240; 302; 304; 305; 404.2.3	1	3	C	Entrance is non-compliant. Widen entry in order to bring the gateway into ADA compliance.
Karen Hornaday Park Play Area		1008.2.1	1	1	A	Remove. Safety hazard as logs are rotten.
Karen Hornaday Park Play Area		206 404; 1008	1	3	C	Remove and replace ground materials with level, firm non-slip materials
Karen Hornaday Park Play Area		1008.2.6; 206; 404	1	3	C	Replace materials so ground stays level and firm. Remove and replace materials with suitable ground materials that are level, firm and non-slip.










Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		1008.2.1; 1008.2; 1008.2.4.1; 1008.2.6; 1008.2.6.1	4	4	C	Various play components in the Play area that have limited or no access without assistance. Recommend installation of transfer system from wheelchair; modification to approaches or sidewall barriers on the play component.
Karen Hornaday Park Play Area		1008.4	4	4	C	Only component of its kind. Not required but recommend remove and replace with similar component that has adaptable reach
Karen Hornaday Ballfields		221.2; 221.2.1.4; 221.2.3; 221.3 1016	1 & 4	2	B	Bleachers at upper field – no accessibility, too close to the fence, no handrails or safety railing to prevent falls; no designated wheelchair spaces Furnish & Install or modify existing to provide better safety provide accessible seating as well as wheelchair seating

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park – New Pavilion		1011.2; 1011.3 1011.5	4	1	A	Grills swivel and requirement is 40" x 48" clear ground space on all sides; 2-5% slope & 15"-34" height required Remove and reinstall in regulation height and clearance and slope.
Karen Hornaday Park – Old Pavilion		206	1	3	B	Pavilion approach is not ADA Compliant; attached tables are non-compliant; Regrade slope and install accessible routes
Karen Hornaday Park – Old Pavilion		1011.2.1	4	2	A	Available Picnic Tables are not ADA compliant. Provide a minimum of one ADA Compliant Table of universal design would be preferable.
Karen Hornaday Park Ballfields		1008.2.6; 206.7.9; 404.2.3; 404.2.4.4	4	4	C	Entrances to dugouts are not compliant; grade has high step up; opening is too narrow to dugout. Ground surface must be maintained and inspected on a regular basis; remove and replace gate and fencing to provide required clearances





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Ballfields		206.2.1; 221.4; 221.2.1.4; 221.2.3; 221.3	1	4	C	No accessible Route from or to the parking spaces, Bleachers do not provide accessible seating or companion seating. Furnish & Install accessible route from parking lot (when complete) provide designated wheelchair seating with companion seating Provide regular maintenance to grounds.
FACILITY NAME: Bayview Park				TIME OF ASSESSMENT: July –September 2021		
STRUCTURE/FACILITY/AREA(S): Is a lovely neighborhood park located at the top of Main Street. This Park is traditionally known for being used as a toddler and young children’s park since it was fenced, small and located within the neighborhood. Currently there are plans in motion to improve the park. Installation of new play equipment with ADA compliant access routes to each piece of equipment and placement of picnic tables as well as installation of paved accessible parking making it Homer’s first fully accessible park. It will be done at a future date when completed. At the time that Site Audits were conducted this location was non-compliant for access, play areas and parking.						
FACILITY NAME: Bishop’s Beach Park & Beluga Slough Trail				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Bishop’s Beach Park provides access to miles of public beaches, a picnic pavilion with fire ring and bar-b-que grill and picnic tables. There is a large grassy lawn area that is maintained. Currently restroom facilities are portable toilets and new plumbed restrooms are in the planning/design phase with expectation for construction 2024/2025. The Park provides vehicle access to the west for the public and to Beluga Slough Trail which runs along city and state owned land. No camping is allowed on the beaches or in the park.						
Bishop’s Beach Park – Parking Lot		208; 208.2; 208.2.4; 302; 502.4	1	4	C	Accessible parking has more than 2% slope. Recommend regrade and repave parking lot to include pavement marking for minimum number of accessible parking spaces and the required number to be van accessible.
Bishop’s Beach Accessible Routes		206; 206.2.1; 502.1- 502.3.4	1	2	B	Restroom closed permanently and temporarily replaced with portable toilets. Plans are being developed for permanent restroom facilities. No accessible approach to portable toilets or pavilion Furnish & Install accessible walkway to pavilion and restroom from parking spaces.







Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Bishop's Beach Park Access to Beluga Slough Trail		402; 404	1	1	A	Transitions from ground to elevated walkway is too high in some areas; too steep in other areas within slope; vegetation impairs visibility of edge and clear safe path  Recommend regular maintenance to remove vegetation, correct slope and transition from ground to elevated walkway by maintaining gravel
Bishop's Beach Park Beluga Slough Trail Access		402; 404	1	2	A	Nominal Transition issues on this segment. Good example of what access should appear and resemble. Recommendation: Regular maintenance to keep gravel supply appropriate.
FACILITY NAME: Mariner Park and Campground				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Located on the base of the Homer Spit, Mariner Park and Campground is a 111 acre multi-use area that is one of the most popular beach access points for dog walking, coal collecting, and horseback riding in Homer. There are 34 camp sites available April 1 <sup>st</sup> through October 30 <sup>th</sup> , a Day Use Area along the northern border of the park with fire rings, picnic tables and a small gazebo, which is available for reservation for private events. Seasonal restroom facilities are provided May through September/October (weather dependent).						
Mariner Park Day Use Area		206.2.1; 502	1	4C	B  '26/'27	No Accessible parking designated. No accessible route to gazebo. Construct and furnish accessible route and parking space install signage per regulations


Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Mariner Park – Day Use Area		210; 504; 505.10.2	3	4C	B  <b>'26/'27</b>	Gazebo, has no hand rails, no ramp, stairs are steep, narrow steps and tall rise. All steps on flight of stairs shall have uniform riser heights and uniform tread depths. Recommend rebuilding stairs to include handrails and placement of a ramp.
Mariner Park Day Use Area		903	3	2	B  <b>'26/'27</b>	Bench needs to have the required transfer back support and seat width. Wheelchair space is limited within structure dependent on number of people. Bench shall provide back support or be affixed to a wall. Grab Bars should be installed to provide assistance for transfer, seat width should be 42 in long by 20 in. deep
Mariner Park Day Use Area		ORAR 244.2.3.1; 244.3 245.2.5.1 244.5.3	3	4C	B  <b>'26/'27</b>	Fire Ring is not compliant. No accessible route. Review Height and reach in accordance with regulations.
Mariner Park Camp Host Cabin		ORAR 1016.2; 1016.3; 1016.4 1016.7.1;	3	4C	B  <b>'26/'27</b>	No ADA parking designated. No accessible route from parking space to Host cabin. No Ramp Access or alternate method of notification to get camp host attention if not outside. Install and designate accessible parking space, place signage with alternate method of contacting Camp Host.





101

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
FACILITY NAME: Fishing Hole Campground				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Located next to the Nick Dudiak Fishing Lagoon, this campground on the Homer Spit features 80 campsites, 9 sites are located on the edge of the fishing lagoon and is a popular destination for campers. Amenities at this location include Fishing Hole camp sites, beach campsites, fish cleaning tables, picnic pavilion, grill, accessible restroom facilities, potable water and easy access to one of the city’s RV dump stations. The Fishing Hole Campground has 16 camp sites that are available during the winter months, October 31 <sup>st</sup> through March 31 <sup>st</sup> annually.						
Fishing Hole Campground		703.4.1; 703.5.5; 703.5.6; 703.7	1	1	A  '25	Accessible Camping Spaces Signage Placement. Paved connection to pavilion and walkway to restroom signage placement requires correction
Fishing Hole Pavilion		1011.2; 1011.3; 902.3 ABA	3	1	A  '25	ADA Compliant Picnic Table provided, recommend adding additional table. Requirement is based on 24LF of usable space around table top, there should be a minimum of one wheelchair space.
Fishing Hole Pavilion		1011.2; 1011.3; 1011.5	3	4C	B  '25	Grill does not have required access all the way around it. Relocation to maintain the required distance on all sides. Grill does swivel, but must be accessible with clear ground 48” x 48” clear ground space on all sides 2-5% slope 15”-34” max height
Fishing Hole Pavilion		402; 403	1	NA	NA	Paved area next to Pavilion provides accessible feature. ADA COMPLIANT




Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Fishing Hole Campground Pay Kiosk for Camp Fees		307.3; 308.1; 308.2; 308.3	3	4C	B '26	Kiosk is 48" height Reach should be no more than 24" from side approach. Recommend filling in the area with additional concrete pad to make fully accessible from all approaches
Fishing Hole Restroom Potable Water Access		402; 403; 502	2	4C	B '26	Accessible Route is required to access potable water; recommend installing a suitable material preferably asphalt and ADA Parking Space; Accessible route connecting to Restrooms from parking
Fishing Hole Restroom Potable Water Access		309.4	4	1	A '26	Spigot handle is non-compliant install lever handle
Fishing Hole Notice Board		206; 308; 302	4	4C	B '26	Accessible route; reach. Remove rocks and install asphalt or concrete pad around information kiosk





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
FACILITY NAME: Seafarer’s Memorial Park				TIME OF ASSESSMENT: July-September 2021		
STRUCTURE/FACILITY/AREA(S): Seafarer’s Memorial is a 2.52 acre lot located off of the Sterling Highway near the end of the Homer Spit. A memorial gazebo honoring those who were lost at sea, 45 parking spaces and open green space providing unobstructed views of the surrounding mountains and Kachemak Bay and access to the Spit Beach.						
Seafarer’s Memorial Park - Parking lot		206.3; 206.4; 216.5; 302.1; 403.1, 403.2;405.3; 502.1, 502.2, 502.3,502.3.1, 502.3.2,502.3.3, 502.3.4	1	4C	B   	

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park – Lower Fields		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	C	Lower Left and Right Ball Fields do not have ADA Accessible Routes. Furnish & Install accessible route from parking to playing fields spectator areas, dugouts, etc.
Jack Gist Park		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	C	Ground access is not firm and stable - ADA Accessible Route. Furnish & Install accessible travel route from parking to amenities
Jack Gist Park – Ball Field Spectator Seating and Access		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	Access Route Priority  1  Seating Priority 4	4C	C	Spectator bleachers are not ADA compliant, no accessible seating, no accessible route from parking area. Where provided, fixed team or player seating areas must contain the number of wheelchair spaces and companion seats required by ADAAG, but not less than one space.
Jack Gist Park – Field Access		404.2	1	2	B	Gate Access is not compliant. Provide clear pathway and level ground, remove overgrown vegetation to ensure proper width requirement is met



Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park – Dugouts		903	2	2	B	Player dugout does not have accessible seating, too high or too low and seating is too narrow, no hand rails or access to allow for transfer from a wheelchair to the bench. Benches must have seats that are a min. of 20" to a max. of 24" in depth and 42" min. in length. The seat height should be a min. of 17" to a max. of 19" above floor. If the bench is not located next to a wall, the bench must have back support that is 42" min. in length and extends from a point 2" max. above the seat to a point 18" min. above the bench.
Jack Gist Park – Fence		307; 403.5	4	1	A	Fence has protrusion. Remove and relocate or furnish and install barriers to direct pathway around the protrusion.
Jack Gist Park – Dugouts		221.2.1.4; 206.7.9; 802.1	4	2	B	Entrances to dugouts are not compliant; grade has step up; Dugout entrance is not ADA compliant - opening is too narrow. Maintain areas of access by keeping gravel/fill materials level and compacted to maintain even surface levels with concrete pad; remove and replace existing gate with ADA compliant gate; maintain vegetation to keep sight lines and changes in elevation minimal

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park – Upper Field Approach		1016.2; 1016.3; 1016.4; 1016.7	1	3	C	Access Route is steep; Furnish and install accessible route to upper field from parking area; correct slope percentage
Jack Gist Park – Spectator Seating		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	4	2	B	No ADA Compliant seating available; no accessible route to seating from parking area. Install ADA seating along with accessible route from parking to seating area.

## ADA ADVISORY BOARD

### 2025 Annual Calendar of Meetings and Topics

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>	No Meeting Scheduled			
<b>FEBRUARY</b>	Wednesday 2/5 5:00 p.m.	Thursday 2/13 4:00 p.m.	Monday 2/24 6:00 p.m.	ADA Budget Review *may not be applicable during non-budget years Review Annual Strategic Plans & Goals Draft Review of Trails Transition Plan Discussion of Community Recreation Transition Plan CIP Project Development
<b>MARCH</b>	No Meeting Scheduled			
<b>APRIL</b>	Wednesday 4/2 5:00 p.m.	Thursday 4/10 4:00 p.m.	Monday 4/13 6:00 p.m.	<ul style="list-style-type: none"> <li>• ADA Budget Review FY26/FY27</li> <li>• CIP Project Draft</li> </ul>
<b>MAY</b>	Wednesday 4/30 5:00 p.m.	Thursday 5/8 4:00 p.m.	Monday 5/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Draft Strategic Plan for 2025</li> <li>• Community Rec Transition Plan</li> <li>• CIP Project Final Draft</li> </ul>
<b>JUNE</b>	Wednesday 6/4 5:00 p.m.	Thursday 6/12 4:00 p.m.	Monday 6/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Community Rec Transition Plan Draft</li> <li>• Status Update of Adopted Transition Plans</li> </ul>
<b>JULY</b>	Wednesday 7/2 5:00 p.m.	Thursday 7/10 4:00 p.m.	Monday 7/20 6:00 p.m.	<ul style="list-style-type: none"> <li>• Term Expiration Notices/Reapplications Distributed</li> <li>• CIP Review and Recommendations</li> </ul>
<b>AUGUST</b>	Wednesday 8/6 5:00 p.m.	Thursday 8/14 5:00 p.m.	Monday 8/24 6:00 p.m.	<ul style="list-style-type: none"> <li>• Reapplications Due to Clerks Office</li> <li>• <b>Joint Worksession with City Council Monday, August 17th</b></li> </ul>
<b>SEPTEMBER</b>	No Meeting Scheduled			
<b>OCTOBER</b>	Wednesday 10/01 5:00 p.m.	Thursday 10/09 4:00 p.m.	Monday 10/12 6:00 p.m.	<ul style="list-style-type: none"> <li>• Approve Meeting Schedule for Upcoming Year</li> <li>• Board Training by City Clerk</li> <li>• Proposed CIP Project</li> <li>• Accessible Parking</li> </ul>
<b>NOVEMBER</b>	Wednesday 11/05 5:00 p.m.	Thursday 11/13 4:00 p.m.	Monday 11/23 6:00 p.m.	<ul style="list-style-type: none"> <li>• Review Strategic Plan &amp; Goals for 2025</li> <li>• Trails Transition Plan Draft</li> </ul>
<b>DECEMBER</b>	No Meeting Scheduled			

\*The Board's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Board's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports.



# City of Homer

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

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: January 8, 2025  
SUBJECT: City Manager's Report for January 27, 2025 Council Meeting

---

### RAISE Grant Award

The City of Homer has received a \$2 Million grant from the U.S. Department of Transportation (USDOT) for Rebuilding American Infrastructure with Sustainability and Equity (RAISE). This highly competitive federal grant program funds transportation infrastructure projects with significant local or regional impacts. As of June 2024, the RAISE program has provided more than \$15 billion across sixteen rounds of funding to local governments, Tribes, transit and port authorities, and states. This milestone achievement is a testament to the hard work of the City of Homer team and our dedicated partners. The grant will fund planning and design for Realizing Equitable and Accessible Connectivity in Homer, a project to develop sidewalks, trails, bikeways, and mobility hubs along key streets identified in Homer's Transportation Plan, and to address challenging, hard to develop routes that stand in the way of a connected, community-wide sidewalk network. Work will include public engagement, system-wide planning, design, environmental and equity analyses to ensure an inclusive approach. This award represents a critical step toward improving access for everyone in Homer. We appreciate the U.S. Department of Transportation for recognizing this project as one that will improve safety and mobility for the traveling public, and we thank the Alaska Congressional Delegation for advocating for this, and other important Alaskan infrastructure projects.

### Grant Submitted

Community Development Director Engebretsen and Special Project Coordinator submitted a \$1.5M grant application to NOAA in early January. Via Resolution 24-077 in July 2024, Council supported a partnership between the City, University of Alaska and the Kachemak Bay National Estuarine Research Reserve to submit a grant application to the National Oceanic and Atmospheric Administration for funding to acquire and protect lands within the Bridge Creek Watershed Protection District. The grant also includes funding for a weather station, which can provide data for future landslide hazard research. Staff expects to learn the result of the application in late spring, with a potential grant agreement to Council in the summer.

### Transportation Plan

Homer's new Transportation Plan has been adopted by the Kenai Peninsula Borough! This was the final step in the lengthy process to update this portion of the Comprehensive Plan. The community's work and input on this plan will serve Homer well as we embark on implementing the plan, working with the State of Alaska on the awarded HaPP loop project, and on the newly awarded federal RAISE grant. Staff from Administration, Public Works and Community Development will continue to work closely together on these transportation projects over the coming years.

### Alaska Fire Chiefs Association Request to Legislature for Support

Next week at the Alaska Fire Chiefs Association will be meeting with legislators in Juneau to discuss several topics of interest within the Alaska fire service. Chief Kirko provided a copy of their letter and list of critical infrastructure needs from all over the state. The list was requested last year by Senator Stevens, who was instrumental in getting Kodiak the funding for their new fire station and has shown interest in supporting other Alaska public safety (fire/EMS) agencies as well.

#### **FY24 Audit Update**

The City Finance Department continues to focus on 2024 audit work in conjunction with Porter & Allison, the accounting firm that assists us in preparing our documentation, and BDO, the City's independent auditor. A copy of the 2024 Audit Planning Document from BDO is attached to this report.

#### **Homer Comprehensive Plan Photo Contest and Open House Save the Date**

A photo contest is underway, so help us showcase our vibrant community by sharing your pictures of Homer's unique and vibrant people and places. Submissions are due by January 31, 2025 and up to 5 winning photos will be selected. Winners will be selected by City communications staff and winning entries will be featured on the covers of the plan. Submit your photos on the website at <https://homercompplanupdate.com/> Also, the Open House for the Release of the Draft Comprehensive Plan is scheduled on Tuesday, February 11, 2025 from 5:00 to 8:00 p.m. at Islands & Ocean Visitors Center, 95 Sterling Highway, Homer, AK.

#### **Lunch and Learn**

Recognizing that we have a lot of fantastic new folks that have joined the City team over the last year we held a lunch time training session to learn about drafting ordinances, resolutions, and memorandums and 24 folks representing all departments joined in person or on Zoom! I led the session that took us through a legislation 101 track, and some of the more seasoned staff asked questions that took us down the road of substitutes, amendments, and other scenarios that led into legislation 202 type conversations. I really appreciated folks showing up to learn and I'm encouraged to do more of these sessions.

#### **Attachments:**

City of Homer 2024 Audit Planning Document  
Letter from Alaska Fire Chief's Association





REPORT TO CITY COUNCIL

# CITY OF HOMER, ALASKA

2024 AUDIT PLAN



# Welcome

BDO USA, P.C.  
3601 C St, Ste. 600  
Anchorage, AK 99503  
[www.bdo.com](http://www.bdo.com)

January 7, 2025

City Council

City of Homer, Alaska

We look forward to discussing with you the current year audit plan for the City of Homer, Alaska (the City). This report provides an overview of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

We are pleased to be of service to the Company, are committed to executing a quality audit, and look forward to discussing our audit plan, as well as other matters that may be of interest to you.

Respectfully,

*BDO USA*

Copy to: Rachel Lord, Mayor  
Elizabeth Fischer, Finance Director  
Jenna deLumeau, Controller

BDO USA, P.C., a Virginia professional corporation, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.

## Your Client Service Executive Team



**BIKKY SHRESTHA**  
**ENGAGEMENT PRINCIPAL**  
Anchorage, Alaska Area  
+1 907 770-2234 / [bshrestha@bdo.com](mailto:bshrestha@bdo.com)



**JOSEPH SYREN**  
**ASSURANCE EXPERIENCED SENIOR**  
Anchorage  
+1 907 646-7309 / [jsyren@bdo.com](mailto:jsyren@bdo.com)



# Contents

<a href="#"><u>EXECUTIVE SUMMARY</u></a>	4
<a href="#"><u>AUDIT OVERVIEW &amp; STRATEGY</u></a>	7
<a href="#"><u>DETAIL OF SIGNIFICANT RISKS AND ADDITIONAL AUDIT CONSIDERATIONS</u></a>	12
<a href="#"><u>INQUIRIES OF THOSE CHARGED WITH GOVERNANCE</u></a>	16
<a href="#"><u>OTHER TOPICS</u></a>	18

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors) and, if appropriate, management of the Company, and is not intended and should not be used by anyone other than these specified parties.

# Executive Summary



# Executive Summary

## **Audit timeline**

- We will perform our year-end procedures during the months of December through January and February.

## **Audit strategy, including significant risks identified**

- Our audit strategy, including significant risks identified, for the 2024 audit is outlined in the “Areas of Significant Risk” on page 12.

## **Other topics of interest**

- Recent GASB Standards

**Inquiries of Those Charged with Governance** related to matters relevant to the audit (see page 16).



# Audit Timeline

The following represents our anticipated schedule regarding our audit of the annual financial statements of the City:

	Dec	Jan	Feb	Mar
Planning	✓	✓		
Year-End Fieldwork		✓	✓	
Release Report on Financial Statements			✓	✓

OPTIONAL

# Audit Overview & Strategy



# Overview

Our audit strategy follows a risk-based approach, so that our audit work, including the nature, timing and extent of audit procedures planned, is focused on the areas of the financial statements where the risk of material misstatement is assessed to be significant as well as other areas of the financial statements where we have identified risks of material misstatement.

In preparation for our audit, we have discussed with City Council, management and internal audit significant matters including, but not limited to, market conditions, activities, and changes to the Company's business, systems, accounting principles and controls, and obtained management's view of potential audit risk in order to update our understanding of the Company. This is important to our identification and assessment of risks of material misstatement to the financial statements and related disclosures.

Key components of our audit objectives and strategy are highlighted within the executive summary section and explained in more detail in the following sections. The executive summary section is designed to facilitate discussion with the audit team, while the rest of the package serves as pre-read material for City Council.

We will continue to update the resulting assessment throughout the audit. We will communicate to you any significant changes to the planned audit strategy or the significant risks initially identified and communicated herein, and the reason for such changes, as applicable, when we present the results of our audit upon completion.



# Terms of the Audit and Independence

## AUDITOR'S RESPONSIBILITY

BDO USA, P.C., as your auditor, is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with the applicable financial reporting framework.

The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities.

## TERMS OF THE AUDIT

Our establishment and understanding of the terms of the audit engagement have been documented in our annual engagement letter and includes the objectives of the audit along with the responsibilities of both the auditor and of management for your reference.

## INDEPENDENCE

- ▶ Our engagement letter to you dated November 27, 2024, describes our responsibilities in accordance with professional standards and certain regulatory authorities regarding independence and the performance of our services. This letter also stipulates the responsibilities of the Company with respect to independence as agreed to by the Company. Please refer to that letter for further information.



# Terms of the Audit and Independence

## AUDITOR'S RESPONSIBILITY

BDO USA, P.C., as your auditor, is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with the applicable financial reporting framework. In addition, our audit will be conducted in accordance with standards for financial audits contained in the *Government Auditing Standards* (GAS or Yellow Book), issued by the Comptroller General of the United States.

The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities.

## INDEPENDENCE

- ▶ Our engagement letter to you dated November 27, 2024, describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* regarding independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.

## TERMS OF THE AUDIT

Our establishment and understanding of the terms of the audit engagement have been documented in our annual engagement letter, which was provided to you on December 3, 2024, and includes the objectives of the audit along with the responsibilities of both the auditor and of management for your reference.

- ▶ We will plan and perform the audit of the financial statements for the year ended June 30, 2024, in accordance with *Government Auditing Standards*.
- ▶ We will perform tests of compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions is not an objective of our audit.

# Determining Our Planned Audit Strategy

We focus on areas with higher risk of material misstatement to the financial statements, whether due to error or fraud. Our audit strategy includes consideration of the following:

- ▶ Prior year audit results including discussions with management and those Charged with Governance regarding the City's operations, business activities, and risks.
- ▶ Inherent risk within the City (i.e., the susceptibility of the financial statements to material error or fraud) without regard to the effect of controls.
- ▶ A continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the City.
- ▶ Recent developments within the industry, regulatory environment, and general economic conditions.
- ▶ Recently issued and effective accounting and financial reporting guidance.
- ▶ The City's significant and critical accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions.
- ▶ The control environment, risk management and monitoring activities, and the possibility that internal controls may fail to prevent or detect a material misstatement due to error or fraud.
- ▶ The use of information systems and service organizations in the financial reporting process and overall IT environment.
- ▶ Extent to which we plan to use others, outside the core engagement team, to perform certain planned audit procedures or evaluate audit results related to significant risks that may require specialized skills or knowledge.

We will communicate to you any significant changes to the planned audit strategy, or to the significant risks initially identified, that may occur during the audit due to the results of audit procedures or in response to external factors, such as changes in the economic environment.

# Detail of Significant Risks & Additional Audit Considerations



# Areas of Significant Risk

Our areas of significant risk, which are risks with both a higher likelihood of occurrence and a higher magnitude of effect that require special audit considerations, are as follows. Our planned audit procedures for these risks are detailed starting on page 12.

Grant revenue recognition

Management override of internal controls

# Grant Revenue Recognition

## SUMMARY OF AREA OF SIGNIFICANT RISK

BDO has identified a significant risk related to recognizing grant revenue in accordance with approved agreements and applicable provisions. There is a risk that revenue recognized does not correlate with incurred expenses or according to stipulations in the applicable agreements. After considering all the inherent risk factors, the engagement team assessed the likelihood of a misstatement and magnitude of the potential misstatement and concluded on the level of assessed risk as significant.

## SUMMARY OF PLANNED AUDIT PROCEDURES

In order to address this significant risk, we plan to perform the following procedures:

- We will refine our understanding of the grant revenue recognition process through a walkthrough of the revenue business process and evaluate the design of controls in this area.
- Our substantive procedures will include evaluating underlying grants based on inspection,, and inquiries directly with personnel at the City. We will select grants for detailed testwork of the underlying costs, revenue recognition, and cash receipts associated with the project.

# Management Override of Controls

## SUMMARY OF AREA OF SIGNIFICANT RISK

Management override of controls is presumed to be a significant risk by default for all entities. The presumptive risk is that management could use their position to circumvent controls in order to misstate or misappropriate assets. In addition, management could be in a unique position to perpetrate fraud because of their ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

After considering all the inherent risk factors, the engagement team assessed the likelihood of a misstatement and magnitude of the potential misstatement and concluded on the level of assessed risk as Significant.

## SUMMARY OF PLANNED AUDIT PROCEDURES

In order to address this significant risk, we plan to perform the following procedures:

- We will update our understanding of the FRCP business process, perform a walkthrough of the FRCP business process and evaluate the design of controls in this area.
- Our substantive procedures will include evaluating journal entries to test the reasonableness of entries made, as well as their applicable authorization.
- Inquiries will be made throughout the organization to determine if there is know or potential fraud issues.

# Inquiries of Those Charged with Governance





# Obtaining Information from Those Charged with Governance

We perform inquiries related to fraud and other matters to help inform our audit strategy and execution of our audit procedures. As part of the upcoming meeting with you, we would like to discuss the following topics with you to understand any matters of which you believe we should be aware, including, but not limited to:

- ▶ Your views about the risk of material misstatements due to fraud, including the risk of management override of controls
- ▶ How you exercise oversight over the Company's assessment of fraud risks and the establishment of controls to address these risks
- ▶ Your awareness of any actual, alleged or suspected fraud or illegal acts affecting the Company
- ▶ Your awareness of tips or complaints regarding the Company's financial reporting and your response to such tips and complaints
- ▶ Your awareness of other matters relevant to the audit including, but not limited to, violations or possible violations of laws or regulations
- ▶ Your awareness of noncompliance with laws and regulations to include consideration of noncompliance with provisions of contracts and grant agreements.
- ▶ Your awareness of any investigations or legal proceedings that have been initiated or are in process with respect to the period under audit.
- ▶ Your awareness of any significant communications between the Company and regulators
- ▶ Your understanding of the Company's relationships and transactions with related parties that are significant to the Company
- ▶ Any business relationships between a BDO firm and the Company or its affiliates
- ▶ Whether the Company has entered into any significant unusual transactions
- ▶ Your awareness of any other information that is important to the identification and assessment of risks of material misstatement

# Other Topics



# BDO’s System of Quality Management

An effective quality management system in an audit firm is crucial for supporting the consistent performance of high-quality audits and reviews of financial statements, or other assurance or related services engagements under professional standards, and applicable legal and regulatory requirements.

Accordingly, BDO has implemented a system of quality management designed to provide reasonable assurance that its professionals fulfill their responsibilities and conduct engagements in accordance with those professional standards, and legal and regulatory requirements. The firm’s system of quality management supports the consistent performance of quality audits through many ongoing activities including, at least annually, certification by leaders with responsibility for key controls and related processes. Our Assurance Quality Management team performs regular reviews and testing of key controls and processes throughout the system of quality management and identifies and communicates areas for improvement. In addition, our Audit Quality Advisory Council supports our system of quality management by providing guidance and input on audit quality initiatives.

As required by International Standard on Quality Management 1 (ISQM 1) under the International Auditing and Assurance Standards Board (IAASB), BDO has conducted an evaluation of the effectiveness of its system of quality management and concluded, as of July 31, 2023, that, except for certain deficiencies related to the execution of its issuer audits, that system provides the reasonable assurance that our professionals will perform audits and reviews of financial statements or related assurance services engagements in accordance with professional standards, and applicable legal and regulatory requirements. BDO has either implemented or is designing remedial actions to address those deficiencies prior to our next evaluation.



We will continue to provide you with updates on our progress. Currently, you may find discussion of BDO’s system of quality management within our annual [Audit Quality Reports](#), the most recent of which is accessible [here](#).

**[CLICK HERE TO ACCESS IAASB ISQM-1 IN ITS ENTIRETY >](#)**

# GASB Statement No. 99, Omnibus 2022

Effective Dates	Date per Pronouncement
	Effective as Noted Below

- ▶ This Statement address practice issues identified during implementation and application of certain GASB Statements and accounting and financial reporting for financial guarantees.
- ▶ Effective Upon Statement Issuance - April 2022:
  - Extension of the period during which LIBOR is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
  - Accounting of benefits distributed as part of the Supplemental Nutrition Assistance Program (SNAP)
  - Disclosures related to nonmonetary transactions
  - Pledges of future revenues when resources are not received by the pledging government
  - Clarification of provisions of Statement No. 34 related to the focus of the government-wide financial statements
  - Updates to terminology used in Statement No. 53 to refer to resource flow statements and to certain provisions in Statement No. 63
- ▶ Effective for Fiscal Years Beginning After June 15, 2022:
  - Determination of lease term and classification of leases as short-term in accordance with Statement No. 87
  - Clarification related to the determination of Public-Private Partnerships (PPP) term and recognition and measurement of installment payments and the transfer of PPP assets under Statement No. 94
  - Clarification of the provisions of Statement No. 96 related to Subscription Based Information Technology Arrangements (SBITA) term, classification of short-term SBITA, and recognition and measurement of a subscription liability
- ▶ Effective for Fiscal Years Beginning After June 15, 2023:
  - A government extending an exchange or exchange-like financial guarantee should recognize a liability and expense/expenditure related to the guarantee when qualitative factors and historical data indicate that it is more likely than not a government will be required to make a payment related to the guarantee. Statement No. 99 excludes guarantees related to special assessment debt, financial guarantee contracts within the scope of Statement No. 53, or guarantees related to conduit debt obligations.
  - Requirements related to the classification and reporting of derivative instruments within the scope of Statement No. 53 that do not meet the definition of an investment or hedging derivative instrument

# GASB Statement No. 100, *Accounting Changes and Error Corrections* - *an amendment of GASB Statement No. 62*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2023

- ▶ This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes.
- ▶ As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability.
- ▶ This Statement also addresses corrections of errors in previously issued financial statements.
- ▶ This Statement requires that:
  - changes in accounting principles and error corrections be reported retroactively by restating prior periods,
  - changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and
  - changes in accounting estimates be reported prospectively by recognizing the change in the current period.
- ▶ The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement.
- ▶ Statement No. 100 requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.
- ▶ This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.
- ▶ Statement No. 100 also addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

# GASB Statement No. 101, *Compensated Absences*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 12/15/2023

- ▶ This Statement requires that liabilities for compensated absences be recognized for leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means.
- ▶ Requires recognition of a liability for leave that has not been used if:
  - the leave is attributable to services already rendered,
  - the leave accumulates, and
  - the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.
- ▶ Leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.
- ▶ Statement No. 101 requires that a liability for certain types of compensated absences, including parental leave, military leave, and jury duty leave, not be recognized until the leave commences.
- ▶ In addition, this Statement requires that for specific types of compensated absences, a liability not be recognized until the leave is used.
- ▶ This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.
- ▶ With respect to financial statements prepared using the current financial resources measurement focus, Statement No. 101 requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.
- ▶ Statement No. 101 amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

# GASB Statement No. 102, *Certain Risk Disclosures*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2024

- ▶ The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints.
- ▶ Statement No. 102 defines a *concentration* as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources.
- ▶ Statement No. 102 defines a *constraint* as a limitation imposed on a government by an external party or by formal action of the government’s highest level of decision-making authority.
- ▶ Requires a government to assess:
  - whether a concentration or constraint is known to the government prior to the issuance of the financial statements,
  - whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and
  - whether event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.
- ▶ For items meeting the above criteria, required disclosures include descriptions of:
  - the concentration or constraint,
  - each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements, and
  - Actions taken by the government prior to the issuance of the financial statements to mitigate the risk.



*At BDO, our purpose is helping people thrive, every day. Together, we are focused on delivering exceptional and sustainable outcomes — for our people, our clients and our communities. Across the U.S., and in over 160 countries through our global organization, BDO professionals provide assurance, tax and advisory services for a diverse range of clients.*

*BDO is the brand name for the BDO network and for each of the BDO Member Firms. BDO USA, P.C., a Virginia professional corporation, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. [www.bdo.com](http://www.bdo.com)*

*Material discussed in this publication is meant to provide general information and should not be acted on without professional advice tailored to your needs.*

© 2024 BDO USA, P.C. All rights reserved.





# ALASKA FIRE CHIEFS ASSOCIATION

*One Sealaska Plaza, Suite 200, Juneau, Alaska 99801*

---

January 21, 2025

Subject: Request for Support for Much-Needed Fire Station Projects in Alaska

Dear Members of the Alaska State Legislature,

On behalf of the Alaska Fire Chiefs Association, we are reaching out to request your support for crucial fire station projects that are currently in need of attention and funding. Our organization represents all regions of Alaska and is dedicated to ensuring the safety and well-being of Alaskans by supporting and advocating for emergency service professionals across the state.

The state of Alaska faces unique challenges when it comes to emergency response, and it is imperative that our fire stations are adequately equipped and maintained to effectively address these challenges.

Many of our fire stations need essential upgrades and improvements to enhance their capabilities and response times. These projects include, but are not limited to, the following:

1. **Replacement and New Construction:** With many of the aging stations, renovations are just not feasible. These old stations need an entire replacement.
2. **Infrastructure Upgrades:** Aging fire stations require improvements to meet current safety standards and accommodate modern firefighting equipment.
3. **Training Facilities:** Establishing or upgrading training facilities will allow our firefighters to stay current with the latest techniques and technologies in firefighting and emergency response.

We understand the fiscal responsibilities faced by the Alaska State Legislature, however, we believe that investing in these fire station projects is crucial for the safety and security of our communities.

We kindly request your support in securing the necessary funding for these projects to ensure that your fire departments can continue to provide the highest level of service to the residents of Alaska.

Thank you for your time and consideration. We look forward to the opportunity to discuss these projects further and to collaborate on initiatives that will strengthen the fire service capabilities throughout our great state.

Sincerely,

A handwritten signature in blue ink, appearing to read "Forrest Kuiper".

Forrest Kuiper, President  
Alaska Fire Chiefs Association

		<b>NEW FIRE STATION CONSTRUCTION</b>			
<b>Community:</b>	<b>Project Name:</b>	<b>Scope:</b>	<b>Cost:</b>	<b>POC:</b>	<b>Email:</b>
Anchorage, Municipality	Anchorage Fire Department Station 12 Relocation	Relocation & Co-locate AFD-APD Dispatch	\$15.8M	Douglas Schrage	Douglas.Schrage@anchorageak.gov
	Anchorage Fire Department Station 16 New Station	New Fire Station	\$10.8M		
	Anchorage Fire Department Station 11 Relocation	Relocation	\$10.8M		
Chugiak	Station Replacement	New station for current and future needs	\$15M	Scott Fisher	scott.fisher@cvfrd.com
Dillingham, City	Dillingham Fire Department Fire Station replacement	Downtown Station replacement	\$10.6M	Scott Runzo	scott.runzo@dillinghamak.us
Fairbanks North Star Borough	University of Alaska Fairbanks Arctic Emergency Services Facility	Replace Station 11, and house Fire/EMS/Police & CTC programs	\$72M	Forrest Kuiper	fjkuiper@alaska.edu
Fairbanks, City	City of Fairbanks Fire Department Station 2 replacment	Replace Station 2	\$20M	Andrew Coccaro	acoccaro@fairbanks.us
Kenai Peninsula Borough	Central Emergency Services Fire Station Replacement	Additional funds to replace Station #1	\$5.9M	Roy Browning	RBrowning@kpb.us
Girdwood Fire Department	Training Prop Building	Building a training prop building	\$300,000	Michelle Weston	chief@girdwoodfire.com
Homer, City	Homer Fire Department Headquarters Replacement	Headquarters station replacement	\$20M	Mark Kirko	mkirko@ci.homer.ak.us
Kenai, City	Publis Safety Building Replacement	Replacement of Public Safety Building	\$25M	Jay Teague	jteague@kenai.city
Ketchikan, City	Ketchikan Fire Department Station Replacement	Station 2 replacement	\$15M	Rick Hines	rickh@city.ketchikan.ak.us
Matanuska Susitna Borough	Willow Fire Department Replacement Station	Replacement public safety facility in willow	\$5M	Brian Davis	bdavis@matsugov.us
North Pole, City	North Pole Fire Department Replacement Station	Replace headquarters fire station	\$21.5M	Chad Heineken	cheineken@northpolefire.org
Palmer, City	Palmer Public Safety Facility	New Public Safety building	\$46.5M	John Prevost	jprevost@palmerak.org
Saxman, City	Saxman Fire Station Replacement	Fire Station replacement	\$10M	Steve Rydeen	stever@kgbak.us
Seward, City	Fire Station Replacement	Replacement of Fire Station (built in 1963)	\$25M	Clinton Crites	ccrites@cityofseward.net
Sitka, City	Sitka Fire Department Fire Training Facility	Fire Training Facility	TBD	Craig Warren	craig.warren@cityofsitka.org
Unalaska, City	Unalaska Fire Department New Fire Station & Training Facility	New fire station and training facility	\$20M	Ben Knowles	bknowles@ci.unalaska.ak.us
Valdez, City	City of Valdez Fire Department Replacement Station 4	Relocate and Replace Station 4	\$5M	Tracy Raynor	TRaynor@valdezak.gov
		<b>Total</b>	<b>\$354M</b>		
		<b>RENOVATED FIRE STATION PROJECTS</b>			
<b>Community:</b>	<b>Project Name:</b>	<b>Scope:</b>	<b>Cost:</b>	<b>POC:</b>	<b>Email:</b>
Anchorage, Municipality	Anchorage Fire Department Regional Preparatory Training Facility	Training facility for explorer post	\$5M	Douglas Schrage	Douglas.Schrage@anchorage.gov
Kodiak Island Borough	Bayside Fire Department Station Expansion	Expand station and dorms for volunteers	\$1.7M	Scott Ellis	sellis@kodiakak.us
Fairbanks North Star Borough	Chena Goldstream Fire Station(s) renovations	Stations 41 & 42 Expansion/renovations	\$5M	Frank Bracken	frank.bracken@cgfr.com
Kenai Peninsula Borough	Kachemack Emergency Services Renovations	Renovations and additions to St. 1 & 2	\$1.65M	Eric Schultz	ESchultz@kpb.us
	Western Emergency Services Renovations	Expansion and Renovations of Station 3	\$3.75M	Robert Mathis	RMathis@kpb.us
	Bear Creek Fire Renovations	Asphalt paving & Living Quarters	\$1.05M	Richard Brackin	RBrackin@kpb.us
	Cooper Landing Emergency Services Repairs & Maintenance	Building Maintenance and Repairs	\$93,000	Mitchel Dickinson	mitchel_dickinson@live.com
	Moose Pass Volunteer Fire Company Clean Water/Renewable	Clean water and renewable power study	\$60,000	Judy Ingersol	merrittpscooper@gmail.com
Ketchikan Gateway Borough	South Tongass Volunteer Fire Department Renovations	Station addition and foundation repairs.	\$74,000	Steve Rydeen	stever@kgbak.us
		<b>Total</b>	<b>\$16.7M</b>		



# MEMORANDUM

---

## January Employee Anniversaries

**Item Type:** Informational  
**Prepared For:** Mayor Lord and City Council  
**Date:** January 27, 2025  
**From:** Andrea Browning, HR Director  
**Through:** Melissa Jacobsen, City Manager

---

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>Teresa Sundmark</b>	<b>Library</b>	<b>18</b>	<b>Years</b>
<b>Tomasz Sulczynski</b>	<b>IT</b>	<b>17</b>	<b>Years</b>
<b>Andrea Browning</b>	<b>Admin</b>	<b>13</b>	<b>Years</b>
<b>Brody Jones</b>	<b>Public Works</b>	<b>11</b>	<b>Years</b>
<b>Jona Focht</b>	<b>Dispatch</b>	<b>10</b>	<b>Years</b>
<b>Lynda Gilliland</b>	<b>Finance</b>	<b>7</b>	<b>Years</b>
<b>Amy Woodruff</b>	<b>Port</b>	<b>4</b>	<b>Years</b>
<b>Rose Benson</b>	<b>Port</b>	<b>3</b>	<b>Years</b>
<b>Ed Gross</b>	<b>Planning</b>	<b>1</b>	<b>Year</b>
<b>Kaleb Harvey</b>	<b>Police</b>	<b>1</b>	<b>Year</b>

# VISTORS

## AGENDA CALENDAR 2025

<b>Council Meeting Dates</b>	<b>Visitor Scheduled</b>
<i>Monday, January 13</i>	<i>Senator Stevens</i>
<i>Monday, January 27</i>	
<i>Monday, February 10</i>	<i>Patty Relay Pratt Museum – Budget Appropriation Request</i>
<i>Monday, February 24</i>	
<i>Monday, March 10</i>	
<i>Monday, March 24</i>	
<i>Monday, April 14</i>	
<i>Monday, April 28</i>	
<i>Monday, May 12</i>	
<i>Tuesday, May 27</i>	
<i>Monday, June 9</i>	
<i>Monday, June 23</i>	
<i>Monday, July 28</i>	
<i>Monday, August 11</i>	
<i>Monday, August 25</i>	
<i>Monday, September 8</i>	
<i>Monday, October 13</i>	
<i>Monday, November 10</i>	
<i>Monday, November 24</i>	

# WORKSESSION SCHEDULE

## AGENDA CALENDAR 2025

<b>Council Meeting Dates</b>	<b>WORKSESSION/MEETING TOPICS</b>
<b>Monday, January 13</b>	<i>Worksession, HART Fund 3:30 p.m.</i>
<b>Saturday, January 18</b>	<i>Strategic Planning Worksession 9 am – 1pm</i>
<b>Monday, January 20 Off Cycle</b>	<i>Worksession Budget – Department Budget Discussions 4-7pm</i>
<b>Monday, January 27</b>	<i>Special Meeting 3:30 p.m. CM 6 month review</i>
<b>Monday, February 3</b>	<i>Worksession Budget – Department Budget Discussions 4-7pm</i>
<b>Wednesday, February 5 Off Cycle</b>	<del><i>Joint Worksession with Planning Commission and Comp Plan Steering Committee at 5:00 p.m.-6:30</i></del>
<b>Monday, February 10</b>	<i>Worksession – Utility Rate Model Discussion COW – Draft Comp Plan</i>
<b>Tuesday, February 11</b>	<i>Draft Comp Plan Open House Event Islands &amp; Ocean Visitor Center 5:30 – 7:30 pm</i>
<b>Monday, February 24</b>	<i>Worksession – Utility Rate Model Discussion (If Needed)</i>
<b>Monday, March 10</b>	<i>4:00 Kachemak City Worksession</i>
<b>Monday, March 24</b>	<i>Worksession Reserved for Budget Discussion</i>
<b>Monday, April 14</b>	<i>City Manager's Proposed Budget and Utility Rate Model to City Council</i>
	<i>Committee of the Whole – Council to Discuss Budget</i>
	<i>Regular Meeting – Public Hearing on Budget</i>
<b>Monday, April 28</b>	<i>Committee of the Whole – Council Discussion on Budget</i>
	<i>Regular Meeting – Introduction of Budget Ordinance, Fee/Tariff Ordinances</i>
<b>Monday, May 12</b>	<i>Committee of the Whole – Council Budget Discussion</i>
<b>Tuesday, May 27</b>	<i>Committee of the Whole – Council Budget Discussion</i>
	<i>Regular Meeting – Public Hearing</i>
<b>Monday, June 9</b>	<i>Regular Meeting Public Hearing &amp; FY26/FY27 Budget Ordinance Adoption</i>
<b>Monday, June 23</b>	

<b>Monday, July 21</b>	
------------------------	--

<b>Council Meeting Dates</b>	<b>WORKSESSION/MEETING TOPICS</b>
<b>Monday, August 11</b>	
<b>Monday, August 25</b>	
<b>Monday, September 8</b>	
<b>Monday, September 22</b>	
<b>Monday, October 13</b>	
<b>Monday, October 27</b>	
<b>Monday, November 10</b>	
<b>Monday, November 24</b>	



**City of Homer**  
**Financial Reporting Schedule**  
**for Calendar Year 2025**

Dates	Event
1/13/2025	
1/27/2025	Monthly FY25 Year-To-Date (YTD) Report
2/10/2025	FY25 2nd Quarter Report
2/24/2025	Monthly FY25 YTD Report
3/10/2025	
3/24/2025	Monthly FY25 YTD Report
4/14/2025	
4/28/2025	Monthly FY25 YTD Report
5/12/2025	FY25 3rd Quarter Report
5/27/2025	Monthly FY25 YTD Report
6/9/2025	
6/23/2025	Monthly FY25 YTD Report
7/28/2025	Monthly FY25 Year-End Report - Preliminary
8/11/2025	FY25 4th Quarter Report
8/25/2025	Monthly FY25 YTD Report
9/8/2025	
9/22/2025	Monthly FY25 YTD Report
10/13/2025	
10/27/2025	Monthly FY25 YTD Report
11/10/2025	FY25 1st Quarter Report
11/24/2025	Monthly FY25 YTD Report

General Fund  
Expenditure Report  
Actuals through December 2024  
50% Fiscal Year Elapsed

**Current Fiscal Analysis**

	FY25	FY25 YTD	
	ADOPTED	ACTUAL	
	BUDGET	\$	%
<b>Revenues</b>			
Property Taxes	\$ 4,225,672	\$ 5,180,838	123%
Sales and Use Taxes	9,296,032	5,592,604	60%
Permits and Licenses	41,723	19,232	46%
Fines and Forfeitures	8,381	1,806	22%
Intergovernmental	746,338	405,162	54%
Charges for Services	445,762	325,705	73%
Other Revenues	-	81,281	
Airport	202,406	99,242	49%
Operating Transfers	1,568,082	20,710	1%
<b>Total Revenues</b>	<b>\$ 16,534,397</b>	<b>\$ 11,726,580</b>	<b>71%</b>
<b>Expenditures &amp; Transfers</b>			
Administration	\$ 2,201,751	\$ 997,975	45%
Clerks/Council	942,104	366,284	39%
Planning	446,281	183,868	41%
Library	1,126,251	532,417	47%
Finance	948,850	386,136	41%
Fire	1,973,062	909,690	46%
Police	4,416,940	2,313,869	52%
Public Works	3,663,001	1,565,078	43%
Airport	239,580	85,061	36%
City Hall, HERC	190,449	75,644	40%
Non-Departmental	191,000	166,000	87%
Total Operating Expenditures	\$ 16,339,269	\$ 7,582,022	46%
Transfer to Other Funds			
Leave Cash Out	\$ 178,375	\$ -	0%
Other	6,752	-	0%
Total Transfer to Other Funds	\$ 185,128	\$ -	0%
Transfer to CARMA			
General Fund Fleet CARMA	\$ -	\$ -	0%
General Fund CARMA	-	-	0%
Seawall CARMA	10,000	-	0%
Total Transfer to CARMA Funds	\$ 10,000	\$ -	0%
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 16,534,397</b>	<b>\$ 7,582,022</b>	<b>46%</b>
<b>Net Revenues Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 4,144,558</b>	

These numbers are preliminary and are subject change

Water and Sewer Fund  
Expenditure Report  
Actuals through December 2024  
50% Fiscal Year Elapsed

**Current Fiscal Analysis**

	<b>FY25</b>		<b>FY25 YTD</b>	
	<b>ADOPTED</b>		<b>ACTUAL</b>	
	<b>BUDGET</b>		<b>\$</b>	<b>%</b>
<b><u>Revenues</u></b>				
Water Fund	\$ 2,494,551		\$ 1,410,036	57%
Sewer Fund	2,213,812		1,121,332	51%
<b>Total Revenues</b>	<b>\$ 4,708,362</b>		<b>\$ 2,531,367</b>	<b>54%</b>
<b><u>Expenditures &amp; Transfers</u></b>				
<b><u>Water</u></b>				
Administration	\$ 350,977		\$ 191,049	54%
Treatment Plant	726,654		321,550	44%
System Testing	36,000		11,359	32%
Pump Stations	123,793		43,047	35%
Distribution System	393,195		210,438	54%
Reservoir	19,191		6,042	31%
Meters	288,507		28,510	10%
Hydrants	214,868		87,926	41%
<b><u>Sewer</u></b>				
Administration	\$ 348,160		\$ 187,290	54%
Plant Operations	938,779		344,503	37%
System Testing	18,000		9,044	50%
Lift Stations	230,206		96,074	42%
Collection System	378,085		176,407	47%
<b>Total Operating Expenditures</b>	<b>\$ 4,066,415</b>		<b>\$ 1,713,240</b>	<b>42%</b>
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 12,216		\$ -	0%
GF Admin Fees	-		-	0%
Other	15,597		-	0%
<b>Total Transfer to Other Funds</b>	<b>\$ 27,813</b>		<b>\$ -</b>	<b>0%</b>
<b>Transfers to CARMA</b>				
Water	\$ 325,376		\$ -	0%
Sewer	288,758		-	0%
<b>Total Transfer to CARMA Funds</b>	<b>\$ 614,134</b>		<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 4,708,362</b>		<b>\$ 1,713,240</b>	<b>36%</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>		<b>\$ 818,127</b>	

Port and Harbor Fund  
Expenditure Report  
Actuals through December 2024  
50% Fiscal Year Elapsed

**Current Fiscal Analysis**

	<b>FY25</b>	<b>FY25 YTD</b>	
	<b>ADOPTED BUDGET</b>	<b>ACTUAL</b>	
		<b>\$</b>	<b>%</b>
<b><u>Revenues</u></b>			
Administration	\$ 640,736	\$ 396,179	62%
Harbor	4,045,337	3,231,565	80%
Pioneer Dock	302,106	173,958	58%
Fish Dock	578,477	430,093	74%
Deep Water Dock	188,651	128,682	68%
Outfall Line	4,800	-	0%
Fish Grinder	7,390	6,460	87%
Load and Launch Ramp	130,000	57,814	44%
<b>Total Revenues</b>	<b>\$ 5,897,497</b>	<b>\$ 4,424,750</b>	<b>75%</b>
<b><u>Expenditures &amp; Transfers</u></b>			
Administration	\$ 1,227,954	\$ 677,937	55%
Harbor	1,658,848	709,706	43%
Pioneer Dock	89,120	44,665	50%
Fish Dock	817,052	336,034	41%
Deep Water Dock	107,656	68,960	64%
Outfall Line	13,500	3,140	23%
Fish Grinder	45,150	13,881	31%
Harbor Maintenance	558,501	265,829	48%
Main Dock Maintenance	54,546	22,386	41%
Deep Water Dock Maintenance	65,046	24,930	38%
Load and Launch Ramp	141,549	67,716	48%
<b>Total Operating Expenditures</b>	<b>\$ 4,778,920</b>	<b>\$ 2,235,183</b>	<b>47%</b>
<b>Transfer to Other Funds</b>			
Leave Cash Out	\$ 49,513	\$ -	0%
GF Admin Fees	-	-	0%
Debt Service	0	-	0%
Other	380,573	-	0%
<b>Total Transfer to Other Funds</b>	<b>\$ 430,086</b>	<b>\$ -</b>	<b>0%</b>
<b>Transfers to Reserves</b>			
Harbor	\$ 688,491	\$ -	0%
Load and Launch Ramp	-	-	0%
<b>Total Transfer to Reserves</b>	<b>\$ 688,491</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 5,897,496</b>	<b>\$ 2,235,183</b>	<b>38%</b>
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 2,189,567</b>	



# City of Homer

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

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-8121 x2222

(f) 907-235-3148

## Memorandum

TO: Mayor Lord and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: February 5, 2025  
SUBJECT: City Manager's Report for February 10, 2025 Council Meeting

---

### City Property on Main Street

I've received an inquiry about the City's interest in selling the property the City owns at 3713 Main Street. To share a little history, this property was designated as land for sale in the Land Allocation Plan and listed for sale with our contracted realtor in 2016. Due to lack of interest it was taken off the market in 2018. In 2019 a local business owner made an attempt at purchasing the property and Ordinances 19-25 and 19-59 to move forward with the land sale failed. When Council adopted the 2020 Land Allocation Plan, this property was re-designated from land for sale to City Facility and other lands. There has been some conversation about uses for this lot, including a parking area but no definitive use has been determined. Homer City Code 18.12 provides direction for the disposal of real property and if Council has interest in selling this property, a proposal can be initiated by ordinance.



### Continued Efforts on Homer Spit protection

City Staff met with AKDOT Deputy Commissioner Keith and had a productive hour of conversation. We are particularly encouraged to learn that PROTECT formula funds are included in the upcoming STIP amendment, and we look forward to working with the State through the planning process to maximize benefits for protecting the Spit Road, vulnerable areas of road right-of-way and the long-term future of the Homer Spit. As a result of this meeting Resolution 25-012 was drafted to formalize the City's support for the State's application for to the PROTECT Grant Program Planning Grant for the Homer Spit Transportation Resiliency Project. In addition to this meeting Special Projects and Communications Coordinator Jenny Carroll has been reaching out for letters of support from our State delegation and other partners for this grant application and for a Congressional Directed Spending (CDS) request for the Homer Spit Revetment General Investigation, a project currently listed in the Alaska District's Work Plan.

### **Joint Worksession with Kachemak City Council**

At our January 13<sup>th</sup> Homer City Council meeting Council suggested holding a joint worksession with the Kachemak City Council, and I reached out to Mayor Fry and their City Clerk with an invitation. The Kachemak City Clerk let me know they'll confirm after their February 12<sup>th</sup> Council meeting.

### **Join the City of Homer to discuss the draft Comprehensive Plan**

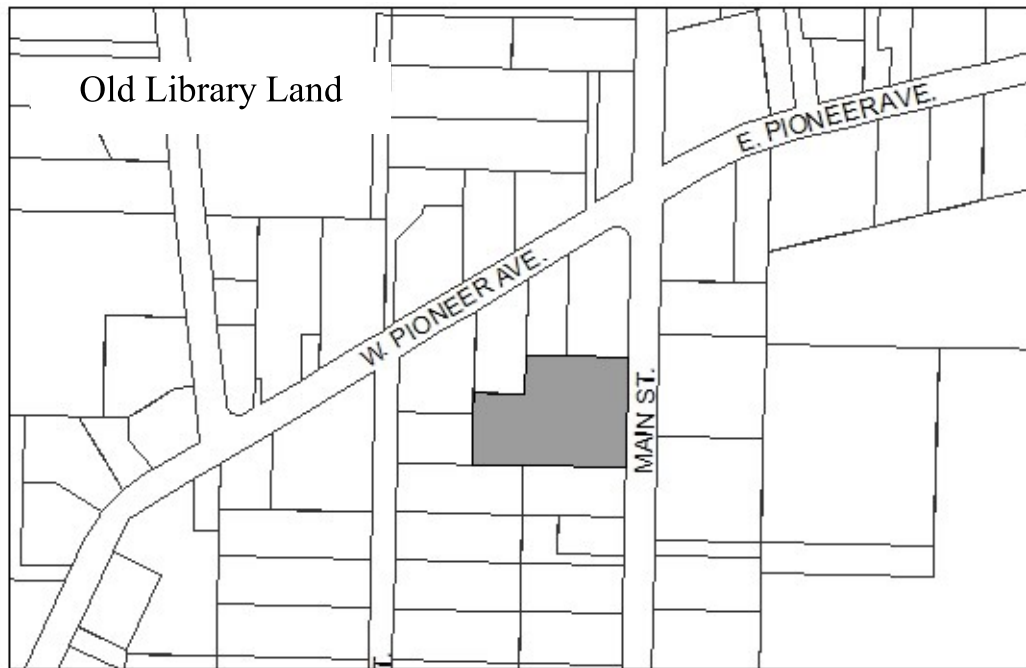
Come check out and be a part of Comprehensive Plan to explore how Homer could change over the next twenty years. Review the draft plan, add your input, and be a part of the conversation at the Open House on Tuesday, February 11 from 5:30 – 7:30 pm at Islands and Oceans, 95 Sterling Highway #1, Homer, AK. Learn more at [www.homercompplanupdate.com](http://www.homercompplanupdate.com)

### **City Manager Meetings and Events:**

- January 27 thru February 7 - Departmental Budget meetings
- January 29 – KPB Tourism Industry Working Group meeting
- January 31 – Planning meeting with staff and Lobbyists for upcoming Juneau AML Winter Conference trip
- February 3 – Meeting with City Staff and AKDOT Deputy Commissioner Keith
- February 4 – Homer Chamber of Commerce Annual Meeting
- February 5 – AML Public Surplus Program presentation; KPEDD Executive Director Cassidi Cameron
- Ongoing weekly meetings with Departments, Mayor, and Councilmembers

### **Attachments:**

- Land Allocation Plan Old Library Land page



**Designated Use:** City Facility and Other Lands (Resolution 20-019)

**Acquisition History:** Deed: Jewel July 1982 (back lot portion) Deed: Watson 1978 (library/Pioneer area)

**Area:** 1.31 acres

**Parcel Number:** 17514416

**2019 Assessed Value:** \$69,400

**Legal Description:** T 6S R 13W SEC 19 SEWARD MERIDIAN HM 2008016 HOMER PUBLIC LIBRARY NO 2 LOT 2

**Zoning:** Central Business District

**Wetlands:** Drainage and wetlands may be present

**Infrastructure:** Paved road, water, sewer, natural gas

**Notes:** This land was part of the former library site. The library building was subdivided onto its own lot, and sold.

The land has a nice bay view, but would require stumping. Driveway access off of Main Street is very steep. It is likely significant dirt work would be needed to make this lot viable for commercial or multifamily development.

**Finance Dept. Code:**