



Agenda

City Council Regular Meeting

Monday, October 09, 2023 at 6:00 PM

Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

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

Zoom Webinar ID: 205 093 973 Password: 610853

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

RECONSIDERATION

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

- [a.](#) Homer City Council Unapproved Regular Meeting Minutes of September 25, 2023. City Clerk. Recommend adoption.
- [b.](#) Memorandum CC-23-228, from City Clerk Re: Authorizing travel for the Mayor and up to Six Council Members to attend the Alaska Municipal League Annual Conference in Anchorage, Alaska, December 4 - 8, 2023. Recommend approval.
- [c.](#) Memorandum CC-23-229, from City Clerk Re: Expressing Non-Objection to the Renewal of the Standard Marijuana License Renewal for Alaska Loven It, LLC dba Wildflower Farms. Recommend approval.
- [d.](#) Ordinance 23-52, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Appropriating an Additional \$7,000 from the Port Fleet Reserves Fund to Purchase a Plow Truck. City Manager/Port Director. Recommend dates Introduction October 9, 2023, Public Hearing and Second Reading October 23, 2023.

Memorandum CC-23-230 from Port Director as backup.

- [e.](#) Resolution 23-103, A Resolution of the City Council of Homer, Alaska Approving a Sole Source Contract with Fritz Creek Welding in the amount of up to \$18,000 to Fabricate Custom Metal

Parts for the Beluga Slough Green Infrastructure Project, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend adoption.

Memorandum 23-231 from Public Works Director as backup.

- f. Resolution 23-104, A Resolution of the City Council of Homer, Alaska Approving a Sole Source Contract with Jay Rand in the amount of \$85,000 to Fabricate a Custom Concrete Vault for the Beluga Slough Green Infrastructure Project and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend adoption.

Memorandum 23-232 from Public Works Director as backup.

- g. Resolution 23-105, A Resolution of the City Council of Homer, Alaska Authorizing a Change Order to Coble Geophysical Services, LLC in the Amount of \$23,000 to Continue Work on the Beluga Slough Green Infrastructure Project and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend adoption.

Memorandum 23-233 from Public Works Director as backup.

- h. Resolution 23-106, A Resolution of the City Council of Homer, Alaska Accepting the Donation from Homer Drawdown of Wind Chimes for Trails Enhancement and as a Display of Appreciation for the Volunteers who have Worked to Improve the Experience and Condition of Homer's Local Trails. City Clerk/PARCAC. Recommend adoption.

Memorandum 23-234 from PARCAC as backup.

- i. Resolution 23-107, A Resolution of the City Council of Homer, Alaska Approving a One Year Subscription in the Amount of \$15,500 to Environmental Systems Research Institute, Inc. for GIS Software and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manger/Public Works Director. Recommend adoption.

Memorandum 23-235 from Public Works Director as backup.

- j. Resolution 23-108, A Resolution of the City Council of Homer, Alaska Confirming the Assessment Roll, Establishing Dates for Payment of Special Assessments and Establishing Delinquency, Penalty, and Interest Provisions for the Tasmania Court Water and Sewer Special Assessment Districts. City Clerk. Recommend adoption.

- k. Resolution 23-109, A Resolution of the City Council of Homer, Alaska Amending the 2023 City Council Meeting Schedule for November and December by adding a Regular Meeting on November 13th and deleting the meeting on December 11th. City Manager. Recommend adoption.

VISITORS

- [a.](#) MAPP Community Health Assessment - Hannah Gustafson & Derotha Ferraro (15 minutes)
- [b.](#) Walking Action Plan - Pat Case (10 minutes)

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

- a. Worksession Report
- b. Committee of the Whole Report
- c. Mayor's Report
- d. Borough Report
- e. Planning Commission
- f. Port and Harbor Advisory Commission
- g. Americans with Disabilities Act Compliance Committee

PUBLIC HEARING(S)

- [a.](#) Ordinance 23-49, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 2, Chapters 2.32 Departments and Boards, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters, 2.46 Department of Information Technology and 2.57 Department of Community Development. City Manager. Introduction August 14, 2023, Public Hearing and Second Reading October 9, 2023.

Memorandum CC-23-177 from City Manager as backup.
Memorandum CC-23-226 from Library Advisory Board.

- [b.](#) Ordinance 23-51, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Accepting and Appropriating a State of Alaska Public Library Assistance Grant for FY24 in the Amount of \$7,000 for Books and Library Materials. City Manager/Library Director. Introduction September 25, 2023 and Public Hearing & Second Reading October 9, 2023.

Memorandum CC-23-218 from Library Director as backup.

ORDINANCE(S)

CITY MANAGER'S REPORT

- [a.](#) City Manager's Report

PENDING BUSINESS

NEW BUSINESS

RESOLUTIONS

- a. Resolution 23-110, A Resolution of the City Council of Homer, Alaska Certifying the Results of the City of Homer Regular Election held October 3, 2023 to Elect Two City Council Members for Three Year Terms each. City Clerk/Canvass Board.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY ATTORNEY

COMMENTS OF THE CITY CLERK

COMMENTS OF THE CITY MANAGER

COMMENTS OF THE MAYOR

COMMENTS OF THE CITY COUNCIL

ADJOURNMENT

Next Regular Meeting is Monday, October 23, 2023 at 6:00 p.m., Work Session at 4:00 p.m. and Committee of the Whole at 5:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 23-19 a Regular Meeting of the City Council of Homer, Alaska was called to order on September 25, 2023 by Mayor Ken Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

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

EXCUSED: COUNCIL MEMBER ADERHOLD (excused)

STAFF: CITY MANAGER DUMOUCHEL
CITY CLERK JACOBSEN
FINANCE DIRECTOR WALTON
PUBLIC WORKS DIRECTOR KEISER
CHIEF TECHNOLOGY OFFICER JIRSA
CITY ATTORNEY GATTI

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

Mayor Castner announced the supplemental materials- **PUBLIC HEARINGS: Tasmania Water and Sewer Special Assessment District Final Assessment Roll** - Written public comment, **Ordinance 23-21(S)(A)**, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Section 22.10.050 to Specify that Preliminary Plats Approved by the City Shall Include all Development Commitments Made to the City. Davis/Erickson. Memorandum CC-23-227 from City Planner as backup, and **Ordinance 23-50**, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Operating Budget by Appropriating \$10,000 from the General Fund Unassigned Fund Balance to Fund Part of the Homer Small Business Advisor Position for the Alaska Small Business Development Center. Venuti/Erickson. Memorandum CC-23-226 from Economic Development Advisory Commission as backup and written public comment.

Mayor Castner requested non-objection to the removal of Resolution 23-101 from the agenda, noting resolve of the matter with staff. No objection was expressed.

LORD/VENUTI MOVED TO AMEND THE AGENDA TO INCLUDE A REPORT FROM THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION UNDER ANNOUNCEMENTS REPORTS AND PRESENTATIONS.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

LORD/VENUTI MOVED TO APPROVE THE AGENDA.

There was no discussion.

NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

Kachemak City Mayor Connie Isenhour commented in support of Resolution 23-098 authorizing a memorandum of agreement for limited road maintenance and continued partnership with the City of Homer.

RECONSIDERATION

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

- a. Homer City Council Unapproved Regular Meeting Minutes of September 11, 2023. City Clerk. Recommend adoption.
- b. Ordinance 23-51, An Ordinance of the City Council of Homer, Alaska, Amending the FY24 Capital Budget by Accepting and Appropriating a State of Alaska Public Library Assistance Grant for FY24 in the Amount of \$7,000 for Books and Library Materials. City Manager/Library Director. Introduction September 25, 2023 and Public Hearing & Second Reading October 9, 2023.

Memorandum CC-23-218 from Library Director as backup.

- c. Resolution 23-096, A Resolution of the City Council of Homer, Alaska Approving and Economic Development and Tourism Marketing Agreement between the City of Homer and the Homer Chamber of Commerce. City Manager. Recommend Approval.

Memorandum CC-23-219 from Economic Development Manager as backup.

- d. Resolution 23-097, A Resolution of the City Council of Homer, Alaska Approving a Sole Source Contract in the Amount of \$42,500 to Arno Construction to Install Water and Sewer Service Lines for Restrooms at Jack Gist Park and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend approval.

Memorandum CC-23-220 from Public Works Director as backup.

- e. Resolution 23-098, A Resolution of the City Council of Homer, Alaska Approving Extension of the Memorandum of Understanding between the City of Homer and Kachemak City Regarding Road Maintenance on Stellars Jay Drive and Golden Plover Avenue, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend approval.

Memorandum CC-23-221 from Public Works Director as backup.

- f. Resolution 23-099, A Resolution of the City Council of Homer, Alaska Approving a Term Contract with ChemTrack Alaska, Inc. and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend approval.

Memorandum CC-23-222 from Public Works Director as backup.

- g. Resolution 23-102, A Resolution of the City Council of Homer, Alaska Authorizing Reimbursement in the Amount of \$110,000 to Beachy Construction for the Construction of a Shoulder Extension on West Fairview Avenue for Use by Non-Motorized Transportation and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director. Recommend approval.

Memorandum CC-23-224 from Public Works Director as backup.

City Clerk Jacobsen read the consent agenda and recommendations.

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

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS

- a. Lobbyist Report - Christine Hess and Reggie Joule (10 minutes)

Christine Hess, lobbyist for the City, reviewed the report provided by J&H Consulting that was included in the packet. She addressed changes in staffing in the Office of Management and Budget and the possibility of additional across the board budget cuts by the Governor, timing to override vetoes, education will likely be a key issue again, and oil revenues trending above projections. Ms. Hess highlighted her and Reggie Joule's ongoing work between sessions, and upcoming work in preparing for the next legislative session.

- b. Transportation Plan Update - Jan Keiser, Public Works Director

Public Works Director Keiser reported on the upcoming Transportation Plan public meeting hosted by Homer Drawdown and summarized the differences in the new plan, with more focus on non-motorized transportation and safety for all types of transportation. There are four goals with multiple objectives, and a variety of policy issues and more detailed action items, to ensure the goals are accomplished.

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

a. Worksession Report

City Manager Dumouchel reported that he presented and responded to Council regarding Ordinance 23-49 that creates Departments of Library, Economic Development, and Information Technology.

b. Committee of the Whole Report

Council Member Lord reported Council discussed Resolution 23-099 authorizing a term contract with ChemTech, Ordinance 23-21(S)(A) and platting processes, and Resolution 23-101 regarding insurance for vessels in the harbor and delaying enforcement to allow for more discussion on implementation. They also heard public comment regarding concerns about clean-up of a property on Mattox.

c. Mayor's Report

Mayor Castner reported on his attendance at the Port & Harbor Advisory Commission work session where policy matters and moorage agreements were discussed. He attended a dinner with the Borough Assembly when they were in Homer for their meetings, he welcomed the Prince William Sound Regional Citizens Advisory Council to town for their annual meeting, and attended the Homer Harbor Expansion public meeting. At the Borough dinner he thanked Assembly Member Chesley for his service on the Assembly.

d. Borough Report

Mayor Castner read comments provided by Assembly Member Chesley thanking the City for hosting the Borough for their meetings on the 19, and appreciation of the reports from Port Director Hawkins and Public Works Director Keiser.

e. Library Advisory Board

Library Advisory Board Member Red Asslin-Martin reported at their last meeting the Board discussed the Story Walk Upgrade bids that are in process and delayed until next year, reviewed practical details of replacing the library siding, and celebrated the successful fall book and plant sale. She also noted the Boards support for Ordinance 23-49 creating a library department and recent library events.

f. Parks Art Recreation and Culture Advisory Commission

Parks Art Recreation & Culture Advisory Commission Chair David Lewis reported at their last meeting they welcomed Daisy Walker as their new Student Representative, considered a donation from Homer Drawdown for wind chimes on local trails, and scheduled their fall park walk-through and clean up.

g. Economic Development Advisory Commission Report

Economic Development Advisory Commissioner Mel Kim reported at their last meeting the Commission approved their mission statement, voted to recommend funding the Homer Advisor Position for the AK Small Business Development Center, and worked on developing their 2024 strategic plan.

PUBLIC HEARING(S)

a. Tasmania Water and Sewer Special Assessment District Final Assessment Roll

Memorandum CC-23-210 & 211 from Public Works Director as backup.
Memorandum CC-23-212 from City Clerk as backup.
Memorandum CC-23-225 from Deputy City Clerk as backup.

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

Council Members and staff acknowledged letter from Erica Marley and discussed deferrals, noting hardship deferrals are the only type allowed by code. General comments were in opposition to creating deferred assessments outside of what's permitted in code.

Public Works Director Keiser shared information regarding the Evans vacation of a lot line in the district.

Mayor Castner noted that no action was required and a resolution to confirm the final assessment roll for the districts will come before them at their next meeting.

b. Ordinance 23-21(S)(A), An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Section 22.10.050 to Specify that Preliminary Plats Approved by the City Shall Include all Development Commitments Made to the City. Davis/Erickson. Introduction April 10, 2023 and Refer to Planning Commission, Public Hearing August 28, 2023, Public Hearing and Second Reading September 25, 2023.

Memorandum CC-23-217 from City Planner as backup.

Mayor Castner opened the public hearing.

Ginny Espenshade, city resident, commented regarding a past experience being involved in trying to put parameters on a new subdivision above the high school. It was a frustrating experience where

neighbors spent hours at Planning Commission meetings. She supports another layer of public hearing, however they can get there.

Pat Case, city resident, concurred with Ms. Espenshade and noted Committee of the Whole discussion regarding redundancy and he feels there's nothing wrong with it. It helps ensure we don't miss something.

There were no further comments and the hearing was closed.

Mayor Castner reminded Council there is a motion on the floor from June 26 to adopt Ordinance 23-21(S)(A) by reading of title only for second and final reading and opened the floor for discussion.

Council Member Davis thanked the Planning Commission for their work on the ordinance. He clarified that the ordinance doesn't ask for new commitments that aren't in code for subdivisions, this ordinance only says that any commitments made by the developers would be captured in a subdivision agreement and included on the preliminary plat. He understands the timing could be problematic, but the preliminary plat is the only time for a public hearing. After talking with Planning staff, it might be better to have a second public hearing. He suggested further postponement after hearing Council's discussion.

City Planner Foster noted there isn't a public hearing for preliminary plats, there is plat consideration which is noticed to neighboring property owners, and property owners are given the opportunity to speak. The Kenai Peninsula Borough conducts a public hearing in their process of final consideration, and a second plat consideration could be scheduled at the City level. He reviewed the recommendations from the Commission included in Memorandum CC-23-227, noting recommendation 1 and 2 are recommended code changes to meet the intent of Ordinance 23-21(S)(A). Recommendations 3 and 4 relate to staff and commission process and procedures to ensure all the steps are accomplished to ensure subdivision agreements are being addressed properly.

There was brief discussion about public hearings and standing, and that a broader discussion may be necessary to address on the topic.

Council Member Erickson doesn't oppose postponing to address a second public comment time but feels it irrelevant to the goal of the ordinance which is to ensure the commitments made by the developer for a project are documented in the preliminary plat.

Council Member Davis noted the intent that Planning and Public Works will be able to review this and provide edits to make it consistent with their practices and procedures, and consider an additional opportunity for public input.

DAVIS/ERICKSON MOVED TO POSTPONE TO THE 2ND MEETING IN OCTOBER.

There was no discussion on the motion to postpone.

VOTE (postponement): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- c. Ordinance 23-50, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Operating Budget by Appropriating \$10,000 from the General Fund Unassigned Fund Balance to Fund Part of the Homer Small Business Advisor Position for the Alaska Small Business Development Center. Venuti/Erickson. Introduction September 11, 2023 Public Hearing and Second Reading September 25, 2023.

Memorandum CC-23-206 from Economic Development Manager as backup.

Mayor Castner opened the public hearing.

Robert Green, Business Advisor with the Alaska Small Business Development Center SBDC, commented in support of Ordinance 23-50 for partial funding of the Homer Business Advisor position and provided statistics of the SBDC in his time in as the advisor.

Suvy Baily commented in support of Ordinance 23-50 and shared her positive experience in working the Homer Business Advisor.

Heath Smith, city resident, commented in support of Ordinance 23-50 and how the Homer Business Advisor provides needed resources for entrepreneurs.

Scott McEwen commented in support of Ordinance 23-50. He explained how the guidance of the Homer Advisor helped is small business succeed.

Cliff Cochran, Alaska SBDC Kenai Peninsula Center Director, commented in support of Ordinance 23-50. He addressed the significance of the SBDC services to the small businesses on the Kenai Peninsula and the reduction in service to the small businesses in Homer if the position isn't funded.

LORD/VENUTI MOVED TO ADOPT ORDINANCE 23-50 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There were brief comments by Council Members in support of the ordinance. Mayor Castner noted the recent budget process and expressed the need to find a way to take care of this in that process.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

ORDINANCE(S)

CITY MANAGER'S REPORT

a. City Manager's Report

City Manager Dumouchel noted his report in the packet and highlighted the upcoming Transportation Plan public meeting, the finance work session to start reviewing the many funds that make up the City, and that the Comp Plan and Zoning Code contract should be before Council at the next meeting. In response to public comment at Committee of the Whole regarding the property at the corner of Mattox he explained the City has received complaints and made contact with the property owner. Clean-up was expected to start September 18th, so staff will reconnect with them to get it moving or initiate code enforcement action outlined in the nuisance section of Title 5.

PENDING BUSINESS

NEW BUSINESS

- a. Memorandum CC-23-214 from Deputy City Clerk re: Confirmation of Election Judges for the October 3, 2023 City of Homer Regular Election.

LORD/VENUTI MOVED TO APPROVE MEMORANDUM CC-23-214 BY READING OF TITLE ONLY.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- b. Memorandum CC-23-215 from Deputy City Clerk re: Marijuana Cultivation License Renewal for Alaska Loven It, LLC dba Wildflower Farms.

LORD/VENUTI MOVED TO POSTPONE MEMORANDUM CC-23-215 TO THE OCTOBER 9TH REGULAR MEETING.

City Clerk Jacobsen shared her recommendation to wait and hear from the Borough on this matter, given there are notices of unpaid excise tax to the State as noted in their application.

Police Chief Robl commented about his memo that recommends the license be suspended until they come into compliance for failure to pay their marijuana excise tax liability.

There were Council Member comments in support of postponing.

VOTE (postponement): YES: VENUTI, ERICKSON, LORD, DAVIS, HANSEN

Motion carried.

- c. Memorandum CC-23-216 from Councilmembers Lord and Erickson and Mayor Castner re: Strategic Planning Session Priorities: Financial Plan

LORD/ERICKSON MOVED TO APPROVE MEMORANDUM CC-23-216.

Council Members Lord and Erickson addressed the purpose of the memorandum as a starting place to delve into what's needed to start drafting a resolution that provides specific direction to staff that's useful and bounded, and to understand what we want as a Council, to assist members in making sound financial decisions on behalf of the community. They worked to compile some of their ideas, with the hopes of discussion to help form a resolution with more specific direction. They addressed a communication outreach piece that would be an additional ask, as well as a reserve policy for the general fund and enterprise.

Mayor Castner commented regarding reporting components that included balance sheets, dashboards, and budget to actuals reporting. It's information that's easy to understand and it's what he's used to seeing when working with non-profit organizations. He emphasized the need for regular reporting.

There was additional discussion with City Manager Dumouchel responding regarding the finance supplement sheets provided with ordinances allocating funding, recognizing improvement can be made on reporting to Council, and welcoming direct direction from Council. Council regularly talks about a fiscal plan, and the code calls the budget the fiscal plan so in his mind they are asking for extra layers. He also noted upcoming policy discussion where Council can look at the various funds and how to address them.

Council Member Lord acknowledged various comments in their discussion about continuing to exemplify the need for good cross-organizational communicational between Council and Administration and figure out ways to improve that. Her intent is to come back with a resolution that spells out Council's expectations of administration and themselves.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

RESOLUTIONS

- a. Resolution 23-100, A Resolution of the City Council of Homer, Alaska, Awarding the General Counsel Legal Services Contract For A Three Year Term to the Firm of Jermain, Dunnagan & Owens, P.C. of Anchorage, Alaska, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. Mayor.

LORD/VENUTI MOVED TO ADOPT RESOLUTION 23-100 BY READING OF TITLE ONLY.

Mayor Castner briefly review steps he took in speaking with staff members as to their satisfaction with JDO. He noted he was late in getting notice about the contract and asked that it be tickled for more timely notice going forward.

Council Member Lord added that she'd like to have opportunity for conversation and feedback with the City Attorney in a systematic way, so there's an opportunity remedy complaints or concerns throughout the term of the contract.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- b. Resolution 23-101, A Resolution of the City Council of Homer, Alaska Repealing Section 13 of the Reserved Stall Vessel Moorage Agreement and Section 10 of the Transient Vessel Moorage Agreement and Providing for an Immediate Effective Date. Mayor.

Memorandum CC-23-223 from Mayor as backup.

Resolution 23-101 was pulled at agenda approval.

COMMENTS OF THE AUDIENCE

Karin Marks, city resident and Economic Development Advisory Commission Chair thanked Council for adopting Ordinance 23-50 and thanked those who provided comments regarding the ordinance. She gave an overview of what the Homer Business Advisor position does. She also looks forward to the resolution that will come from their discussion on Memo CC-23-216.

Pat Case, city resident, commented he's looking forward to speaking at the Transportation Plan meeting tomorrow. He supports removing the Fairview extension from the plan because of safety concerns, and shared concerns about budgeting for the Ben Walters sidewalk being put off for other work.

Ginny Espenshade, city resident, commented about earlier comments regarding walls between communication and collaboration. She was struck by different parts of the meeting where there seemed to be organizational walls. As a community member, when we're told to dream big, and then told we can't afford it without backing documentation, she wonders how do we answer that and how does Council do their job in the fiscal dark? There are ways to have information available with options to go deeper, or take the basic information.

Heath Smith, city resident, commented that Council should be championing all policy within the City. He acknowledged the Mayors concern about appropriating outside the budget, but they may find other was to do that, like other non-profits through the Homer Foundation. He shared his frustration with the audit process.

COMMENTS OF THE CITY ATTORNEY

City Attorney Gatti had no comments.

COMMENTS OF THE CITY CLERK

City Clerk Jacobsen commented regarding the absentee and Election Day voting schedule.

COMMENTS OF THE CITY MANAGER

City Manager Dumouchel had no comments.

COMMENTS OF THE MAYOR

Mayor Castner highlighted actions coming up including reauthorization of the Homer Accelerated Roads and Trails fund, authorization to use the 30 basis points for a recreation building, and forming 16 storm water districts, all items that will need to be addressed for the 2024 ballot.

COMMENTS OF THE CITY COUNCIL

Council Member Lord wished everyone happy autumn and shared that Saturday is the last Farmer’s Market. She thanked everyone who participated this evening and reminded all to vote.

Council Member Venuti looks forward to working with City Manager on the reports Council has requested. She thanked the Board and Commission Chairs who attended the work session today, and she missed Council Member Aderhold tonight. She reminded all to vote on October 3rd and noted upcoming candidate forums.

Council Member Davis had no comments.

Council Member Erickson shared her appreciation for City staff, it’s not an easy job on all levels. It’s Council’s job to ask the hard questions because they have the job of sifting through all the issues, and it’s a weight they have to carry to ensure the City runs properly. She shared about moose that have been in her yard recently.

Council Member Hansen shared here appreciation for citizens who commented and for her fellow Council Members.

ADJOURN

There being no further business to come before the Council Mayor Castner adjourned the meeting at 8:20 p.m. The next Regular Meeting is Monday, October 9, 2023 at 6:00 p.m., Work Session at 4:00 p.m. and Committee of the Whole at 5:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Melissa Jacobsen, MMC, City Clerk

Approved: _____



MEMORANDUM

Authorizing travel for the Mayor and up to Six Council Members to attend the Alaska Municipal League Annual Conference in Anchorage, Alaska, December 4 – 8, 2023.

Item Type: Action Memorandum
Prepared For: City Council
Date: October 4, 2023
From: Melissa Jacobsen, MMC, City Clerk

The Alaska Municipal League (AML) 73rd Annual Local Government Conference is scheduled in Anchorage, Alaska, December 4 – 8, 2023, in Anchorage, Alaska.

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

Meetings include Newly Elected Officials (NEO), Alaska Conference of Mayors, board committees and meeting with Legislators.

Cost estimates for travel include round trip airfare from Homer to Anchorage at \$340 per person or mileage at \$0.655 per mile, and room rates at \$149-\$169 plus tax per night. Per diem is \$58 per day, for three meals. Conference registration for NEO only is virtual at no cost or \$125 in person. Conference registration is \$350, and Alaska Conference of Mayors is \$125.

There is \$18,200 for Travel/Training in Council's budget.

RECOMMENDATION:

Approve travel for Mayor and Council Members to attend the AML Annual Conference in Anchorage Alaska.

Alaska Municipal League 73rd Annual Local Government Conference
DRAFT Agenda

Wednesday, November 29 - VIRTUAL

- 9:00am Newly Elected Officials Training via Zoom
- **Budgets and Government Accounting**
 - **Lobbying Effectively**
- Noon Break for lunch
- 1:00pm Newly Elected Officials Training via Zoom
- **Ethics and Conflict of Interest**
 - **Introduction to Title 29 or Title 29 for Experts**
- 4:30pm Adjourn

Monday, December 4

Affiliate Sessions

- AMMA – Managers Tikahtnu C
- AAMC – Clerks Kahtnu 1 & 2
- AMAA – Attorneys Tikahtnu E/F
- AAAO – Assessors Tikahtnu D

Newly Elected Officials

Tikahtnu B

- 8:30am Welcome and Introductions
- 9:00am **Reviewing the Fundamentals of Elected Office**
- **Open Meetings Act**
 - **Quasi-Judicial Role and Ex-Parte Contact**
- Noon Lunch
- 1:00pm **Reviewing the Fundamentals of Elected Office**
- **Roles and Responsibilities of Municipal Officials**
 - **Parliamentary Procedure**
- 3:00pm **Q&A and Discussion**
- 4:30pm Adjourn
- 5:30pm **ACoM – President’s Legislative Reception**
- First-time Attendees, Newly Elected Officials, Mayors + Legislators

Tikahtnu B

Tuesday, December 5

Affiliate Sessions

- AMMA – Managers Ballroom C
- AAMC – Clerks Kahtnu 1 & 2
- AMAA – Attorneys Ballroom E/F
- AAAO – Assessors Ballroom D
- ARSSTC Annual Meeting K'enakatnu 6

Alaska Conference of Mayors

- 8:00am Breakfast Ballroom B
- 9:00am **33rd Legislature**
- 10:30am **Infrastructure**
- Noon Lunch
- 1:00pm **Session**
- 2:00pm **State Fiscal Analysis and Policy Discussion**
- 3:00pm **ACoM Annual Business Meeting**
ACoM President - Mayor **Glenda Ledford**, City of Wasilla
- Guidelines
 - Potential Policy Statements
 - Election of Officers
- 4:30pm Adjourn
- 5:00pm **Alaska Municipal Health Trust Annual Meeting** K'enakatnu 6
Attended by current plan participants for annual business meeting of Trustees; open to everyone. Light appetizers provided.
- 6:00pm **Alaska Municipal Clerks - Annual Banquet** Ballroom A

Wednesday, December 6

- 7:00 am Registration open
- 8:00 am **Breakfast**
- 9:00 am **Opening Session**
- **Welcome**
 - Land Acknowledgement
 - Pledge of Allegiance
 - **Members of the Congressional Delegation**
 - **Sen. Lisa Murkowski**, U.S. Senate (*invited*)
 - **Sen. Dan Sullivan**, U.S. Senate (*invited*)
 - **Rep. Mary Peltola**, U.S. House (*invited*)

9:45 am	AML – Year in Review	Tikahtnu Ballroom
10:00 am	<i>Break</i>	
10:15 am	State of the State <ul style="list-style-type: none"> • Governor Mike Dunleavy (<i>invited</i>) Legislative Priorities <ul style="list-style-type: none"> • Senate President Gary Stevens (<i>invited</i>) • Senator Cathy Giessel (<i>invited</i>) • House Speaker Cathy Tilton (<i>invited</i>) • House Minority Leader Calvin Schrage (<i>invited</i>) • Representative Bryce Edgmon, Chair, Bush Caucus (<i>invited</i>) Budget Projections <ul style="list-style-type: none"> • Alexei Painter, Legislative Finance 	Tikahtnu Ballroom
11:45 am	Lunch A Day in the Life <i>Spotlight on the experience of our rural mayors and managers, in daily activities and operations, followed by panel discussion with federal officials.</i>	Tikahtnu Ballroom
1:15 pm	<i>Break</i>	Foyer
1:30 pm	Concurrent Sessions <ul style="list-style-type: none"> • Recruiting, Retaining, & Managing a Healthy Workforce • Preparing for & Mitigating Environmental Impacts • Local Government Role in Broadband • Introduction to Asset Management • Implementation of Carbon Offset Program 	
2:45 pm	<i>Networking Break</i>	Exhibit Hall
3:00 pm	Concurrent Sessions <ul style="list-style-type: none"> • Implementation of Updated Alcohol Statutes & Regulations • Hiring & Managing a Village Police Officer • Effective Public & Tribal Engagement • Cities of Opportunity & Social Determinants of Health • Implementing Effective Asset Management 	
4:15 pm	Exhibitor Showcase	
4:30 pm	Music & Networking in the AMLounge	
4:30 pm	Work Session	

- **Evaluating Building Codes**
- **Energy Intake Hub & Project Development**
- **Coastal Resilience**

4:30 pm **Committee Meetings** K'enakatnu 6
The AML Legislative and Resolutions Committee will conduct this formal meeting to 1) review and provide for members' consideration legislation that impacts local governments, and 2) develop and approve AML 2024 resolutions, for action at the Annual Business Meeting.

- **Legislative Committee**
- **Resolutions Committee**

4:30 pm **Nominating Committee** Kahtnu 1
The AML Nominating Committee will conduct this formal meeting to develop and approve the final candidate slate for the AML board of directors.

5:30 pm **Community Block Party and Silent Auction** Tikahtnu A

7:30 pm Adjourn Day One

Thursday, December 7

7:30 am Registration

7:30 am **Breakfast and AML-JIA Business Meeting**

8:30 am Announcements

8:45 am **Concurrent Sessions**

- Labor Negotiations – Best Practices
- Transportation Development – Statewide Equity
- Strengthening Coastal Resilience
- Local Government Action on Housing
- Tax Talk – News, Dos, & Don'ts

10:15 am *Networking Break*

10:30 am Concurrent Sessions

- Making the Most of your Money
- BSA – Evaluating the Cap
- New Energy – Deploying Federal Investments
- Leveraging AI – Effective Use of ChatGPT & Other Business Decisions
- Alaska's Public Lands & NACo

11:45 am *Break*

12:00 pm **Annual Awards Luncheon**

- Elected Official of the Year

- Municipal Employee of the Year
- Vic Fischer Lifetime Service Award
- Emerging Municipal Leader Award
- Municipal Innovation Awards

- 1:00 pm **AML Membership Announcements**
- **Resolution Committee** – update to members on 2023 resolutions submitted
 - **Nominating Committee** – update to members on the slate of AML Board candidates
 - **Board Candidates** – candidate one-minute intros
- 1:30 pm **Concurrent Sessions**
- Implementing the Opioids Settlement Funds
 - Alaska Cybersecurity Plan & Implementation
 - Economic Impact of Inflation & Demographic Change
 - Sustainable Energy Strategies = Lowering Energy Costs in Alaska
 - AML Grant Writing Experience & Services
- 2:45 pm Ice Cream Social and Exhibitor Drawing
- 3:15 pm **Federal & State Infrastructure Investment**
- 4:30pm **Music & Networking in the AMLounge**
- 4:30 pm **Work Sessions**
- **TIFIA & Other Transportation Financing Tools**
 - **EV Deployment in Rural Alaska**
 - **Water & Sewer Community Technical Assistance**
- 6:00 pm **Game Night!**
A fun event to socialize and reconnect.
- 8:00 pm Adjourn Day Two

Friday, December 8

- 7:30 am Breakfast
- 8:00 am **AMLIP Annual Meeting**
Jointly with the Alaska Government Finance Officers Association
Investment Outlook - Key Bank
- Alaska Permanent Capital Management
 - AMLIP Board Elections
- 9:00 am **Alaska Municipal League Annual Business Meeting**
- President’s Report**
- Director’s Report**

Elections

Vote for new board members and officers;

Legislative and Resolutions Committee

- Legislative Positions
- Resolutions

Election Results

Announcements

11:30 am **Adjourn Annual Conference**

Noon **AML Board of Directors – onboarding and meeting**



MEMORANDUM

Standard Marijuana Cultivation License Renewal for Alaska Loven It, LLC DBA Wildflower Farms

Item Type: Action Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: October 3, 2023
From: Melissa Jacobsen, MMC, City Clerk

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

License Type: Standard Marijuana Cultivation Facility
License #: 12833
DBA Name: Wildflower Farms
Service Location: 2908 Kachemak Drive, Homer, AK 99603
Licensee: Alaska Loven It, LLC
Contact Person: Janiese Stevens

Recommendation:

Voice non-objection and approval for the marijuana cultivation license renewal.

Attachments:

AMCO Application
City Planners Non-Objection
City of Homer Police Non-Objection
Kenai Peninsula Borough Non-Objection



September 14, 2023

Licensee: **Alaska Loven It, LLC**
DBA: Wildflower Farms
VIA email: jstevens@ak.net
Local Government: Homer
Local Government 2: Kenai Peninsula Borough

Via Email: micheleturner@kpb.us ; tward@kpb.us ; mjenkins@kpb.us ; nscarlett@kpb.us ;
cjacksinsky@kpb.us ; rraidmae@kpb.us ; slopez@kpb.us ; bcarter@kpb.us ; jbeauchamp@kpb.us
[mjacobson@ci.homer.ak.us](mailto:mjacobsen@ci.homer.ak.us) ; rkrause@ci.homer.ak.us ; clerk@cityofhomer-ak.gov

Re: Standard Marijuana Cultivation Facility #12833 Combined Renewal Notice

License Number:	#12833
License Type:	Standard Marijuana Cultivation Facility
Licensee:	Alaska Loven It, LLC
Doing Business As:	Wildflower Farms
Physical Address:	2908 Kachemak Drive Homer, AK 99603
Designated Licensee:	Janiese Stevens
Phone Number:	907-942-5899
Email Address:	jstevens@ak.net

License Renewal Application **Endorsement Renewal Application**

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government

protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

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

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,



Joan M. Wilson, Director
907-269-0350

Alcohol & Marijuana Control Office

License Number: 12833

License Status: Active-Operating

License Type: Standard Marijuana Cultivation Facility

Doing Business As: Wildflower Farms

Business License Number: 2128650

Designated Licensee: Janiese Stevens

Email Address: jstevens@ak.net

Local Government: Homer

Local Government 2: Kenai Peninsula Borough

Community Council:

Latitude, Longitude: 59.645021, -151.461600

Physical Address: 2908 Kachemak Drive
Homer, AK 99603
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10056827

Alaska Entity Name: Alaska Loven It, LLC

Phone Number: 907-942-5899

Email Address: jstevens@ak.net

Mailing Address: PO Box 1571
Homer, AK 99603
UNITED STATES

Entity Official #1

Type: Individual

Name: Janiese Stevens

Phone Number: 907-942-5618

Email Address: jstevens@ak.net

Mailing Address: P.O. Box 8593
Kodiak, AK 99615
UNITED STATES

Entity Official #2

Type: Entity

Alaska Entity Number: 10100965

Alaska Entity Name: Hibernation Holding Company, L
LC

Phone Number: 907-942-5618

Email Address: jstevens@ak.net

Mailing Address: 2705 Millbay Road
Suite 205
Kodiak, AK 99615
UNITED STATES

Entity Official #3

Type: Individual

Name: Kim Perkins

Phone Number: 907-942-5618

Email Address: fvphantom@gmail.com

Mailing Address: P.O. Box 3763
Kodiak, AK 99615
UNITED STATES

Entity Official #4

Type: Individual

Name: Louie Rocheleau

Phone Number: 907-942-5618

Email Address: rockkodiak@gmail.com

Mailing Address: PO Box 8593
Kodiak, AK 99615
UNITED STATES

Entity Official #5

Type: Individual

Name: George Kirk

Phone Number: 907-942-5618

Email Address: fvphantom@gmail.com

Mailing Address: PO Box 2796
Kodiak, AK 99615
UNITED STATES

Entity Official #6

Note: No affiliates entered for this license.

Type: Individual

Name Li a Fellow

[REDACTED]

[REDACTED]

Phone Number: 907-399-1451

Email Address li_awesome_fellow@gmail.com

Mailing Address: P.O. Box 1065
Homer, AK 99603
UNITED STATES



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Alaska Loven It, LLC	License Number:	12833		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Wildflower Farms				
Premises Address:	2908 Kachemak Drive				
City:	Homer	State:	Alaska	ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Kim Perkins
Title:	Member of Hibernation Holding Company, LLC

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Section 5 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

WP

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

WP

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

WP

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

WP

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

WP

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

WP

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

[Empty box for listing multiple license numbers]

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

WP

Kim Perkins

Printed name of licensee

Signature of licensee



Alaska Marijuana Control Board

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This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Alaska Loven It, LLC	License Number:	12833		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Wildflower Farms				
Premises Address:	2908 Kachemak Drive				
City:	Homer	State:	Alaska	ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Louis Rocheleau
Title:	Member of Hibernation Holding Company, LLC

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

LR

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

LR

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

LR

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

LR

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

LR

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

LR

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

21069

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

LR

Louis Rocheleau

Printed name of licensee

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Alaska Loven It, LLC	License Number:	12833		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Wildflower Farms				
Premises Address:	2908 Kachemak Drive				
City:	Homer	State:	Alaska	ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	George Kirk
Title:	Member of Hibernation Holding Company, LLC

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have not been convicted of any criminal charge in the previous two calendar years.

I certify that I have not committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has not been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

gk

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

gk

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

gk

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

gk

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

gk

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

gk

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

[Empty box for listing license numbers]

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

gk

George Kirk

Printed name of licensee

George Kirk
Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Alaska Loven It, LLC	License Number:	12833		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	Wildflower Farms				
Premises Address:	2908 Kachemak Drive				
City:	Homer	State:	Alaska	ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Janiese Stevens
Title:	Managing Member of Hibernation Holding Company, LLC

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have not been convicted of any criminal charge in the previous two calendar years.

--

I certify that I have not committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

--

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

<input type="checkbox"/>

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

If multiple licenses are held, list all license numbers below:

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

Janiese Stevens

Printed name of licensee

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Alaska Loven It, LLC	License Number:	12833
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	Wildflower Farms		
Premises Address:	2908 Kachemak Drive		
City:	Homer	State:	Alaska
		ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Lisa Fellows
Title:	Member of Hibernation Holding Company, LLC

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

Initials

--

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

--

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

--

Sign your initials to the following statement **only if you are unable to certify one or more of the above statements:**

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--



Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

Initials

Initials box with handwritten initials 'LF'

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

Initials box with handwritten initials 'LF'

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

Initials box with handwritten initials 'LF'

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

Initials box with handwritten initials 'LF'

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

Initials box with handwritten initials 'LF'

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

Initials box with handwritten initials 'LF'

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

Empty initial box

If multiple licenses are held, list all license numbers below:

Empty box for listing license numbers

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

Initials box with handwritten initials 'LF'

Lisa Fellows

Printed name of licensee

Handwritten signature of Lisa Fellows

Signature of licensee

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 7/21/22 License #/Type: 12833 Standard Cultivation
Designated Licensee: Janiese Stevens AMCO Case#: AM 22-1377
DBA: Wildflower Farms
Premises Address: 2908 Kachemak Drive Homer, AK 99603
Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 7/21/2022, Alaska Loven It LLC, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

3 AAC 306.805 provides that upon receipt of a Notice of Violation, a licensee may request to appear before the board and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice. A licensee may respond, either orally or in writing, to the Notice.

IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

38

Date:

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 10/28/22 License #/Type: 12833 Standard Cultivation
Designated Licensee: Janiese Stevens AMCO Case#: AM 22-1932
DBA: Wildflower Farms
Premises Address: 2908 Kachemak Drive Homer, AK 99603
Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 10/26/2022, Alaska Loven It LLC, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

3 AAC 306.805 provides that upon receipt of a Notice of Violation, a licensee may request to appear before the board and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice. A licensee may respond, either orally or in writing, to the Notice.

IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

Date:

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 11/25/22 License #/Type: 12833 Standard Cultivation
Designated Licensee: Janiese Stevens AMCO Case#: AM 22-2125
DBA: Wildflower Farms
Premises Address: 2908 Kachemak Drive Homer, AK 99603
Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 11/22/2022, Wildflower Farms, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

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IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

Date:

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 12/22/22 License #/Type: 12833 Standard Cultivation
Designated Licensee: Janiese Stevens AMCO Case#: AM 22-2341
DBA: Wildflower Farms
Premises Address: 2908 Kachemak Drive Homer, AK 99603
Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 12/21/2022, Wildflower Farms, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

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IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

41

Date:

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 1/30/23

License #/Type: 12833

Standard Cultivation

Designated Licensee: Janiese Stevens

AMCO Case#: AM 23-0194

DBA: Wildflower Farms

Premises Address: 2908 Kachemak Drive Homer, AK 99603

Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 1/25/2023, Wildflower Farms, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

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IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

42

Date:

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 2/27/23

License #/Type: 12833

Standard Cultivation

Designated Licensee: Janiese Stevens

AMCO Case#: AM 23-0352

DBA: Wildflower Farms

Premises Address: 2908 Kachemak Drive Homer, AK 99603

Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 2/23/2023, Wildflower Farms, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

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IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

43

Date:

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 3/24/23

License #/Type: 12833

Standard Cultivation

Designated Licensee: Janiese Stevens

AMCO Case#: AM 23-0501

DBA: Wildflower Farms

Premises Address: 2908 Kachemak Drive Homer, AK 99603

Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 3/22/2023, Wildflower Farms, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

3 AAC 306.805 provides that upon receipt of a Notice of Violation, a licensee may request to appear before the board and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice. A licensee may respond, either orally or in writing, to the Notice.

IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

44

Date:

Notice of Violation

Email

(3AAC 306.805)

This form, all information provided and responses are public documents per Alaska Public Records Act AS 40.25

Date: 4/21/23

License #/Type: 12833

Standard Cultivation

Designated Licensee: Janiese Stevens

AMCO Case#: AM 23-0665

DBA: Wildflower Farms

Premises Address: 2908 Kachemak Drive Homer, AK 99603

Mailing Address: PO Box 1571 Homer, AK 99603

This is a notice to you as licensee that an alleged violation has occurred. If the Marijuana Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

As of 4/20/2023, Wildflower Farms, 12833, Standard Cultivation, you were delinquent on your marijuana excise tax liability.

You have 30 days to resolve this matter with the Department of Revenue. If the delinquency is not resolved, an accusation may be brought to the Marijuana Control Board.

Your attention is directed to: AS 17.38.010(b)(2) legitimate, taxpaying business people, and not criminal actors, will conduct sales of marijuana; 3 AAC 306.480. Marijuana tax to be paid; 3 AAC 306.810. Suspension or revocation of license; AS 43.61.030(b). Marijuana cultivation facility fails to pay tax; AS 43.05.230(e) DOR can publish list of taxpayer(s) who failed to pay their taxes.; 15 AAC 61.020. License revocation and suspension.

3 AAC 306.805 provides that upon receipt of a Notice of Violation, a licensee may request to appear before the board and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice. A licensee may respond, either orally or in writing, to the Notice.

IT IS RECOMMENDED THAT YOU RESPOND IN WRITING TO DOCUMENT YOUR RESPONSE FOR THE MARIJUANA CONTROL BOARD.

***Please send your response to the address below and include your Marijuana Establishment License Number in your response.**

Alcohol & Marijuana Control Office
ATTN: Enforcement
550 W. 7th Ave, Suite 1600
Anchorage, Alaska 99501
amco.enforcement@alaska.gov

Issuing Investigator: J. Hoelscher

Received by:

SIGNATURE:



SIGNATURE:

Delivered VIA: Email

45

Date:



City of Homer

www.cityofhomer-ak.gov

Police Department

625 Grubstake Avenue
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

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

Memorandum

TO: Melissa Jacobsen, CITY CLERK
FROM: Mark Robl, Chief of Police
DATE: October 2, 2023
SUBJECT: Marijuana License Renewal

On Friday, September 29th, an investigator from the Marijuana Control Board inspected the Wildflower Farms Cultivation Facility at my request. He determined that the business is fully operational and has its business records in order. Since our last council meeting I received new information from the board concerning this business. Alaska Loven It, LLC has entered into a repayment plan for its late taxes with the State's Department of Revenue. I have no objection to the renewal of this license.

LICENSE TYPE: Standard Marijuana Cultivation Facility
LICENSE # 12833
DBA NAME Wildflower Farms
SERVICE LOCATION: 2908 Kachemak Drive, Homer AK. 99603
LICENSEE: Alaska Loven It, LLC
CONTACT PERSON: Janiese Stevens



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

MEMORANDUM

TO: Mayor Castner and Homer City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Ryan Foster, AICP, City Planner
DATE: September 18, 2023
SUBJECT: Wildflower Farms Standard Marijuana Cultivation
Facility License Renewal

I have received and reviewed the renewal license application for Wildflower Farms, Standard Marijuana Cultivation Facility, License number 12833, located at 2908 Kachemak Drive, Homer, AK.

I have no objection to the application on zoning related issues.



Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Michele Turner, CMC
Borough Clerk

Friday, September 29, 2023

Sent via email: clerk@ci.homer.ak.us

Melissa Jacobsen, City Clerk
City of Homer

RE: Renewal Application for Standard Marijuana Cultivation Facility

Business Name : Wildflower Farms
License Location : Homer/2908 Kachemak Drive, Homer, AK 99603
License No. : 12833

Dear Ms. Jacobsen,

This serves to advise that the Kenai Peninsula Borough (KPB) has reviewed the above referenced application and has no objection to the issuance of the license.

Should you have any questions, or need additional information, please don't hesitate to let us know.

Sincerely,

Michele Turner, CMC
Borough Clerk

cc: jstevens@ak.net

amco.localgovernmentonly@alaska.gov



MEMORANDUM

Ordinance 23-52, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Appropriating an Additional \$7,000 from the Port Fleet Reserves Fund to Purchase a Plow Truck. City Manager/Port Director.

Item Type: Backup Memorandum
Prepared For: City Council
Date: October 4, 2023
From: Bryan Hawkins, Port Director
Through: Rob Dumouchel, City Manager

The work demanded of our port plow trucks is formidable and they are some of the hardest used vehicles in our fleet. Knowing we would need to phase in replacements soon, we budgeted \$60,000 in the 2024/25 budget (Port Fleet Reserves) for a new F350 to serve as the main plow truck, with the intention of rotating the current main plow truck from Port Maintenance to the Fish Dock where it can serve for a few more years doing light duty plowing on the fish dock. The oldest plow truck in the fleet, currently the fish dock plow truck, will be added into the surplus auction list while it still has some value as a home owner plow truck.

Our Maintenance Supervisor spent a few weeks running down leads and costs for this purchase with our goal to have the new plow truck in service this fall. The best combination deal was to have a vehicle come straight from the factory with a new plow already installed. Normally we would buy the truck and have a new plow installed after it arrives but we are saving project dollars by purchasing it as a package deal. The new vehicle delivered to Anchorage is \$62,000 which is \$2000 over our estimated budget. Additionally, we will need approximately \$5000 to set the truck up with a new lift gate, headache rack, studded snow tires and wheels, and the additional lights needed for plowing/working in the winter. This additional funding \$7000, proposed in Ordinance 23-52 would also come from the port fleet reserves.

Recommendation

Approval of Ordinance 23-52 appropriating an additional \$7,000 to fund the increased purchase price of a Port plow truck and authorize the City Manager to execute the appropriate documents.

CITY OF HOMER
FINANCIAL SUPPLEMENT

PROJECT NAME	<u>Additional Funding - Port Maintenance Plow Truck</u>	DATE	<u>10/04/2023</u>
DEPARTMENT	<u>Port and Harbor</u>	SPONSOR	<u>Port Director</u>
REQUESTED AMOUNT	<u>\$ 7,000</u>		

DESCRIPTION	<p>Ordinance 23-23 adopted the FY24/25 Capital Budget, which authorized \$60,000 for the purchase of a Plow Truck utilizing the Port Fleet Reserves and the purchase price of the truck has increased and additional funding is needed to complete the purchase and to outfit the new vehicle with lights, lift gate, headache rack and studded snow tires for working on the Spit.</p> <p>Port Maintenance has the responsibility of keeping the docks, Load and Launch ramp, Commercial Barge ramp, gangway ramp approaches, and key parking areas clear of snow. The Ports oldest plow truck will be sold out of the fleet by way of Public Auction which will save the department unforeseen vehicle maintenance costs for these hard used vehicles.</p>
-------------	--

FUNDING SOURCE(S)	OPERATING	GF CARMA	GF FLEET CARMA	PORT RESERVES	WATER CARMA
	0%	0%	0%	0%	0%
	HAWSP	HART-ROADS	HART-TRAILS	PORT FLEET RESERVES	SEWER CARMA
	0%	0%	0%	100%	0%

FUNDING SOURCE 1: PORT FLEET RESERVES	FUNDING SOURCE 2:	FUNDING SOURCE 3:
Current Balance <u>\$ 170,081</u>	Current Balance _____	Current Balance _____
Encumbered <u>\$ 117,120</u>	Encumbered _____	Encumbered _____
Requested Amount <u>\$ 7,000</u>	Requested Amount _____	Requested Amount _____
Other Items on Current Agenda <u>\$ 0</u>	Other Items on Current Agenda _____	Other Items on Current Agenda _____
Remaining Balance <u>\$ 45,961</u>	Remaining Balance _____	Remaining Balance _____
FUNDING SOURCE 4:	FUNDING SOURCE 5:	FUNDING SOURCE 6:
Current Balance _____	Current Balance _____	Current Balance _____
Encumbered _____	Encumbered _____	Encumbered _____
Requested Amount _____	Requested Amount _____	Requested Amount _____
Remaining Balance _____	Remaining Balance _____	Remaining Balance _____

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

3 City Manager/
4 Port Director

5 **ORDINANCE 23-52**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING THE FY24 CAPITAL BUDGET BY APPROPRIATING AN
9 ADDITIONAL \$7,000 FROM THE PORT FLEET RESERVES FUND TO
10 PURCHASE A PLOW TRUCK.

11
12 WHEREAS, Ordinance 23-23 adopted the FY24/25 Capital Budget, which authorized
13 \$60,000 for the purchase of a Plow Truck utilizing the Port Fleet Reserves; and
14

15 WHEREAS, The purchase price of the truck has increased and additional funding is
16 needed to complete the purchase and to outfit the new vehicle with lights, lift gate, headache
17 rack and studded snow tires for working on the Spit; and
18

19 WHEREAS, Port Maintenance has the responsibility of keeping the docks, Load and
20 Launch ramp, Commercial Barge ramp, gangway ramp approaches, and key parking areas
21 clear of snow; and
22

23 WHEREAS, the Ports oldest plow truck will be sold out of the fleet by way of Public
24 Auction which will save the department unforeseen vehicle maintenance costs for these hard
25 used vehicles.
26

27 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
28

29 Section 1. The Homer City Council hereby amends the FY24 Capital Budget by
30 appropriating an additional \$7,000 to fund the increased purchase price of a Port plow truck
31 as follows:
32

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
452	Port Plow Truck	\$7,000

33
34
35
36 Section 2. The total appropriation is \$67,000 as follows:
37

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
452	Port Fleet Reserves – Existing Appropriation	\$60,000
452	Port Fleet Reserves – Additional Funding	\$7,000

38
39
40
41
42 Section 3. The City Manager is authorized to execute the appropriate documents
43

44 Section 4. This Ordinance is a budget Ordinance only, is not permanent in nature, and
45 shall not be codified.

46

47 ENACTED BY THE HOMER CITY COUNCIL this _____ day of October, 2023.

48

49

CITY OF HOMER

50

51

52

KEN CASTNER, MAYOR

53

54

55 ATTEST:

56

57

58

MELISSA JACOBSEN, MMC, CITY CLERK

59

60

61 YES:

62 NO:

63 ABSTAIN:

64 ABSENT:

65

66 First Reading:

67 Public Hearing:

68 Second Reading:

69 Effective Date:



MEMORANDUM

Resolution 23-103, A Resolution of the City Council of Homer, Alaska Approving a Sole Source Contract with Fritz Creek Welding in the amount of up to \$18,000 to Fabricate Custom Metal Parts for the Beluga Slough Green Infrastructure Project, and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.

Item Type: Backup Memorandum
Prepared For: City Council
Date: September 27, 2023
From: Janette Keiser, PE, Public Works Director/City Engineer
Through: Rob Dumouchel, City Manager

I. Issue: The purpose of this Memorandum is to request approval to issue a sole source contract to Fritz Creek Welding to fabricate custom metal parts for the Beluga Slough Green Infrastructure Project.

II. Background:
Ordinance 23-16(S) appropriated the following funds to design and construct the Beluga Slough Green Infrastructure Project:

Alaska Clean Water Actions (ACWA) Grant	\$153,307
City of Homer Matching Funds – HART Road Fund	\$ 81,313
City of Homer Matching Funds – In-kind services	<u>\$ 25,869</u>
Total	\$260,489

The goal is to develop a storm water treatment installation that filters out particulates, dissolved metals and other contaminants that storm water carries, before the water is discharged into the Slough. Field and design work has been on-going all summer to test the density, porosity and chemical constituency of the existing soils to ascertain their suitability for a nature-based storm water treatment facility. Sadly, much of the soils have been dried out over time, due to the City’s construction of a gravel berm that extends into the Beluga Slough wetland. This means this site will not have the potential we had hoped for to serve its purpose so we are looking at a supplemental site, which you will hear more about later. Meanwhile, we are doing what we can with the Beluga Slough site.

There are a variety of commercial storm water treatment devices that claim to treat storm water. They are all expensive and difficult to ship from the lower 48 and have marginal efficacy. Instead of using such an off-the-shelf device, we have developed a system

constructed of custom parts fabricated locally. This not only keep the business local, it gives us a more cost effective system that provides more efficient treatment. This system consists of a large concrete vault with some stainless steel baffles, sort of like a big septic tank. The concrete tank will collect sediment that falls out of the water flow. Metal baffles will help this process. We are procuring the component parts for this system from local vendors.

The local vendor that will fabricate the metal components is Fritz Creek Welding. The components will include a stainless steel trash rack and aluminum “lamella plate assembly inserts”, both customized to fit the concrete vault. There will also be various brackets, poured in place in the concrete vault, to hold these components in place.

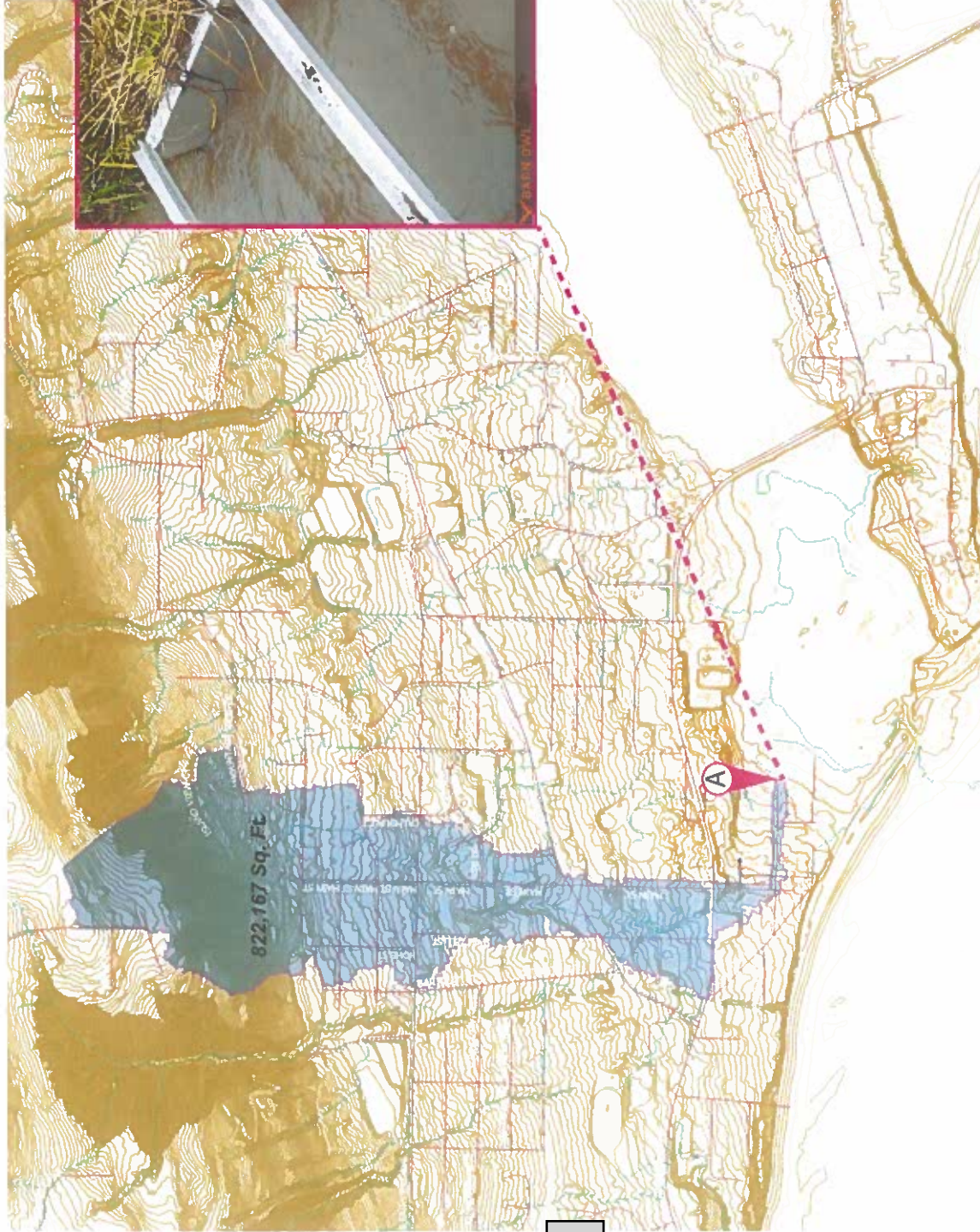
Homer City Code allows exceptions to be made to bidding requirements in the cases where a sole source procurements is justified, HCC 3.16.060(i). A sole source procurement is justified in this case because Fritz Creek Welding:

- a. Is uniquely qualified to fabricate the intricate metal components needed for this project;
- b. Is available to do the work in a timely manner, which is easier said than done this time of year; and
- c. Is interested in helping us achieve a successful outcome by being willing and able to collaborate with the design/fabrication team consisting of other local vendors.

Fritz Creek Welding’s cost to perform the work is deem fair and reasonable, compared to our analysis of similar work.

- III. RECOMMENDATIONS:** That the City Council approves a sole source contract to Fritz Creek Welding in the amount of up to \$18,000 to fabricate custom metal parts for the Beluga Slough Green Infrastructure Project.

Bunnel Stormwater Treatment System: Hansen Avenue Proposal



Bunnel Outflow Flume

Shown in a maximum of flood stage at 4 cubic feet per second, 9:24 PM on 8/15/23

CLIENT

City of Homer
 Homer Public Works Dept
 3575 Heath St
 Homer, AK 99603

PROJECT

E. Bunnell Outfall
 Stormwater Treatment
 System

DRAWN BY



DESCRIPTION

Watershed and Discharge
 Measurement at East Bunnell
 Outfall

FIGURE

A

Bunnell Stormwater Treatment System: Hansen Avenue Proposal

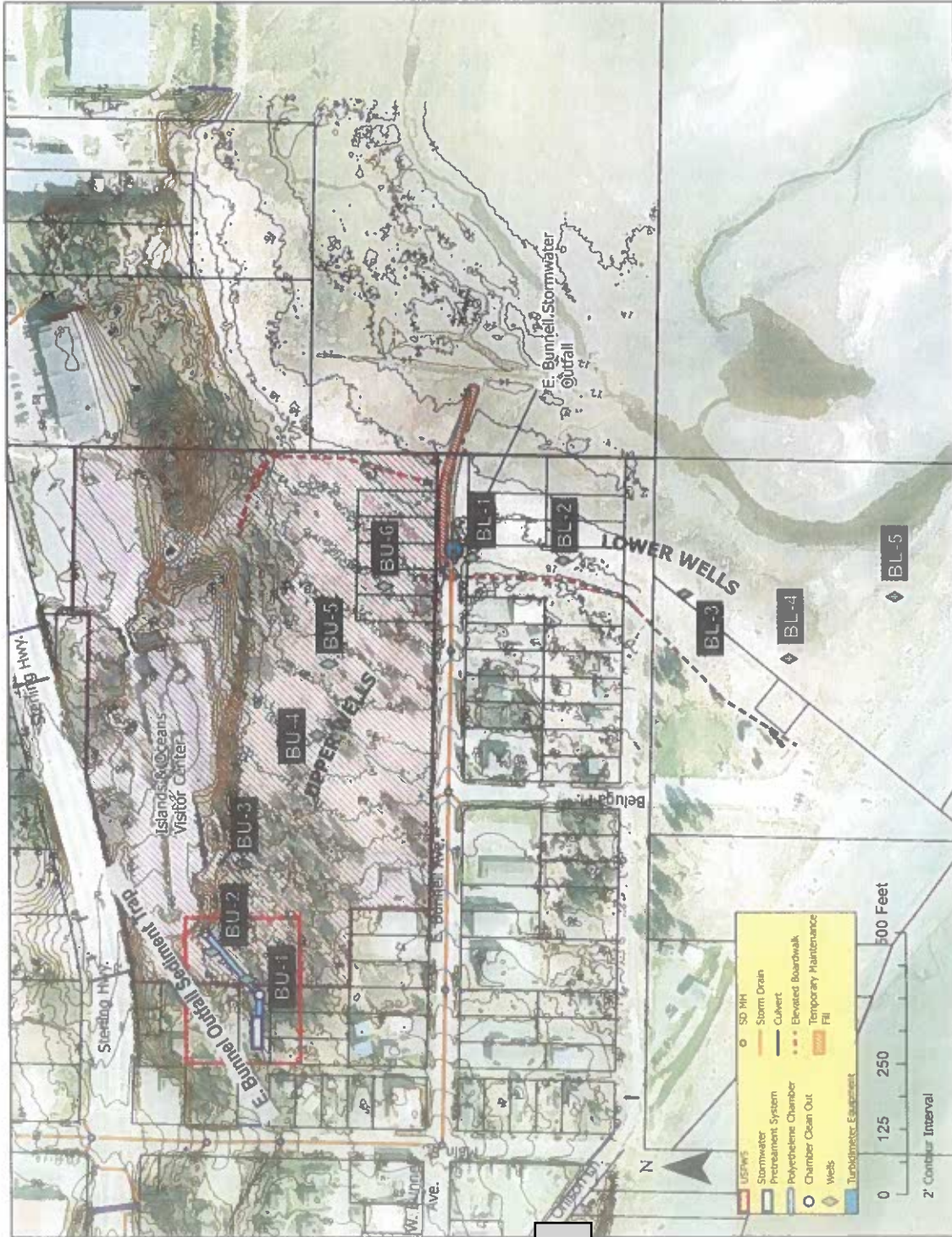


FIGURE B

CLIENT
 City of Homer
 Homer Public Works Dept
 3575 Heath St
 Homer, AK 99603

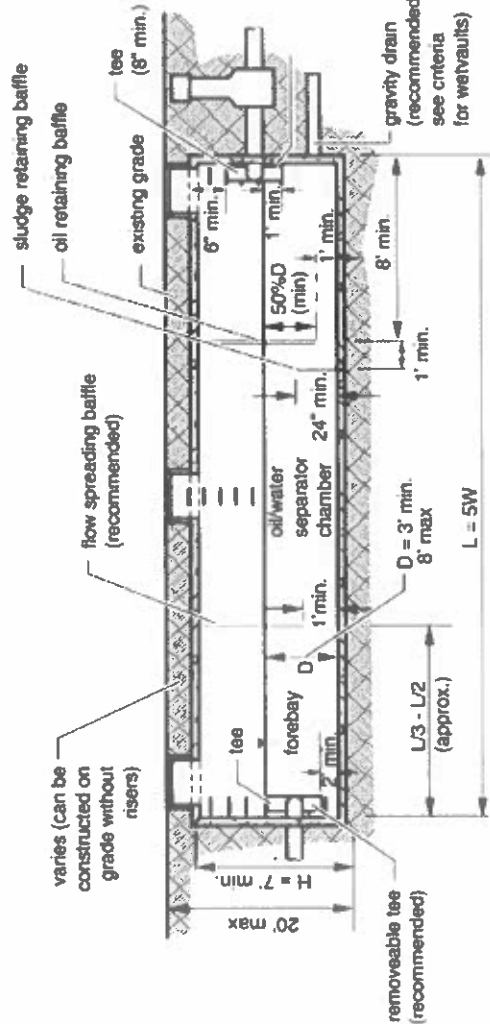
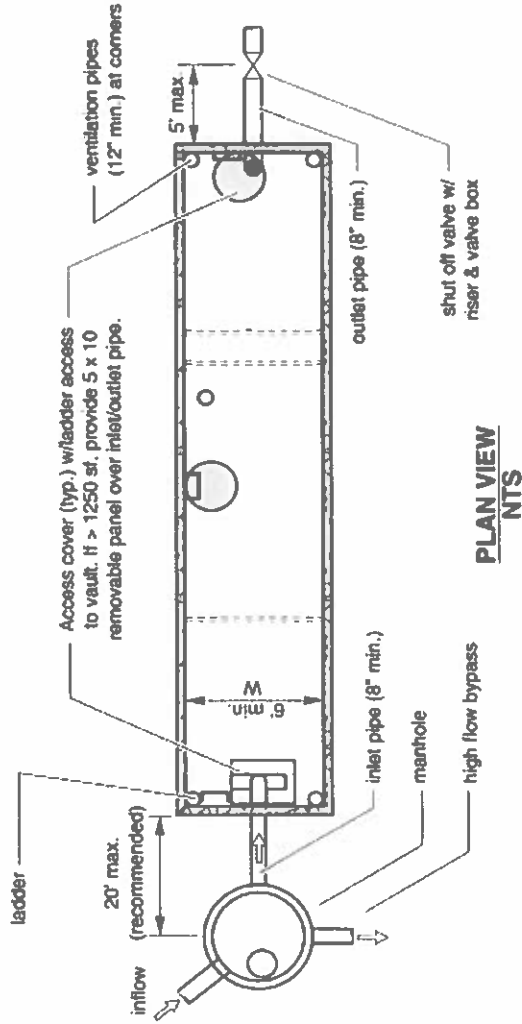
PROJECT
 E. Bunnell Outfall
 Stormwater Treatment
 System

DRAWN BY
 Aaron Yeaton
 COH Public Works

DESCRIPTION
 Well Locations Investigating
 Wetlands for Stormwater
 Treatment



Typical API-Type (Baffle) Grit Chamber

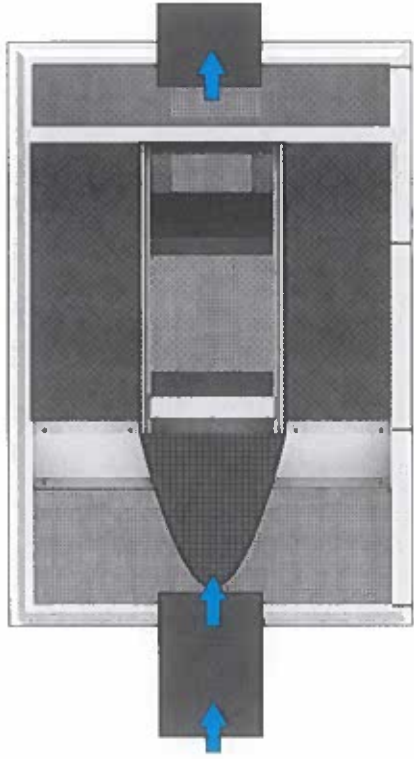


SECTION VIEW
NTS

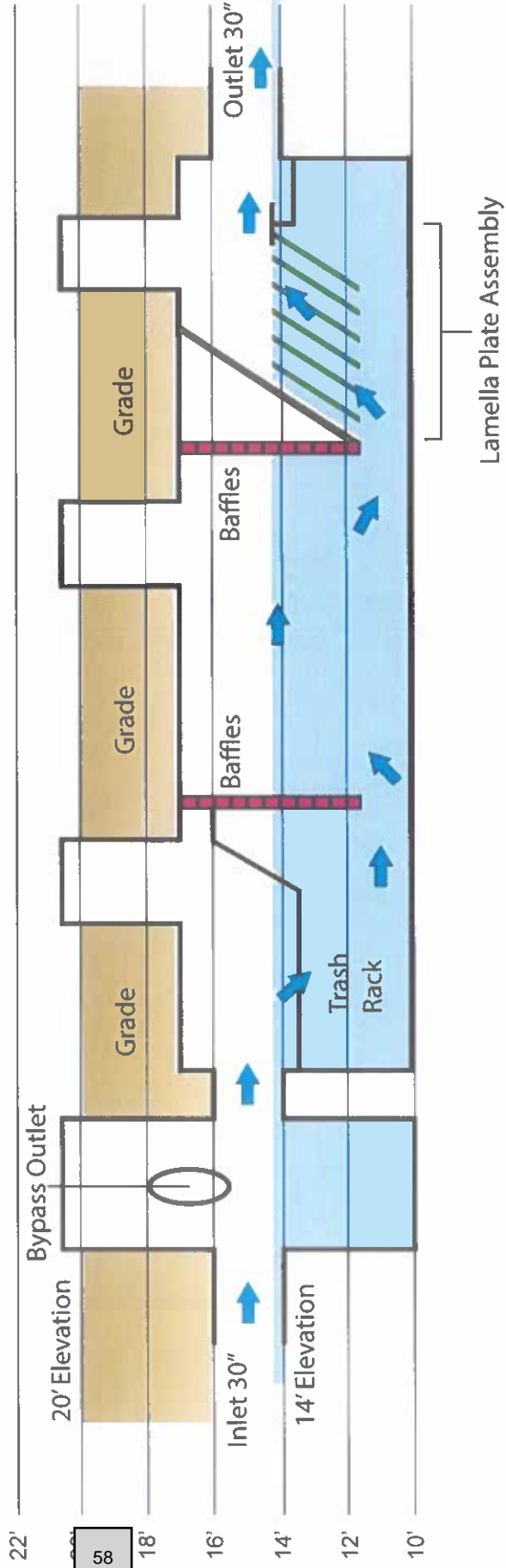
CLIENT	PROJECT	DRAWN BY	DESCRIPTION
City of Homer Homer Public Works Dept 3575 Heath St Homer, AK 99603	E. Bunnell Outfall Stormwater Treatment System		Detail: Typical Baffle Sediment and Oil Trap
			Typical API-Type (Baffle) Grit Chamber Source: Washington Dept of Ecology, 2000

FIGURE
C

Option A: Locally Fabricated Lamella Plate Sediment and Oil Trap Customized to Our Location



Trash Rack



CLIENT
 City of Homer
 Homer Public Works Dept
 3575 Heath St
 Homer, AK 99603

PROJECT
 E. Bunnell Outfall
 Stormwater Treatment
 System

DRAWN BY



DESCRIPTION

Option A: Locally Fabricated
 Lamella Plate Sediment and Oil
 Trap Customized to Our Location

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

3 City Manager
4 Public Works Director

5 **RESOLUTION 23-103**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 APPROVING A SOLE SOURCE CONTRACT WITH FRITZ CREEK
9 WELDING IN THE AMOUNT OF UP TO \$18,000 TO FABRICATE
10 CUSTOM METAL PARTS FOR THE BELUGA SLOUGH GREEN
11 INFRASTRUCTURE PROJECT, AND AUTHORIZING THE CITY
12 MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE
13 DOCUMENTS.

14
15 WHEREAS, Ordinance 23-16(S) appropriated funds to design and construct the Beluga
16 Slough Green Infrastructure Project; and

17
18 WHEREAS, The goal is to develop a storm water treatment installation that filters out
19 particulates, dissolved metals and other contaminants that storm water carries, before the
20 water is discharged into the Slough; and

21
22 WHEREAS, Field and design work has been on-going all summer to test the density,
23 porosity and chemical constituency of the existing soils to ascertain their suitability for a
24 nature-based storm water treatment facility; and

25
26 WHEREAS, There are a variety of commercial storm water treatment devices that claim
27 to treat storm water, which are all expensive and difficult to ship from the lower 48 and have
28 marginal efficacy, leading us to develop a system constructed of custom parts fabricated
29 locally; and

30
31 WHEREAS, This system consists of a large concrete vault with some metal baffles, sort
32 of like a big septic tank, which collect sediment that falls out of the water flow; and

33
34 WHEREAS, The City will be able to procure the component parts for this system from
35 local vendors; and

36
37 WHEREAS, Fritz Creek Welding is the local vendor that is able to fabricate the metal
38 components, including a stainless steel trash rack and aluminum “lamella plate assembly
39 inserts”, both customized to fit the concrete vault, as well as some brackets, poured in place
40 in the concrete vault, to hold these components in place; and

41
42 WHEREAS, Homer City Code allows exceptions to be made to bidding requirements in
43 the cases where a sole source procurements is justified, HCC 3.16.060(i) and a sole source
44 procurement is justified in this case because Fritz Creek Welding:

- 45 1. Is uniquely qualified to fabricate the intricate metal components needed for this
46 project;
47 2. Is available to do the work in a timely manner, which is easier said than done this time
48 of year; and
49 3. Is interested in helping us achieve a successful outcome by being willing and able to
50 collaborate with the design/fabrication team consisting of other local vendors.

51
52 WHEREAS, Fritz Creek Welding’s cost to perform the work is deem fair and reasonable,
53 compared to our analysis of similar work.

54
55 NOW THEREFORE BE IT RESOLVED that the Homer City Council hereby authorizes
56 reimbursement in the amount of up to \$18,000 to Fritz Creek Welding to fabricate custom
57 metal parts for the Beluga Slough Green Infrastructure Project.

58
59 PASSED AND ADOPTED by the Homer City Council this 9th of October, 2023.

60
61 CITY OF HOMER
62
63
64 _____
65 KEN CASTNER, MAYOR

66 ATTEST:
67
68 _____
69 MELISSA JACOBSEN, MMC, CITY CLERK

70
71 Fiscal note: Project Budget \$260,489 (Ord 23-16(S) / Amount remaining \$232,811



MEMORANDUM

Resolution 23-104, A Resolution of the City Council of Homer, Alaska Approving a Sole Source Contract with Jay Rand in the amount of up to \$85,000 to Fabricate a Custom Concrete Vault for the Beluga Slough Green Infrastructure Project and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.

Item Type: Backup Memorandum
Prepared For: City Council
Date: September 27, 2023
From: Janette Keiser, PE, Public Works Director/City Engineer
Through: Rob Dumouchel, City Manager

I. Issue: The purpose of this Memorandum is to request approval to issue a sole source contract to Jay Rand to fabricate a custom concrete vault for the Beluga Slough Green Infrastructure Project.

II. Background:

Ordinance 23-16(S) appropriated the following funds to design and construct the Beluga Slough Green Infrastructure Project:

Alaska Clean Water Actions (ACWA) Grant	\$153,307
City of Homer Matching Funds – HART Road Fund	\$ 81,313
City of Homer Matching Funds – In-kind services	<u>\$ 25,869</u>
Total	\$260,489

The goal is to develop a storm water treatment installation that filters out particulates, dissolved metals and other contaminants that storm water carries, before the water is discharged into the Slough. Field and design work has been on-going all summer to test the density, porosity and chemical constituency of the existing soils to ascertain their suitability for a nature-based storm water treatment facility. Sadly, much of the soils have been dried out over time, due to the City’s construction of a gravel berm that extends into the Beluga Slough wetland. This means this site will not have the potential we had hoped for to serve its purpose so we are looking at a supplemental site, which you will hear more about later. Meanwhile, we are doing what we can with the Beluga Slough site.

There are a variety of commercial storm water treatment devices that claim to treat storm water. They are all expensive and difficult to ship from the lower 48 and have marginal efficacy. Instead of using such an off-the-shelf device, we have developed a system

constructed of custom parts fabricated locally. This not only keep the business local, it gives us a more cost effective system that provides more efficient treatment. This system consists of a large concrete vault with some stainless steel baffles, sort of like a big septic tank. The concrete tank will collect sediment that falls out of the water flow. Metal baffles will help this process. We are procuring the component parts for this system from local vendors.

The local vendor that will fabricate the concrete vault is Jay Rand. This will be a poured-in place unit that is custom designed and fitted with metal parts fabricated by Fritz Creek Welding.

Homer City Code allows exceptions to be made to bidding requirements in the cases where a sole source procurements is justified, HCC 3.16.060(i). A sole source procurement is justified in this case because Jay Rand:

- a. Is uniquely qualified to fabricate the poured in-place, custom-designed concrete vault needed for this project;
- b. Is available to do the work in a timely manner, which is easier said than done this time of year; and
- c. Is interested in helping us achieve a successful outcome by being willing and able to collaborate with the design/fabrication team consisting of other local vendors.

Jay Rand's cost to perform the work is deem fair and reasonable, compared to our analysis of similar work.

- III. RECOMMENDATIONS:** That the City Council approves a sole source contract to Jay Rand in the amount of up to \$85,000 to a custom concrete vault for the Beluga Slough Green Infrastructure Project.

- 44 1. Is uniquely qualified to fabricate the poured in-place, custom-design concrete vault
45 needed for this project;
46 2. Is available to do the work in a timely manner, which is easier said than done this time
47 of year; and
48 3. Is interested in helping us achieve a successful outcome by being willing and able to
49 collaborate with the design/fabrication team consisting of other local vendors.

50
51 WHEREAS, Jay Rand’s cost to perform the work is deem fair and reasonable, compared
52 to our analysis of similar work.

53
54 NOW THEREFORE BE IT RESOLVED that the Homer City Council hereby approves a sole
55 source contract in the amount of up to \$85,000 to Jay Rand to fabricate a custom concrete
56 vault for the Beluga Slough Green Infrastructure Project and authorizes the City Manager to
57 negotiate and execute the appropriate documents.

58
59 PASSED AND ADOPTED by the Homer City Council this 9th of October, 2023.

60
61 CITY OF HOMER
62
63
64 _____
65 KEN CASTNER, MAYOR

66 ATTEST:
67
68 _____
69 MELISSA JACOBSEN, MMC, CITY CLERK

70
71 Fiscal note: Project Budget \$260,489 (Ord 23-16(S) / Amount remaining \$232,811



MEMORANDUM

Resolution 23-105, A Resolution of the City Council of Homer, Alaska Authorizing a Change Order to Coble Geophysical Services, LLC in the Amount of \$23,000 to Continue Work on the Beluga Slough Green Infrastructure Project and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.

Item Type: Backup Memorandum
Prepared For: City Council
Date: September 27, 2023
From: Janette Keiser, PE, Public Works Director/City Engineer
Through: Rob Dumouchel, City Manager

I. Issue: The purpose of this Memorandum is to request approval to issue a change order to Coble Geophysical Services LLC., in the amount of \$20,000 for the Beluga Slough Green Infrastructure Project.

II. Background:

At its regular meeting of April 10, 2023, The City Council passed Ordinance 23-16(S) authorizing funding to support the Beluga Slough Green Infrastructure Storm Water Treatment System (Project) as follows:

- | | | |
|----|--------------------|---|
| a. | \$153,307 | 2023-2025 Alaska Clean Water Actions (ACWA) Grant |
| b. | \$83,388.44 | HART Road Fund |
| c. | <u>\$23,792.43</u> | Employee wages as in-kind services |
| | \$260,487.87 | Total Project Cost |

The goal is to develop a storm water treatment installation that filters out particulates, dissolved metals and other contaminants that storm water carries, before the water is discharged into the Slough.

Resolution 23-041 authorized issuance of Task Order 23-01 to Coble Geophysical Services, LLC., (“Coble”) to design the project, which involved the following activities:

- Task 1 – Collecting baseline data to properly characterize the site, including collecting data regarding sediment load and water volumes
- Task 2 – Researching containment structure alternatives & recommending a preferred alternative
- Task 3 – Designing the treatment facility
- Task 4 – Assisting the City with permitting

- Task 5 – Assisting the City with installation

Activities related to these Tasks have been on-going all summer. We have been testing the density, porosity and chemical constituency of the existing soils to ascertain their suitability for a nature-based storm water treatment facility and researching the type of facility that would be compatible with the site's soils, ground water levels and vegetation. Sadly, we found that much of the soils at the Beluga Slough site have dried out over time, due to the City's construction of a gravel berm that extends into the Beluga Slough wetland. This means this site would not have the potential we had hoped for to serve its original purpose, so we looked for a supplemental site.

We found one on the City's undeveloped ROW, called Hansen Avenue. We started exploring that site in more detail, while continuing to deliberate on what we could do with the Beluga Slough site. We concluded that the subject watershed conveys enough storm water from the top of the bluff to the lowlands to require two treatment sites, one to act as a primary treatment site and one to act as an overflow/secondary site. This will be particularly true as we divert storm water from Ohlsen Lane to the Bunnell Avenue storm drain system, which will be done as part of the Ohlsen Lane/Bunnell Avenue storm drain project. The current vision is to have a primary treatment site at the end of Hansen Avenue and a secondary site at the end of Bunnell Avenue. Thus, we are continuing to develop the Bunnell Avenue site, while we prepare for future development of the Hansen Avenue Site by seeking funding, land owner permissions, etc. In the course of the extra work that has been involved, we have expended the capacity of the Coble contract.

In order to continue the work on the Bunnell Avenue, site, we recommend an increase of \$23,000, to complete the final design and assist with installation of the component parts that will comprise the treatment facility.

The majority of Coble's professional fees will be covered by the ACWA grant proceeds.

- III. RECOMMENDATIONS:** That the City Council authorizes the issuance of a Change Order to Coble Geophysical Services, LLC., in the amount of \$23,000 to continue work on the Beluga Slough Green Infrastructure Project.



Dept. of Public Works
9/28/2023



Current catchment area
draining to East Bunnell
outfall

203.29 ACRES

Pioneer Ave

Main St

Proposed additional runoff
area diverted to East
Bunnell stormdrain outfall

East Bunnell Stormdrain outfall location

Sterling Hwy

6.43
ACRES

E. Bunnell Ave

67

0.13

0.25

0.5 Miles

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

3 City Manager
4 Public Works Director

5 **RESOLUTION 23-105**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 AUTHORIZING A CHANGE ORDER TO COBLE GEOPHYSICAL
9 SERVICES, LLC IN THE AMOUNT OF \$23,000 TO CONTINUE WORK
10 ON THE BELUGA SLOUGH GREEN INFRASTRUCTURE PROJECT
11 AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND
12 EXECUTE THE APPROPRIATE DOCUMENTS.

13
14 WHEREAS, Ordinance 23-16(S) appropriated funds to design and construct the Beluga
15 Slough Green Infrastructure Project; and

16
17 WHEREAS, The goal is to develop a storm water treatment installation that filters out
18 particulates, dissolved metals and other contaminants that storm water carries, before the
19 water is discharged into the Slough; and

20
21 WHEREAS, Resolution 23-041 authorized issuance of Task Order 23-01 to Coble
22 Geophysical Services, LLC., (“Coble”) to design the project and work has been on-going all
23 summer as we tested the density, porosity and chemical constituency of the existing soils to
24 ascertain their suitability for a nature-based storm water treatment facility and researched the
25 type of facility that would be compatible with the site’s soils, ground water levels and
26 vegetation; and

27
28 WHEREAS, We found that much of the soils at the Beluga Slough site have dried out over
29 time, due to the City’s construction of a gravel berm that extends into the Beluga Slough
30 wetland; and

31
32 WHEREAS, Work to work around this issue has caused us to fully expend the Coble
33 contract; and

34
35 WHEREAS, More work is needed to continue the project; and

36
37 WHEREAS, The majority of Coble’s professional fees will be covered by the ACWA grant
38 proceeds.

39
40 NOW THEREFORE BE IT RESOLVED that the Homer City Council hereby authorizes a
41 change order in the amount of \$23,000 to the Coble contract to continue work on the Beluga
42 Slough Green Infrastructure Project.

43
44 PASSED AND ADOPTED by the Homer City Council this 9th of October, 2023.

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CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal note: Project Budget \$260,489 (Ord 23-16(S) / Amount remaining \$232,811



MEMORANDUM

Resolution 23-106, of the City Council of Homer, Alaska, Accepting the Donation from Homer Drawdown of Homer, Alaska, of Wind Chimes for Trails Enhancement and as a Display of Appreciation for the Volunteers Who Have Worked to Improve the Experience and Condition of Homer's Local Trails. City Clerk/PARCAC

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Meeting Date: October 9, 2023
Staff Contact: Renee Krause, MMC, Deputy City Clerk II/ADA Coordinator

At the September 21, 2023 regular meeting the Parks, Art, Recreation and Culture Advisory Commission reviewed the application submitted by the group Homer Drawdown for a donation of twelve wind chimes constructed from recycled bicycles parts. The donation is meant to be a temporary installation of art on Homer trails that the group worked on over the last year and as a celebratory recognition for the efforts and time expended by the volunteers. Homer Drawdown members Dale Banks and Kim McNett provided a sample of the proposed wind chimes and made a presentation to the Commission.

The Commission recommended approval of the donation by consensus.

Following is the excerpt of the minutes of the discussion:

NEW BUSINESS

B. Proposal of the Placement of Wind Chimes along Local Homer Trails - Discussion and Recommendation

Chair Lewis introduced the item and deferred to Deputy City Clerk Krause.

Deputy City Clerk Krause reviewed the process of accepting the donation, confirming that since this was a temporary installation and would not be included in the Municipal Art Collection, there would be no maintenance or cataloging expenses related to the donation.

A brief discussion on the following by the commission ensued:

- how the wind chimes would be installed*
- that the wind chimes were expected to last as long as the elements or human interference allowed*
- tree branches would be used for hanging the wind chimes
 - o a cable could be used between two trees as well**
- possible entanglement by moose*

FAIR/HARRALD MOVED TO ACCEPT THE DONATION OF THE WINDCHIMES FROM HOMER DRAWDOWN AND RECOMMEND CITY COUNCIL APPROVE THE DONATION AND PLACEMENT OF 12 WINDCHIMES ON CITY TRAILS.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation:

Approve the donation by Homer Drawdown of wind chimes to be installed on city trails by the group under Public Works Parks personnel guidance.



CITY OF HOMER GIFT OR DONATION PROPOSAL APPLICATION

PLEASE TYPE OR PRINT CLEARLY AND MAKE YOUR RESPONSES COMPLETE AND THROUGH.

DATE 9-21-23
CONTACT PERSON Dale Banks TITLE Steering committee member
ORGANIZATION IF APPLICABLE Homer Drawdown
ADDRESS PO Box 2888 CITY Homer STATE AK ZIP 99603
PHONE 299-0524 FAX _____ CELL _____
EMAIL dale@loopylupine.com

TELL US WHY YOU WISH TO DONATE THIS ARTWORK OR ITEM TO THE CITY OF HOMER?

To enhance the trails and honor the Homer Drawdown volunteers that have worked on them, the chimes make a nice sound that will be subtle yet enjoyable.

PROPOSED ARTWORK

TITLE OF ARTWORK Sprocket Chimes
ARTIST(S) NAME Volunteer made, coordinated by Kim McNett
YEAR COMPLETED 2023 DIMENSIONS 1'x1'x2' approx
MATERIALS USED TO CREATE ARTWORK used brake rotors and sprockets from bikes, cleaned.

PHYSICAL DESCRIPTION OF THE DONATED ITEM

Chimes with 4-6 dangling rotors or sprockets supported by cables

NARRATIVE DESCRIPTION OF THE DONATED ITEM OR ARTWORK - TELL US THE STORY BEHIND THE PIECE OR SIGNIFICANCE FOR YOUR DESIRE TO DONATE THE ARTWORK OR ITEM TO THE CITY.

Homer Drawdown has been working on improving walking & biking in the Homer area for the last year and a half. We have contributed many hours of donated labor improving trails working with Matt Stoffy. The chimes made of bike parts would add an artistic element to our project and would honor the volunteers that contributed to trail work.

IS THE PROPOSED PIECE ONE OF A KIND? ~~no~~ IS THE PIECE PART OF A SERIES, LIMITED OR OTHERWISE?
IF SO, AN EDITION OF HOW MANY? 12-15 IS THE PIECE COMPLETED? no IF NOT WHEN IS THE
EXPECTED COMPLETION DATE? Oct 4, 2023
WHAT IS THE CURRENT CONDITION OF THE PIECE? We have constructed prototypes
that can be provided - was provided to PARC inc

PROPOSED SITE OR LOCATION

DO YOU HAVE A LOCATION(S) IN MIND FOR THE PLACEMENT OF THE ARTWORK OR ITEM YOU ARE DONATING? IF SO
WHERE? Trails that Drawdown helped improve such
as Calhoun, Lee St, Karen Hornaday, etc.

IS THIS A CITY OWNED PROPERTY, IF NOT WHO OWNS THE PROPERTY? yes

WHAT IS THE RATIONALE FOR SELECTING THIS/THESE LOCATION(S)? Homer Drawdown helped
improve these trails

ARE YOU AWARE OF ANY PERMITS OR PERMISSIONS THAT MAY BE REQUIRED? just this one

TECHNICAL SPECIFICATIONS

DESCRIBE HOW THE ARTWORK IS CONSTRUCTED OR MADE. PLEASE INCLUDE ANY DOCUMENTATION AT THE END OF
THIS APPLICATION. sprockets and rollers will be hung with steel
cable and secured with steel crimps.

HOW IS THE ARTWORK TO BE PROPERLY INSTALLED? Using existing branches, we will
find suitable locations that do not hinder bikers or walkers.
Chimes will be secured using crimps or a locking fastener

DOES THE PIECE REQUIRE ELECTRICITY, PLUMBING OR OTHER UTILITY HOOKUPS? no

WHO WILL BE INSTALLING THE ARTWORK? Homer Drawdown Steering committee members

WHAT IS THE EXPECTED LIFETIME AND STAYING POWER OF THE MATERIALS USED IN CREATING THE PIECE? _____

One to two years

WHAT MAINTENANCE IS REQUIRED AND HOW OFTEN? _____

No anticipated maintenance needed. Homer Drawdown will volunteer any maintenance if the need arises

PLEASE IDENTIFY ANY SPECIFIC MAINTENANCE PROCEDURES AND OR EQUIPMENT AND THE ASSOCIATED COSTS: _____

None

WHAT PRECAUTIONS HAVE BEEN TAKEN TO GUARD AGAINST VANDALISM IF ANY? _____

Pieces will be hung with locked fixtures for hanging above reachable height

WHAT STEPS HAVE BEEN TAKEN TO ASSURE THIS PIECE WILL NOT PRESENT A SAFETY HAZARD? _____

Pieces will be hung well above head high

BUDGET

PROJECT MANAGEMENT FEES	\$ 20 hrs	INSURANCE	\$ 0
ARTIST'S FEES	\$ 10 hrs	UTILITY HOOKUP	\$ 0
PURCHASE PRICE	\$ 150	DELIVERY	\$ 0
PERMITS	\$ 0	INSTALLATION	\$ 5 hrs
STRUCTURAL ENGINEERING	\$ 0	SIGNAGE	\$ 0
SITE PREPARATION	\$ 5 hrs	RECOGNITION	\$ 0
OTHER COSTS NOT LISTED	\$ 0	DESCRIPTION	In-kind volunteer hours

DATE PIECE WAS LAST APPRAISED? NA

WHAT IS THE VALUE OF THE PIECE OR ESTIMATED MARKET VALUE IF NO APPRAISAL WAS DONE? \$500

for all 12 pieces

TIMELINE

WHAT IS THE TIMELINE FOR THE COMPLETION OR INSTALLATION OF THE PIECE? IDENTIFY THE DIFFERENT STAGES AND

DATE GOALS TO PREPARE THE PIECE FOR DONATION Pieces will be made by volunteers on Oct 4th 2023. First intallation will occur on Oct. 19th with the remaining to be installed by Nov. 1st 2023

RESTRICTIONS

ARE THERE ANY KNOWN COVENANTS, REQUIREMENTS OR RESTRICTIONS THAT COME WITH THE ITEM BEING DONATED? _____

No

WHAT EXPECTATIONS DO YOU HAVE FROM THE CITY OF HOMER IN ACCEPTING THIS ARTWORK? _____

None

COMMUNITY INVOLVEMENT

WAS THERE ANY COMMUNITY OR USER INVOLVEMENT IN SELECTING THE RECOMMENDED LOCATION? _____

Yes, working group agreement in the Homer Drawdown volunteer group

PLEASE INCLUDE ANY LETTER(S) OF SUPPORT FOR THE PROJECT OR PROPOSED DONATION.

APPLICANT MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS APPLICATION.

- NA A RESUME OR BIO FROM THE ARTIST WHO CREATED OR WILL CREATE THE ARTWORK.
- NA FIVE TO TEN IMAGES OF PAST WORK FROM THE ARTIST. THESE CAN BE PHOTOGRAPHS.
- NA THREE TO FIVE CLEAR IMAGES OF THE PROPOSED ARTWORK OR ITEM BEING DONATED
- NA SCALE DRAWING/MODEL OF THE PROPOSED ARTWORK OR ITEM TO BE DONATED
- NA IF YOU HAVE A SITE(S) IN MIND PLEASE INCLUDE PHOTO AND DESCRIPTION OF THE SITE(S) AND A SCALED DRAWING OF THE PROPOSED ARTWORK/ITEM IN THE RECOMMENDED LOCATION.

NA A COPY OF A FORMAL APPRAISAL IF AVAILABLE

NA TECHNICAL SPECIFICATIONS, MAINTENANCE MANUAL OR DRAWINGS/RECOMMENDATION FROM STRUCTURAL ENGINEER.

✓ Sample provided to the committee with description of application along city trails

APPLICATIONS ARE TO BE SUBMITTED TO:

THE CITY OF HOMER
CITY CLERKS OFFICE
491 E. PIONEER AVENUE
HOMER, AK 99603

OR YOU MAY SUBMIT VIA FAX AT 907-235-3143 TO SUBMIT VIA EMAIL PLEASE SEND TO clerk@ci.homer.ak.us
IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CLERK'S OFFICE AT 235-3130.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/PARCAC

RESOLUTION 23-106

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ACCEPTING THE DONATION FROM HOMER DRAWDOWN OF HOMER, ALASKA, OF WINDCHIMES FOR TRAILS ENHANCEMENT AND AS A DISPLAY OF APPRECIATION FOR THE VOLUNTEERS WHO HAVE WORKED TO IMPROVE THE EXPERIENCE AND CONDITION OF HOMER'S LOCAL TRAILS.

WHEREAS, Many residents and visitors visit Homer for the scenery and opportunities to experience nature; and

WHEREAS, Many residents and visitors also use Homer's local trails to get around the city; and

WHEREAS, Homer Drawdown is a local group made up of volunteers who determine projects that they would like to put their efforts to and for the past year they have been working on improving the local trails in and around Homer for walking and biking; and

WHEREAS, Members of Homer Drawdown have constructed wind chimes out of recycled bicycle parts to be hung from the tree branches along local trails in appreciation for the many hours dedicated to the betterment of Homer's Local trails that volunteers have given; and

WHEREAS, The Parks, Art, Recreation, and Culture Commission (PARCAC) have reviewed the proposed donation of wind chimes to the City of Homer and recommended that City Council accept the donation at their regular meeting on September 21, 2023.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby accepts the donation from Homer Drawdown of Homer, Alaska of Wind Chimes for Trails Enhancement and as a display of Appreciation for the Volunteers who have worked to improve Homer's Local Trails.

PASSED AND ADOPTED by the Homer City Council this 9th day of October, 2023.

CITY OF HOMER

KEN CASTNER, MAYOR

43 ATTEST:

44

45 _____

46 MELISSA JACOBSEN, MMC, CITY CLERK

47

48 Fiscal note: N/A



MEMORANDUM

Resolution 23-107, A Resolution of the City Council of Homer, Alaska Approving a One Year Subscription in the Amount of \$15,500 to Environmental Systems Research Institute, Inc. for GIS Software and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.

Item Type: Backup Memorandum
Prepared For: City Council
Date: September 20, 2023
From: Janette Keiser, PE, Public Works Director/City Engineer
Through: Rob Dumouchel, City Manager

I. Issue: The purpose of this Memorandum is to request authorization to award a sole-source purchase order to Environmental Systems Research Institute, Inc., (“ESRI”) for ArcGIS software/services.

II. Background:

Ordinance 23-43(S) appropriated \$16,490 to upgrade the City’s ArcGIS software, from FY23 Community Assistance Program (“CAP”) funds. The City’s provider of GIS software is ERSI, which offers ArcGIS software and support services to local governments under a subscription basis. Customers are invited to enter into a license agreement, which locks in an annual subscription price for three years, but are able to cancel the agreement with no penalty. At this time, we are seeking authorization to pay for a one-year subscription, at the cost of \$15,500. While the contract quote is for three years, section 3.4 allows for termination if funding is not approved for year two or three.

This particular subscription upgrades our GIS operations and data management from the limited individual desk top computers we’ve been using at the Planning and Public Works Departments, to an on-line based environment. This will allow us the expand GIS services throughout City operations, such as the Port/Harbor or Fire Departments, and for use in community engagement.

Homer City Code allows exceptions to be made to bidding requirements in the cases where a sole source procurements is justified, HCC 3.16.060(i). A sole source procurement is justified in this case because ERSI has been the City’s provider of Arc GIS software for over 15 years and we are well pleased with the value ERSI provides with its products and services. It is fair to say there is no comparable GIS service provider for local government use.

III. RECOMMENDATIONS: That the City Council approves a one-year subscription of ArcGIS software and services to ERSI, in the amount of \$15,500.



Quotation # Q-490158

Date: August 31, 2023

Customer # 194886 Contract #

City of Homer
 Planning Dept
 491 E Pioneer Ave
 Homer, AK 99603-7624

ATTENTION: Aaron Yeaton
 PHONE: 907-435-3137
 EMAIL: ayeaton@ci.homer.ak.us

Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853
 DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 2/9/2023 To: 11/30/2023

Material	Qty	Term	Unit Price	Total
168362	1	Year 1	\$15,500.00	\$15,500.00
Population of 0 to 15,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				
168362	1	Year 2	\$15,500.00	\$15,500.00
Population of 0 to 15,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				
168362	1	Year 3	\$15,500.00	\$15,500.00
Population of 0 to 15,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				

Subtotal:	\$46,500.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$46,500.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Raed Aldbagh	Email: raldbagh@esri.com	Phone: (909) 793-2853 x5764
---	------------------------------------	---------------------------------------

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/lease. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

ALDBAGHR This offer is limited to the terms and conditions incorporated and attached herein.

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

3 City Manager
4 Public Works Director

5 **RESOLUTION 23-XXX**

6
7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
8 APPROVING A ONE YEAR SUBSCRIPTION IN THE AMOUNT OF
9 \$15,500 TO ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE,
10 INC. FOR GIS SOFTWARE AND AUTHORIZING THE CITY MANAGER
11 TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.
12

13 WHEREAS, Ordinance 23-43(S) appropriated \$16,490 to upgrade the City’s ArcGIS
14 software, from FY23 Community Assistance Program (“CAP”) funds; and
15

16 WHEREAS, The City’s provider of GIS software is ERSI, which offers ArcGIS software and
17 support services to local governments under a subscription basis; and
18

19 WHEREAS, Customers are invited to enter into a license agreement, which locks in an
20 annual subscription price for three years, but are able to cancel the agreement with no penalty
21 and at this time, we are seeking authorization to pay for a one-year subscription, at the cost of
22 \$15,500; and
23

24 WHEREAS, This particular subscription upgrades they City’s GIS operations and data
25 management from the limited individual desk top computers we’ve been using at the Planning
26 and the Public Works Departments to an on-line based environment, which will allow the City
27 to expand GIS services throughout City operations and for use in community engagement; and
28

29 WHEREAS, Homer City Code allows exceptions to be made to bidding requirements in
30 the cases where a sole source procurements is justified, HCC 3.16.060(i); and
31

32 WHEREAS, A sole source procurement is justified in this case because ERSI has been the
33 City’s provider of ArcGIS software for over 15 years, we are well pleased with the value ERSI
34 provides with its products and services and it is fair to say there is no comparable GIS service
35 provider for local government use.
36

37 NOW THEREFORE BE IT RESOLVED that the Homer City Council hereby approves a one-
38 year subscription of ArcGIS software and services to ERSI, in the amount of \$15,500 and
39 authorizes the City Manager to negotiate and execute the appropriate documents.
40

41 PASSED AND ADOPTED by the Homer City Council this 9th day of October, 2023.
42

43 CITY OF HOMER
44

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50
51

ATTEST:

KEN CASTNER, MAYOR

MELISSA JACOBSEN, MMC, CITY CLERK



MEMORANDUM

Resolution 23-107, A Resolution of the City Council of Homer, Alaska Approving a One Year Subscription in the Amount of \$15,500 to Environmental Systems Research Institute, Inc. for GIS Software and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Public Works Director.

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From: Janette Keiser, PE, Public Works Director/City Engineer
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Homer City Code allows exceptions to be made to bidding requirements in the cases where a sole source procurements is justified, HCC 3.16.060(i). A sole source procurement is justified in this case because ERSI has been the City’s provider of Arc GIS software for over 15 years and we are well pleased with the value ERSI provides with its products and services. It is fair to say there is no comparable GIS service provider for local government use.

III. RECOMMENDATIONS: That the City Council approves a one-year subscription of ArcGIS software and services to ERSI, in the amount of \$15,500.

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

City Clerk

3
4 **RESOLUTION 23-108**

5
6 A RESOLUTION OF THE HOMER CITY COUNCIL CONFIRMING THE
7 ASSESSMENT ROLL, ESTABLISHING DATES FOR PAYMENT OF
8 SPECIAL ASSESSMENTS AND ESTABLISHING DELINQUENCY,
9 PENALTY, AND INTEREST PROVISIONS FOR THE TASMANIA
10 COURT WATER AND SEWER IMPROVEMENT SPECIAL
11 ASSESSMENT DISTRICT
12

13 WHEREAS, In compliance with Homer City Code Chapter 17, Improvement Districts, the
14 Homer City Council created the Tasmania Court Water Assessment Roll on September 28, 2020
15 with Resolution 20-083 and the Tasmania Court Sewer Special Assessment District on June 14,
16 2021 with Resolution 21-045(A); and
17

18 WHEREAS, The Notice of Public Hearing and Notice of Right to Object dated August 21,
19 2023 was mailed to property owners in the district advising that written objections must be
20 filed with the City Clerk no later than September 11, 2023; and
21

22 WHEREAS, A second Notice of Public Hearing and Right to Object dated September 12,
23 2023 was mailed to property owners advising a page was omitted from the original notice and
24 that written objections must be filed with the City Clerk no later than September 25, 2023; and
25

26 WHEREAS, Public Hearings were held on September 11 and 25, 2023 to hear objections
27 to the final assessment roll; and
28

29 WHEREAS, One objection was filed on September 7, 2023 by Bryan and Ginny Evans;
30 and
31

32 WHEREAS, The final assessment roll as presented by the City Clerk is attached hereto
33 as Attachment A, is hereby confirmed as the official assessment roll for the Tasmania Court
34 Water and Sewer Special Assessment Districts and the Mayor and Clerk shall be directed to sign
35 same.
36

37 NOW, THEREFORE, BE IT RESOLVED that on or before 5:00 p.m. on February 1, 2024 all
38 assessments in the Tasmania Court Water and Sewer Special Assessment District shall become
39 due and payable in full. All assessments not paid in full by this date shall be considered
40 delinquent and in default and shall have added a penalty the rate of ten and one half percent
41 (10.5%) per annum until paid. Should default occur, the City of Homer will institute a civil
42 action for a foreclosure of the assessment lien. Foreclosure shall be against all property on
43 which assessments are in default. All costs including collection and legal fees resulting from
44 such action, shall be added and incorporated into the assessed amount due plus interest and

45 penalties and shall be reimbursed from the proceeds of foreclosure sale of the assessed real
46 property.

47
48 BE IT FURTHER RESOLVED that an optional twenty (20) year payment plan for the water
49 and sewer assessments is offered whereby the assessments may be paid in equal yearly
50 installments plus interest of one and one half percent (1.5%) per annum on the unpaid balance
51 of the assessment. The first such installment shall be due and payable without interest on or
52 before 5:00 p.m. February 1, 2024 and each installment thereafter shall be due on or before
53 February 1 of each year, plus interest on the unpaid balance of the assessment. If any annual
54 installment payment is not received when due, the entire outstanding principle amount of the
55 assessment shall be in default and shall be immediately due and payable. The entire
56 outstanding assessment principle (including the annual installment) shall have added a
57 penalty of ten and one half percent (10.5%) on the outstanding principle. The principle shall
58 draw an additional interest at the rate of ten and one half percent (10.5%) per annum until
59 paid. Should default occur, the City will institute civil action for foreclosure of the assessment
60 lien. Foreclosure shall be against all property on which assessments are in default. All costs
61 including collection and legal fees resulting from such action shall be added and incorporated
62 into the assessed amount due plus interest and penalties, and shall be reimbursed from the
63 proceeds of foreclosure sale of the assessed real property.

64
65 PASSED AND ADOPTED by the Homer City Council on this 9th day of October, 2023.

66
67 CITY OF HOMER

68
69 _____
70 KEN CASTNER, MAYOR

71 ATTEST:

72
73 _____
74 MELISSA JACOBSEN, MMC, CITY CLERK

75
76 Fiscal Note: Total design and construction project costs are \$246,104.43 for water
77 improvement and \$304,938.97 for sewer improvement. Assessment methodology is equal
78 shares and the cost per parcel is \$16,779.85 for water and \$20,791.29 sewer.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 23-0xx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING THE 2023 CITY COUNCIL MEETING SCHEDULE FOR
NOVEMBER AND DECEMBER.

WHEREAS, Historically the Alaska Municipal League (AML) and Affiliate Annual Conferences have been held in the second week in November and Homer City Council did not schedule a first meeting in November to allow for conference attendance; and

WHEREAS, The 2023 AML and Affiliate Annual Conferences are scheduled for the December 6th through 8th; and

WHEREAS, The AML conference schedule falls within the timeline of agenda packet preparation and distribution when Mayor, Council, and key staff are participating in their respective conferences; and

WHEREAS, This revised AML conference schedule allows for two Council Meetings in November; and

WHEREAS, The City has transitioned to a fiscal year budget cycle so there is no longer a need to adopt the City's budget in December of each year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby amends its 2023 meeting schedule to hold meetings November 13 and 27, and cancels the December 11th regular meeting.

BE IT FURTHER RESOLVED if an emergency situation arose, a special meeting could be called if needed.

PASSED AND ADOPTED by the Homer City Council on this 9th day of October 2023.

CITY OF HOMER

KEN CASTNER, MAYOR

43 ATTEST:

44

45

46 _____

47 MELISSA JACOBSEN, MMC, CITY CLERK

48

49 Fiscal note: N/A

2023 Community Health Needs Assessment

Hannah Gustafson, Elemental Consulting, MAPP Coordinator
Derotha Ferraro, SPH, MAPP Steering Committee

Who?

- ❖ MAPP Steering Committee
- ❖ CHNA Workgroup
- ❖ Strategy Solutions, Inc.
- ❖ Community Residents

Funding:

- ❖ MAPP of Southern Kenai Peninsula
- ❖ South Peninsula Hospital SAB
- ❖ State of Alaska Healthy & Equitable Communities (sub-grant through City of Homer)





4. Identifies forces such as legislation, technology, etc. that affect the context in which the community and its public health system operate.

1. Qualitative input from community members to identify the issues they feel are important.

3. Quantitative community health data that identifies priority health and quality of life issues.

2. Measures how well different local public health system partners work together to deliver the 10 Essential Public Health Services.

There are a variety of limitations to both the secondary and primary data collected and utilized in this study.

The Secondary **data may be incomplete and lack accuracy depending on a variety of factors** including but not limited to:

- The **time lag** from the time the data was collected to the time it was reported.
- The **research design, methodology, sampling design and sources** (target audiences, recruitment methods) do not necessarily match the population of this study and were not consistent.
- Data collection methods (qualitative and quantitative techniques) varied, with a **variety of different methodologies used** by the sources.

The primary data collection included in the study also has potential limitations that include but are not limited to:

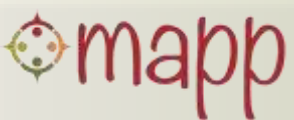
- Data was obtained from a **convenience sample of key informant stakeholders** willing to participate.
- Data was largely **qualitative**.

Both the primary and secondary data presented in this report via charts, graphs, tables and narrative are based on that unique data source, which **may or may not represent a sample size that is representative of the SKP service area**. The narrative introducing each chart, graph or table is intended to highlight some of the data that is represented in the respective chart, table or graph from that particular data source, and are not necessarily a finding reflecting the SKP service area.

Community Themes & Strengths

1. Focus Groups
2. Stakeholder Interviews
3. Intercept Survey
4. Perception of Health Surveys





Top Identified Community Needs/Problems

Focus Group Participants

Access to specialists

Lack of
staff/workforce
shortages

Loss of staff due to
burnout of
healthcare workers

Need for substance
abuse services

People experiencing
substance use

Suicide/crisis
support

Youth housing

People experiencing
mental illness

Access to housing

Access to
transportation

Access to food

Access to childcare

Safe spaces for



Top Identified Community Needs/Problems

Stakeholder Interviews

Affordable year-round housing

Increase in short-term rental (Airbnb and VRBO)

Lack of workforce housing

No homeless Shelter

Year-round recreational opportunities

Need for a community center

Afterschool places for youth

Lack of safe streets

People experiencing substance use

Lack of substance abuse services

Increase in assault/violence

Access to care (staffing shortages, lack of providers)

Aging population and lack of senior services

People diagnosed with cancer

People experiencing food insecurity

Lack of public transportation

People experiencing mental health

Lack of mental health services

Support for LGBTQIA community

Prevalence of Human trafficking

Support for youth

Access to childcare



Community Strengths

	2008 Perceptions Survey (831 responses)	2012 Perceptions Survey (1,171 responses)	2015 Perceptions Survey (680 responses)	2019/2020 Perceptions Survey (469 responses)	2023 Perceptions Survey (1,020 responses)
1	People help each other	Natural beauty (79%)	Natural beauty (63%)	Natural beauty (21%)	Natural beauty (56%)
2	Respect for varied viewpoints	People help each other (68%)	People help each other (36%)	People help each other (11%)	People help each other (28%)
3	Natural beauty	Healthy environment (53%)	Cultural/arts opportunities (29%)	Schools (10%)	Recreational opportunities (25%)
4	Diverse private/public nonprofit organizations	Schools (48%)	School (27%)	Cultural/arts opportunities (8%)	Cultural/arts opportunities (25%)
5	Other	Cultural/arts opportunities (47%)	Recreational opportunities (24%)	Access to health care (8%)	Schools (21%)



Areas Most Negatively Affecting The Community

	2008 Perceptions Survey (834 responses)	2012 Perceptions Survey (454 responses)	2015 Perceptions Survey (649 responses)	2019/2020 Perceptions Survey (444 responses)	2023 Perceptions Survey (1,020 responses)
1	Substance abuse	Substance abuse (79%)	Substance abuse (97%)	Substance abuse (97%)	Substance abuse (66%)
2	Economic costs	Economic costs (54%)	Interpersonal violence (96%)	Mental/emotional health (82%)	Mental/emotional health (54%)
3	Mental/emotional health	Mental/emotional health (52%)	Mental/emotional health (75%)	Economic health (72%)	Economic health (41%)




Community Areas for Improvement

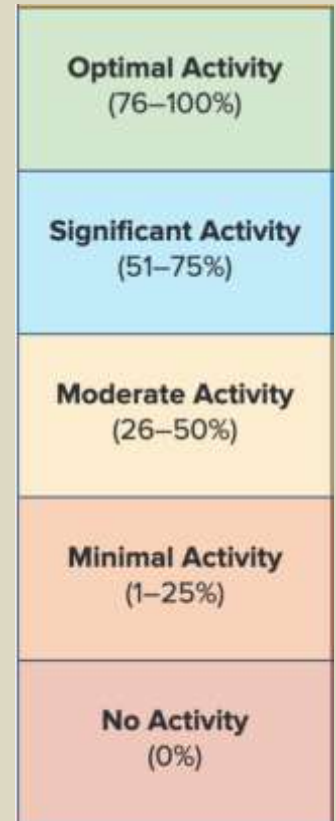
	2015 Perceptions Survey (590 responses)	2019/2020 Perceptions Survey (469 responses)	2023 Perceptions Survey (1,020 responses)
1	Jobs and economic opportunities (48%)	Jobs and economic opportunities (13%)	Housing (58%)
2	Public transport (38%)	Substance abuse treatment (13%)	Public transportation (24%)
3	Substance abuse treatment (36%)	Housing (12%)	Jobs and economic opportunities (20%)
4	Housing (26%)	Public transportation (12%)	Substance abuse treatment (17%)
5	Access to job training and higher education (17%)	Respect for varied viewpoints (10%)	Behavioral health services (17%)

Local Public Health System Assessment



	10 Essential Services	2009 LPHSA Overall Results	2016 LPHSA Overall Results	2023 LPHSA Overall Results
1	Monitor Health Status	13%	53%	44%
2	Diagnose and Investigate	56%	90%	84%
3	Educate/Empower	31%	31%	69%
4	Mobilize Partnerships	35%	68%	82%
5	Develop Policies/Plans	31%	50%	75%
6	Enforce Laws	51%	44%	58%
7	Link to Health Services	45%	59%	66%
8	Assure Workforce	34%	75%	62%
9	Evaluate Services	20%	41%	66%
10	Research/Innovations	18%	49%	55%
	 Average Overall Score	33%	58%	66%

98



Recurrent Themes:

Lessons Learned from
COVID Response - i.e.,
Collaboration, etc.

Challenges with Data
- outdated, not local,
not timely

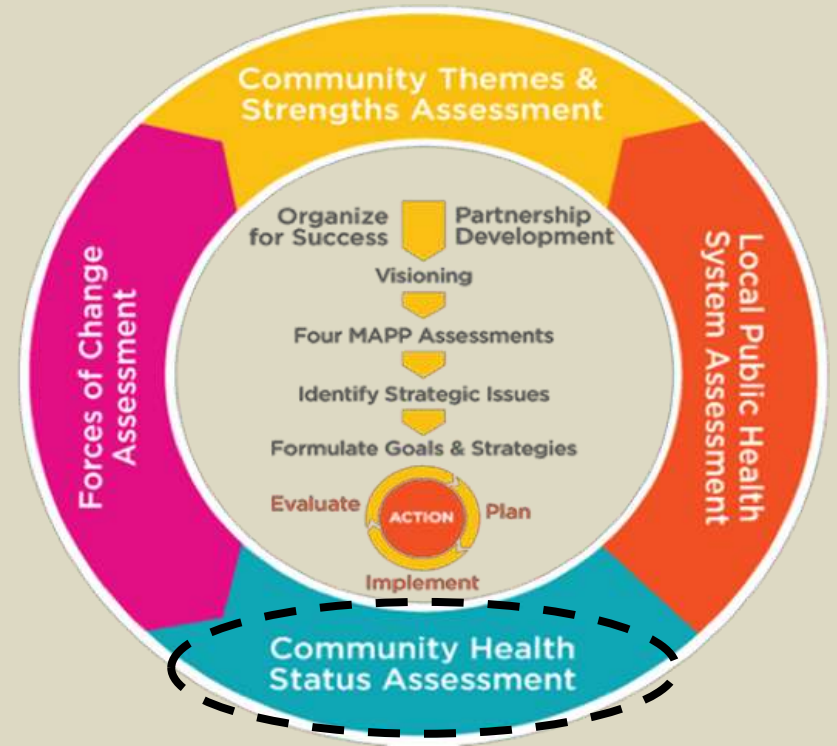
Local Public Health
System Alignment -
i.e., Use Data
Dashboards, etc.

Local Organizational
Partnerships are a
Strength

Proactive vs. Reactive
- i.e., addressing
needs before issues
arise

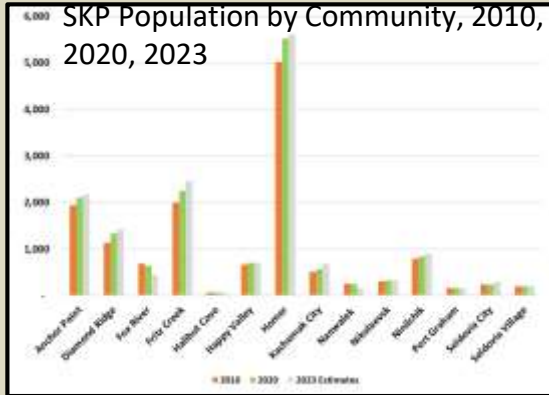
Workforce
shortages causing
strain

Community Health Status Assessment

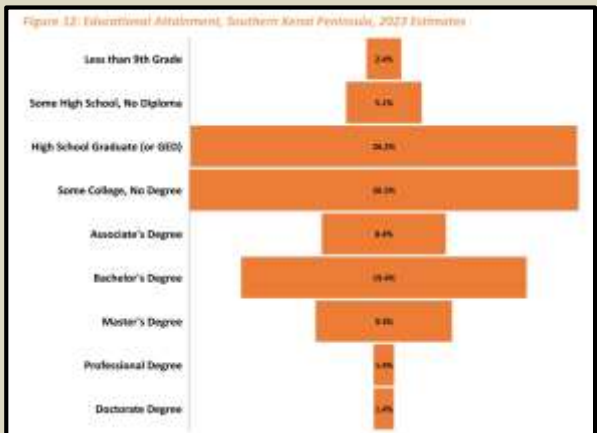
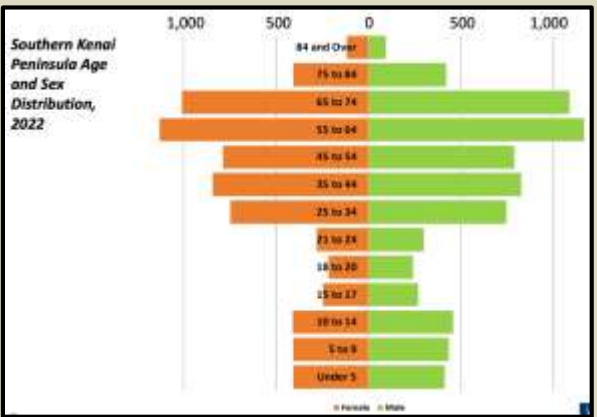
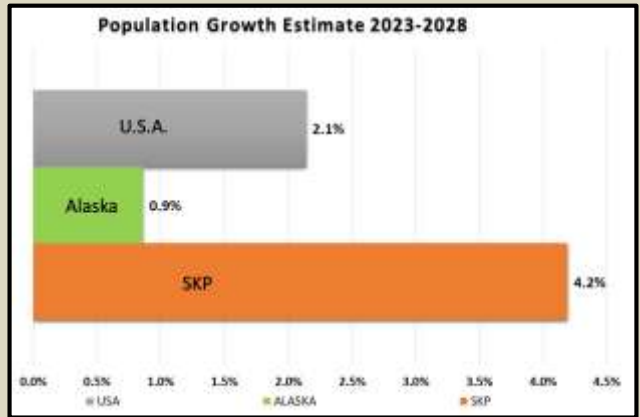
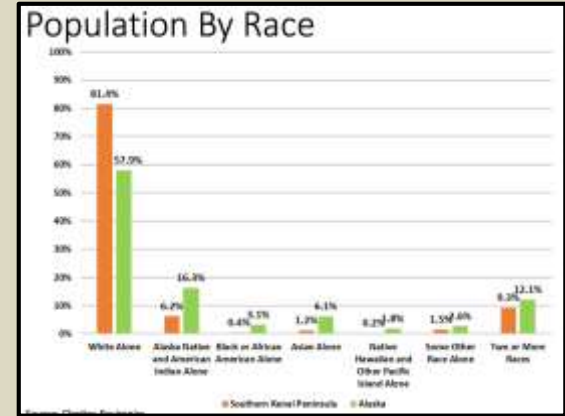




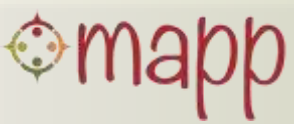
SKP Demographic Snapshot



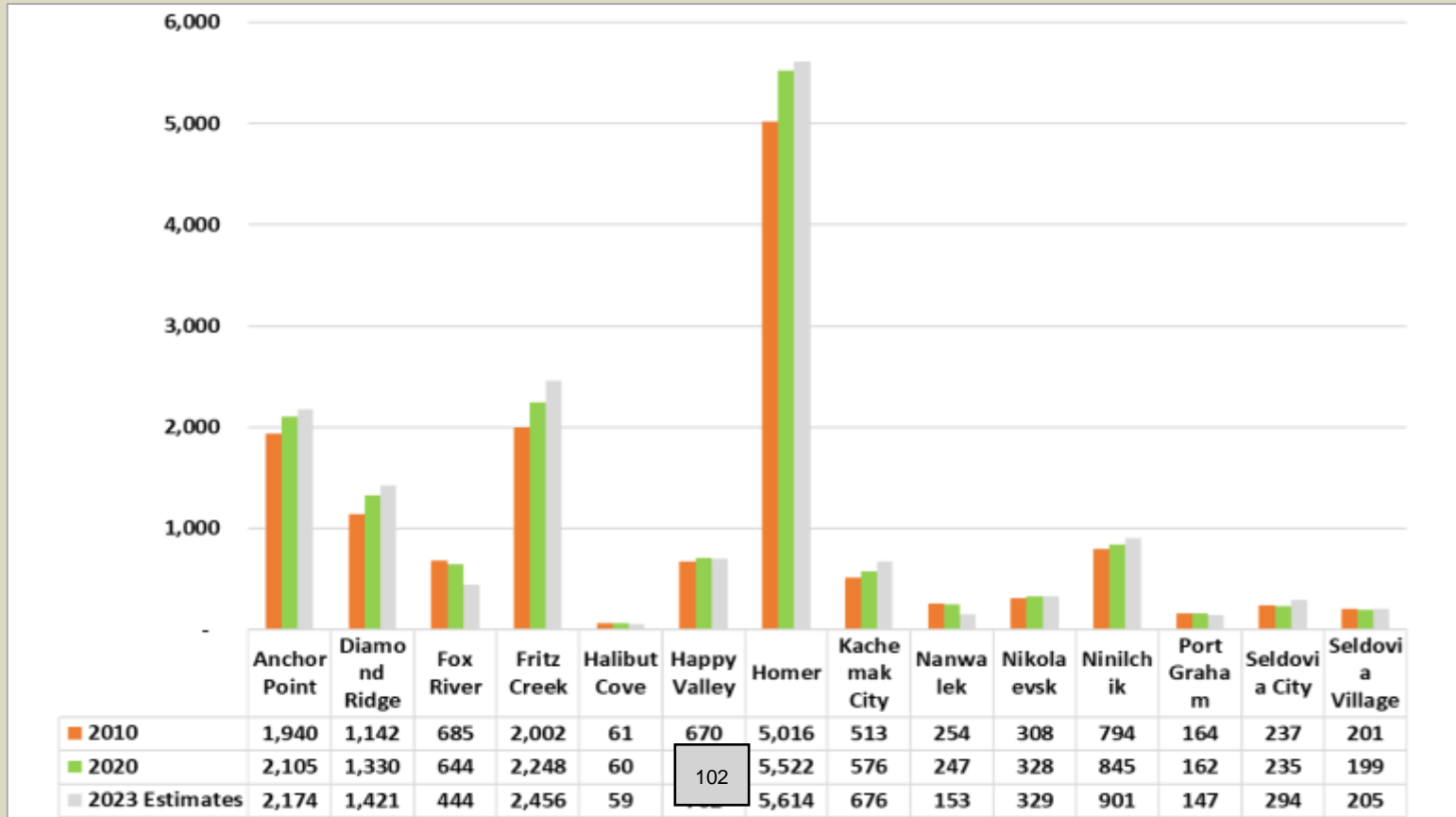
★ Total SKP Population = 15,575
 Growth from 2020-2023 = 2.4% (361)



*See Health Status report for more information/graph d 101 s.

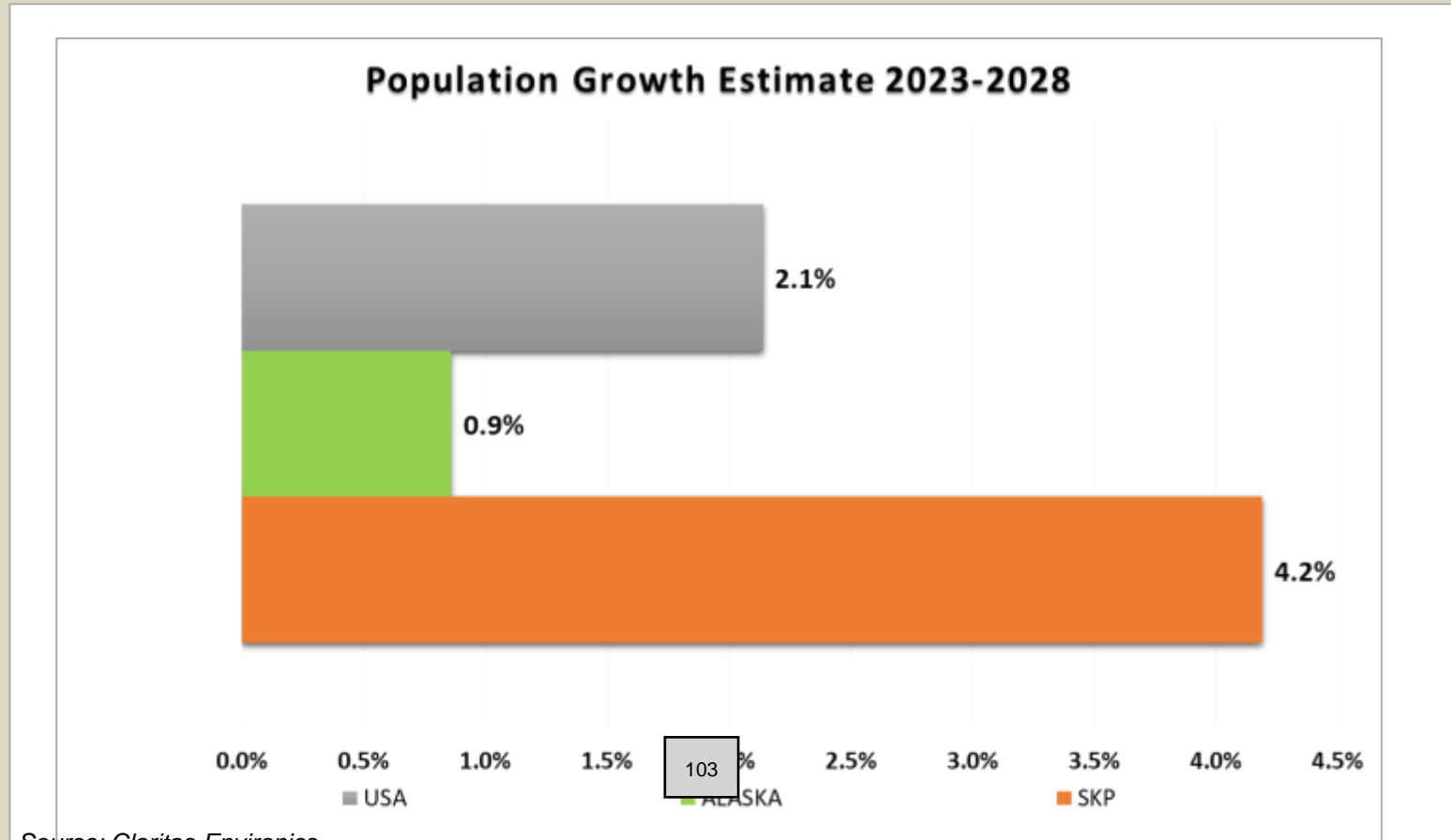


Population of SKP - 15,575

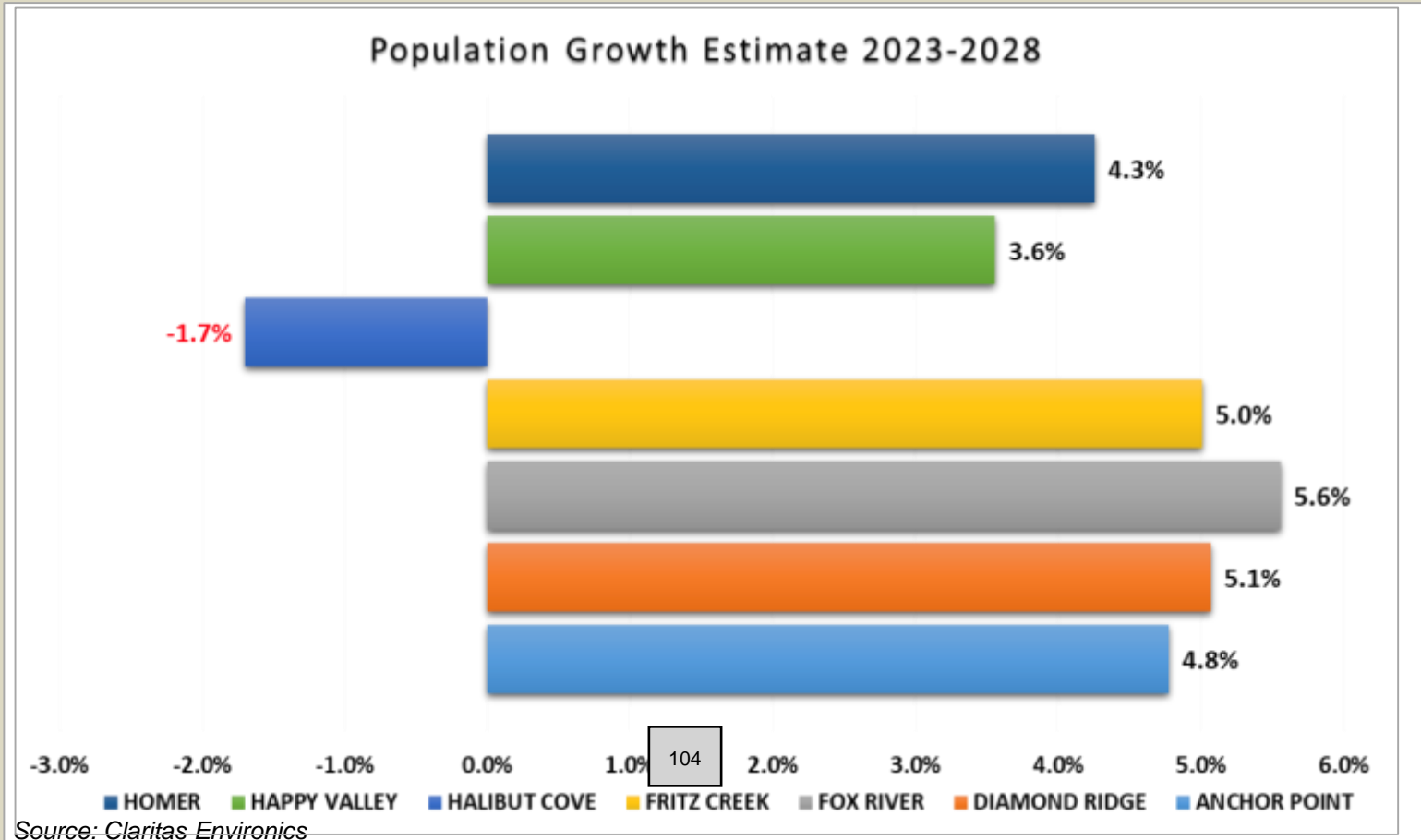


Source: Claritas Environics, Alaska Department of Labor

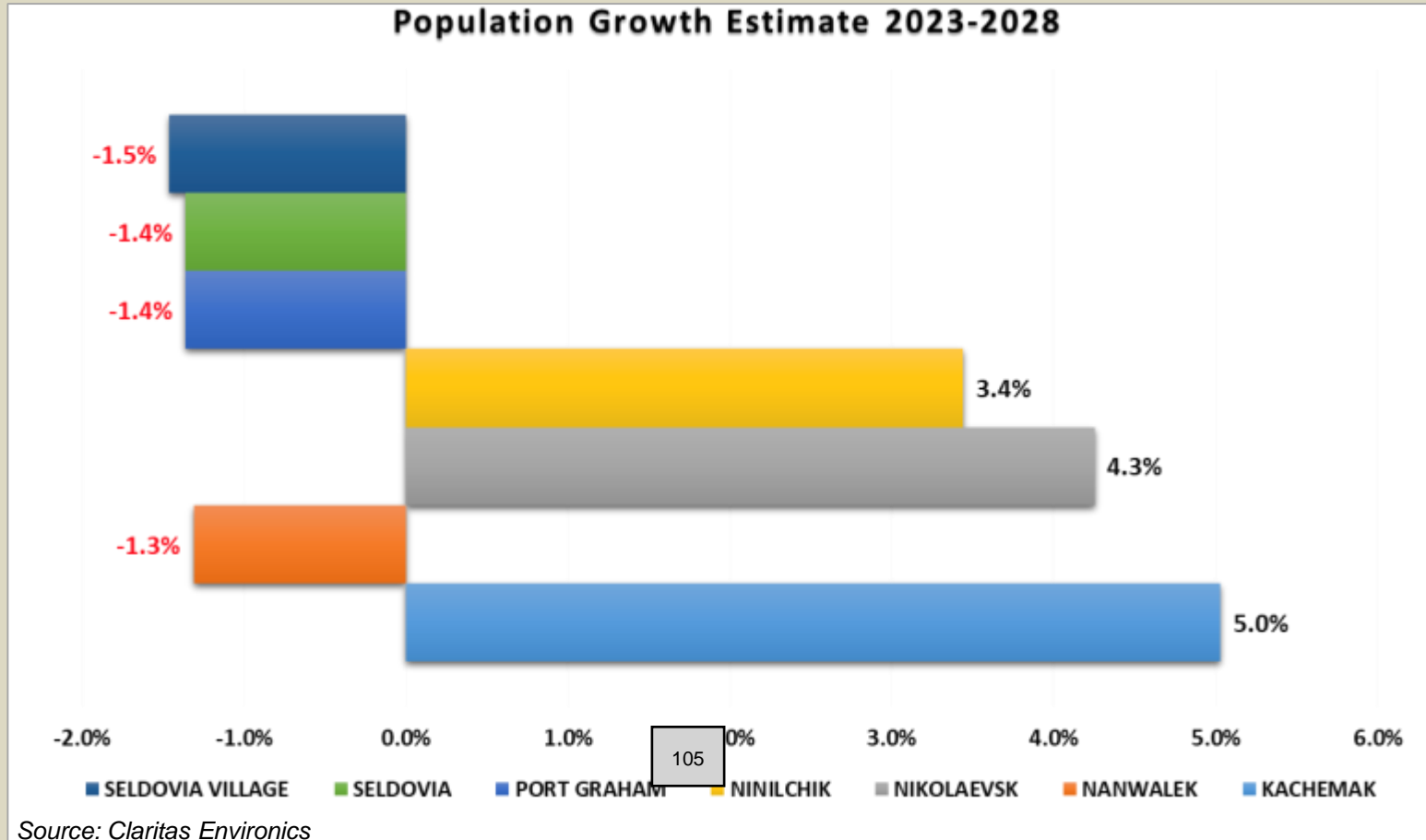
Population Growth Estimates



Population Growth Estimates



Population Growth Estimates



Population by Age

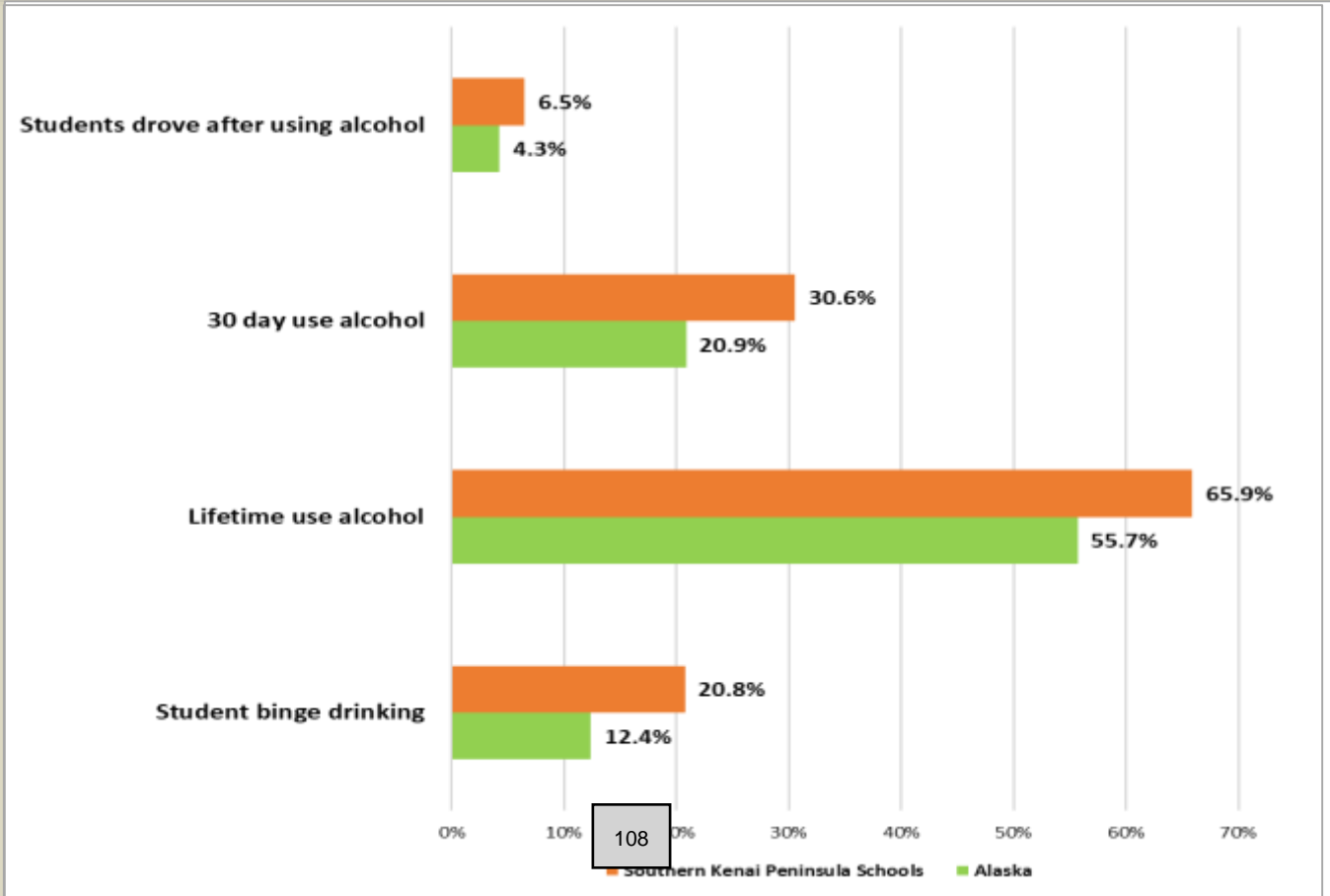
2023 Population By Age	Total	SKP	ALASKA	USA
Age 0-14	2,674	17%	20.2%	18.0%
Age 15-24	1,686	10.8%	13.2%	13.1%
Age 25-54	5,190	33.3%	40.3%	38.4%
Age 55-64	2,446	15.7%	12.0%	12.6%
Age 65-84	3,318	21.3%	13.3%	15.9%
Age 85 and Over	261	1.6%	1.1%	2.1%
Total Population of SKP	15,575			
2023 Est. Average Age		43.2	37.6	40.2
2023 Est. Median Age	106	44.6	36.0	39.2



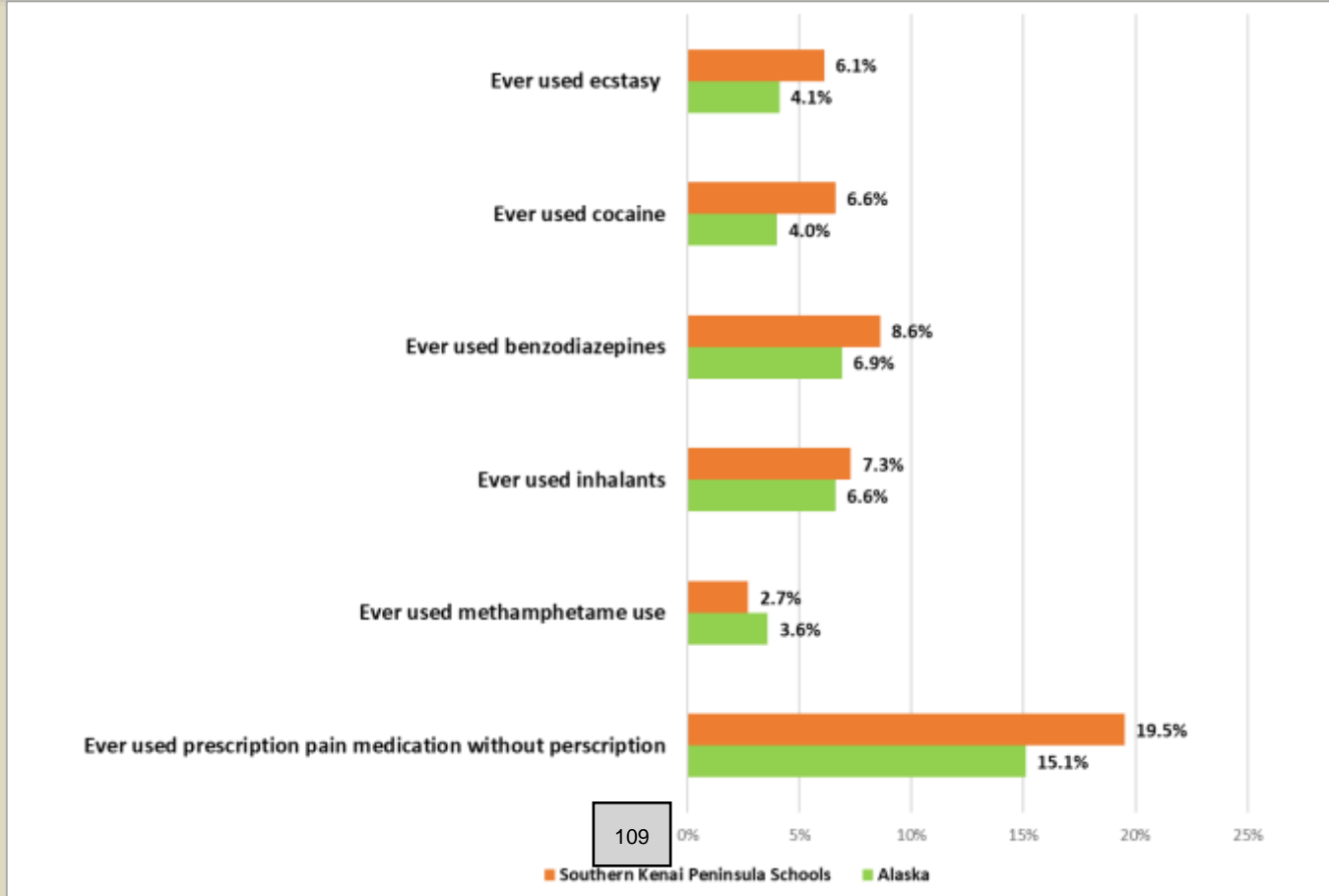
Leading Cause of Death, SKP

Rank	2019	2020	2021
1	Malignant Neoplasms (39 Deaths)	Malignant Neoplasms (30 Deaths)	Disease of Heart (38 Deaths)
2	Diseases of Heart (27 Deaths)	Diseases of Heart (30 Deaths)	Malignant Neoplasms (37 Deaths)
3	Chronic Lower Respiratory Diseases (9 Deaths)	Accidents (Unintentional Injuries) (9 Deaths)	COVID-19, Virus Identified (25 Deaths)
4	Accidents (Unintentional Injuries) (9 Deaths)	Diabetes Mellitus (8 Deaths)	Accidents (Unintentional Injuries) (11 Deaths)
5	Cerebrovascular Diseases (8 Deaths)	Cerebrovascular Diseases (8 Deaths)	Diabetes Mellitus (10 Deaths)

Student Alcohol Use



Student Drug Use



Impact of COVID-19

Deaths of hospitalized patients at SPH (with Covid, not necessarily from)

2020	2021	2022
2	18 (9 at SPH; 9 transferred)	3 (2 at SPH; 1 transferred)

The number of COVID-19 related ER visits has increased in South Peninsula Hospital with a high of 303

Table 17: COVID-19 Related ER Visits, South Peninsula Hospital, 2020-2021

2020	2021	2022
49	226	303

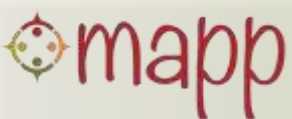
Source: South Peninsula Hospital

The number of COVID-19 related hospitalizations at South Peninsula Hospital was highest in 2021.

Table 18: COVID-19 Related Hospitalizations, South Peninsula Hospital, 2020-2022

2020	2021	2022
18	95	81

Source: South Peninsula Hospital



COVID-19 Related Clinic Visits

South Peninsula Hospital Clinics: Homer Medical Center, Family Care Clinic, & Functional Medicine

	2021	2022	Total
COVID-19	598	920	1,518
Contact with (suspected exposure)	49	26	75
Personal history of COVID-19	93	157	250
Post-COVID-19 condition	4	87	91
Total	744	1,190	1,934

SVT Health and Wellness, 2021-2022

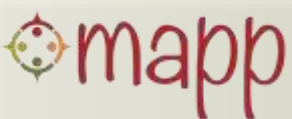
	2021	2022
Number of Visits for COVID	676	140
Number of Visits for Long COVID	N/A*	27

*Data was not being tracked



Mental Health Related Discharges

PRIMARY, SECONDARY OR TERTIARY DIAGNOSIS	ER				Inpatient/Outpatient			
	2019	2020	2021	2022	2019	2020	2021	2022
Alcohol Abuse/Dependence	100	88	122	198	46	53	69	51
Suicidal ideations/Attempts	23	17	31	23	37	31	42	40
Major depressive disorder	30	40	19	5	24	36	29	4
Anxiety Disorder	79	70	86	107	15	16	20	14
Bipolar Disorder	12	16	17	8	6	17	16	10
Altered mental status, unspecified	14	8	9	9	18	8	13	6
Schizoaffective disorder	3	0	5	3	9	9	6	8
Post-traumatic stress disorder	10	7	10	6	6	4	12	5
Opioid Dependence	22	19	17	14	6	4	4	2
Adjustment disorder	8	8	10	6	6	4	2	2
Schizophrenia	6	6	4	5	5	4	1	1



COVID-19: Perceived Challenges

Perceptions of Community Health Survey Feedback to Impact of COVID-19

Respondents were asked to indicate if any of the following areas were more challenging than normal during the COVID-19 pandemic. This was a “check all that apply” question.

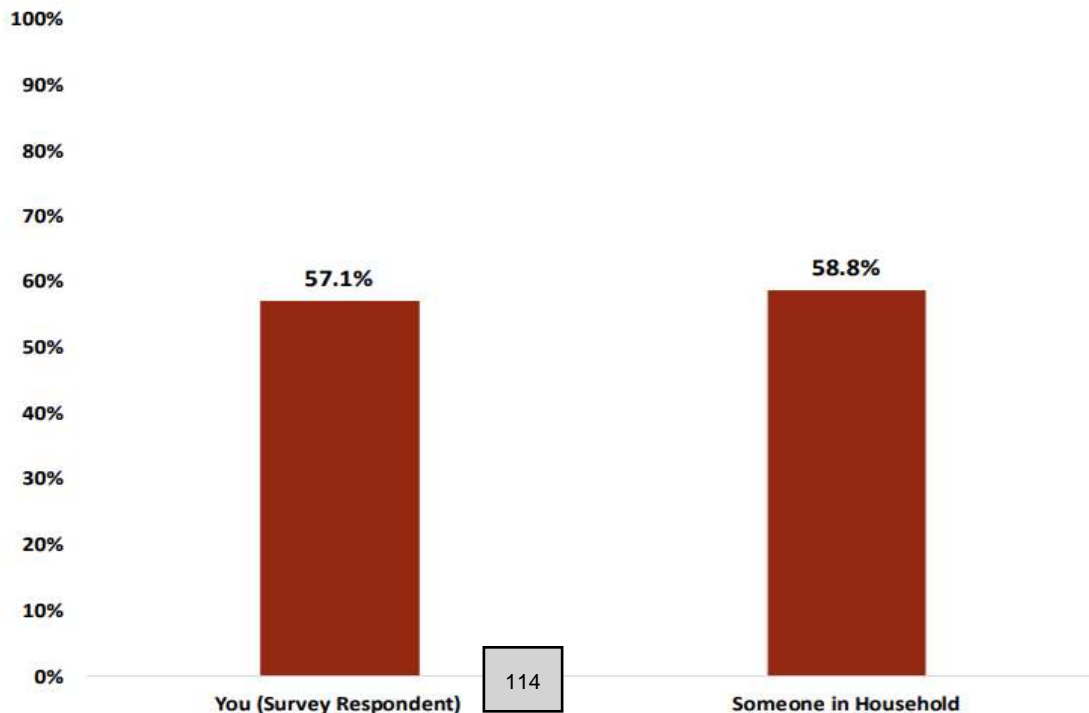
Table 10: Challenges During COVID-19

Areas Impacted by COVID-19	2023 Perceptions Survey (1,020 responses)
Did not experience any challenges	22.1%
Job security (unemployed, fired or laid off, less work to do than before, less income, etc.)	20.2%
Access to medical care	18.9%
Paying bills (medical or other)	18.3%
Access to food (affordable groceries, getting SNAP benefits, feeding family or loved ones, etc.)	18.1%
Housing (paying rent, facing eviction, foreclosure, maintenance, etc.)	16.6%
Utilities (electric, gas, or water shut-offs or difficulty paying for them)	15.0%
Other	12.5%
Transportation (getting to places you need to go, riding public transit, driving a car, etc.)	11.1%
Affording other basic needs (not mentioned)	10.2%
Access to childcare	8.2%
Safety at home (abuse, interpersonal violence, family violence, or domestic violence)	3.0%

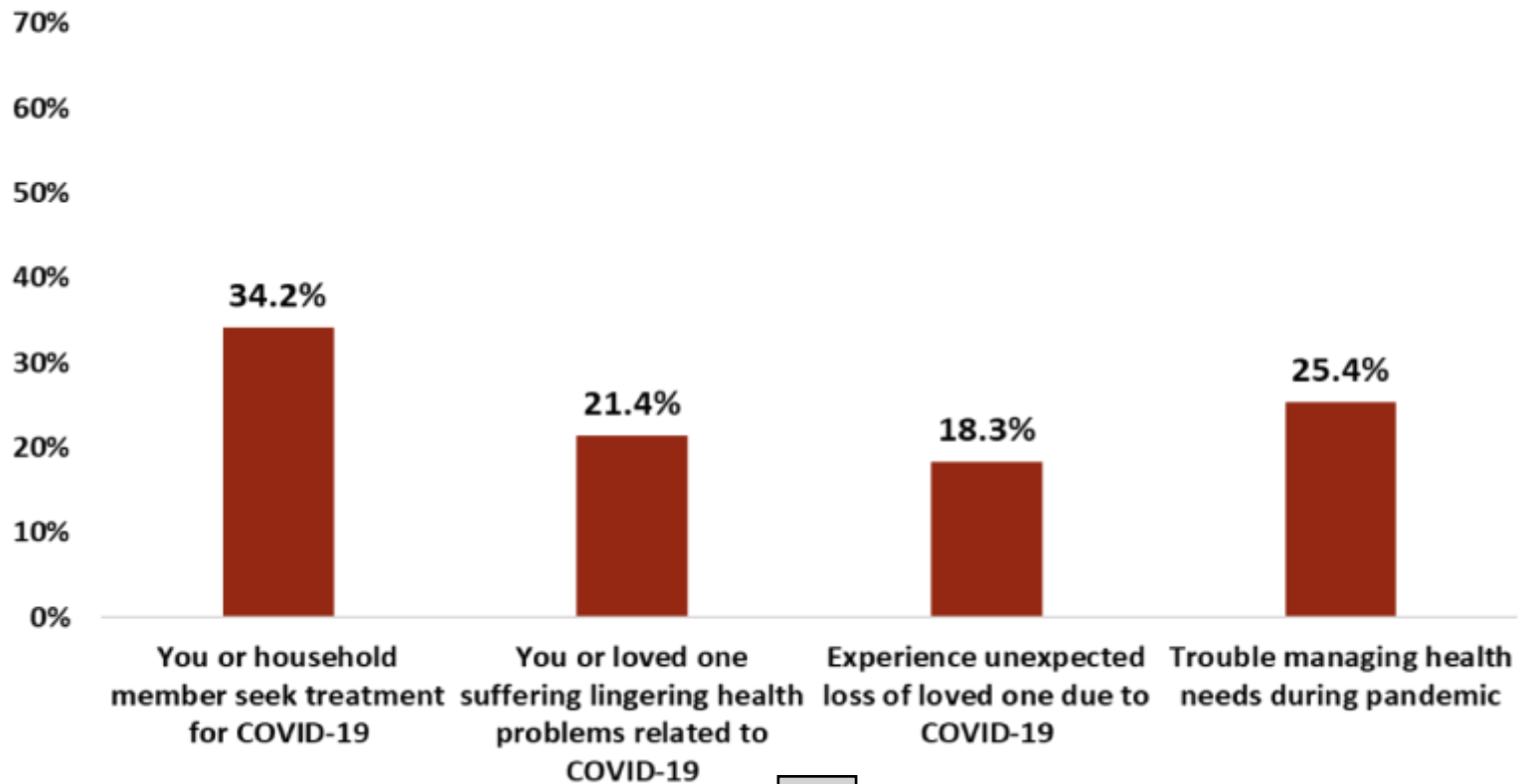
COVID-19: Positivity Rate

Of those who responded to the question if they personally had tested positive for COVID-19 (N=821) or someone in their household had (N=816), over half personally tested positive (57.1%) or had someone in their household test positive (58.8%).

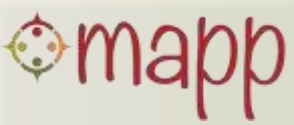
Figure 11: Tested Positive for COVID-19



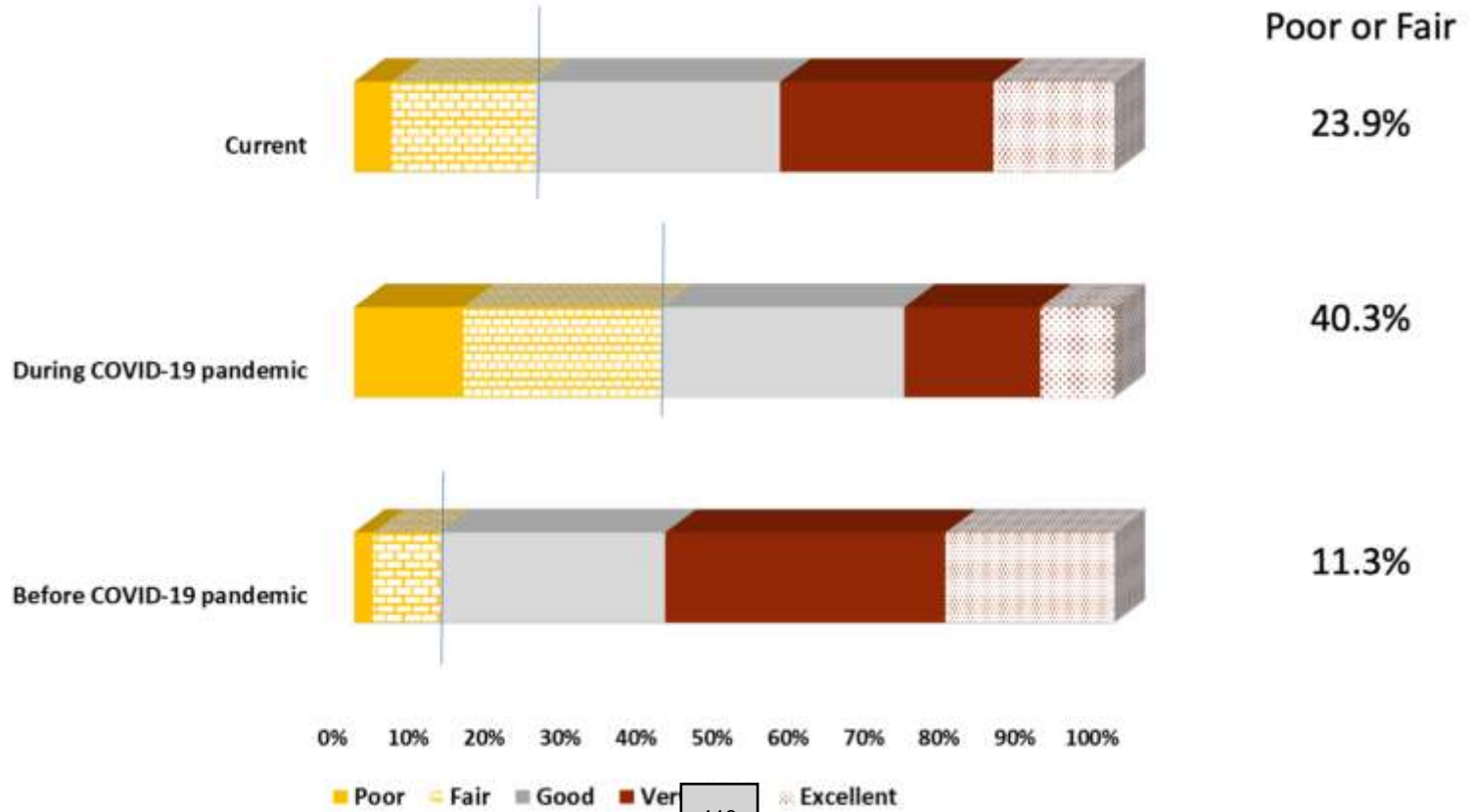
Impact of COVID-19

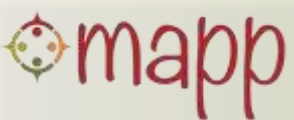


Source: *Perceptions of Community Health Survey* N=1020



Impact of COVID-19 on Mental Health





General Findings by Category

Overall Health Status	Access to Quality Health Services	Barriers to Healthcare	Chronic Disease
COVID-19	Physical Activity & Nutrition	Tobacco Use	Mental Health & Substance Use Disorder
Healthy Environment	Healthy Women, Mothers, Babies, & Children	Infection Disease	Injury

Forces of Change Assessment





Identified Forces (Trends, Events, Factors)

1. Housing Crisis/Homelessness
2. Availability of Funding
3. Workforce
4. Current Economic Environment
5. Increased awareness of mental health
6. Trend to understand and seek truth
7. Lack of Childcare
8. Political Climate
9. Limited Transportation
10. Community Involvement
11. Organizations to support community
12. Pandemic
13. Food Insecurity
14. Increased Stigmatization
15. Education
16. Licensing agencies
17. Growing senior population
18. Challenges facing young families
19. Substance Use/Abuse
20. Local food/local agriculture production
21. Mental Fatigue
22. Reproductive health Regulations
23. Climate Change
24. Zoom
25. Human connection
26. Domestic violence
27. Rumors of decreased funding
28. Growing understanding of indigenous land
29. Opportunities for youth
30. Physical beauty
31. Increase prevalence of disease

Prioritization Criteria:

Item	Definition	Scoring		
		Low (1)	Medium	High (10)
1. Magnitude of the problem	The degree to which the problem leads to death, disability or impaired quality of life and/or could be an epidemic based on the rate or % of population that is impacted by the issue	Low numbers of people affected; no risk for epidemic	Moderate numbers/ % of people affected and/or moderate risk	High numbers/ % of people affected and/or risk for epidemic
2. Disparities/ Equity	The degree to which there are disparities within particular populations and/or inequitable access to prevention and/or treatment resources	There are few or no disparities and generally equal access	There are some disparities and/or access challenges	There are significant disparities and/or inequities in access
3. Impact on other health outcomes	The extent to which the issue impacts health outcomes and/or is a driver of other conditions	Little impact on health outcomes or other conditions	Some impact on health outcomes or other conditions	Great impact on health outcomes and other conditions
4. Capacity to implement evidence based solutions or promising practices	This considers the capacity of existing systems and resources available.	There is little or no capacity to implement evidence based solutions or promising practices	Some capacity exists to implement evidence based solutions or promising practices	There is solid capacity to implement evidence based solutions or promising practices in this area
5. Community collaboration	The extent to which there is opportunity for community collaboration and buy-in to address this issue.	There is no opportunity for community collaboration	There is some opportunity for community collaboration	There is high opportunity for community collaboration



Prioritization Results (Top 6, 28 total)

	Magnitude of the Problem	Disparities /Equity	Impact on Other Health Outcomes	Capacity to Implement Evidenced Based Solutions or Promising Practices	Community Collaboration	Total	Ranking
Mental/Emotional Health (prevalence, lack of services) ✨	7.81	7.50	9.29	6.50	6.50	37.60	1
Housing (including homelessness, accessibility, affordability, availability)	7.31	8.93	8.93	5.50	6.50	37.17	2
Substance Use (prevalence, lack of services)	5.19	6.43	9.29	6.79	7.86	35.54	3
Lack of Child Care	6.06	7.93	7.50	5.50	7.50	34.49	4
Youth Mental Health ✨	6.88	6.43	8.57	5.50	6.79	34.16	5
Physical Health (Cancer, Diabetes, Heart Disease, Asthma, Obesity, Overweight)	6.06	6.43	8.93	6.50	5.79	33.71	6
Access to Food/Food Insecurity	4.88	5.79	8.21	5.36	6.79	31.02	7

**Community Health Needs Assessment
is complete!**

**Next up, utilization of results and
Community Health Improvement Planning (CHIP)**



Mark Your Calendars!

Please Join Us for two Community Meetings

We need your input to begin developing our
Community Health Improvement Plan!

Day 1- Review Data & Narrow Down Priorities
FRIDAY, OCTOBER 13th, 2023
9:00a - 12:00p & 5:00p - 7:00p (*Choose One*)

Day 2- Write Plan & Engage for Action
FRIDAY, OCTOBER 27th, 2023
9:00a - 12:00p

Location: Kachemak Bay Campus, Rm. 202
Remote attendance available via Zoom Meeting ID: 876 4167 5733

THANK YOU for joining us and being
an engaged community member.

Full reports are available online at
www.mappofskp.net

Any questions or for more information
email mappofskp@gmail.com



Walking Action Plan: Homer, Alaska

Prepared by Pat Case, 2023 Walking College Fellow

This plan was developed in partnership with America Walks for the Walking College of Alaska & New Mexico, Commissioned by AARP of Alaska

Acknowledgements

Technical Consultant/ Program Mentor: Research Contributor:

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Postdoctoral Research Fellow
Stanford University

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Educator
South Peninsula Hospital

THIS DOCUMENT WAS PREPARED WITH ENLARGED PRINT TO ASSIST THOSE WITH VISUAL IMPAIRMENT



"The Future Is in Clear View"

Photo Credit: Gary Langley [<https://www.gllangley.com>]

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PART 1: Story of Self Who I am, why me?

When asked to tell about the events that have shaped my life, and made me who I am, I struggle trying to elevate one over another. I think everything matters! Everything we see, hear, smell, taste, touch, and every emotion we feel, has some effect on who we are (at the moment). trials, and difficulties we encounter in life, I believe are powerful teachers, causing the greatest growth of character, and understanding. I certainly have had an abundance of sun and rain in my life, and I would not be who I am without both, and I am thankful for all of it! With that in mind, I will try to tell my tale, by sharing some stories that informed me, and were moments of revelation.

Formative Experiences

The summer after I graduated high school in 1975 (in Fairbanks, Alaska), my mentor Tillman Taylor, who was a counselor at Lathrop High School, asked me to help him coach a women's A-league softball team. This team consisted of women aged 16-20, many of whom I knew from school, and for sure had a crush on a couple of them, how could I say no. This was a very good team, full of highly competitive women. We were playing a game against our top rival, and everybody was all fired up. The game didn't start the way we anticipated; by the 2nd inning, we were down 10-0. I could see the girls were shell-shocked and knew that I had to do something. I turned to Tillman, and asked "May I speak with the team?" With a big smile, he said "go for it." So, I called timeout, and calmly walked to the mound, not knowing what I was going to say. When I got there, I called the whole team in. There I was, encircled by these warrior women, looking to me for guidance and a sliver of hope. It is important to understand this was no ordinary rivalry; all the girls on my team had gone to Lathrop or West Valley, which were public high schools, while our opponents had all gone to Monroe Catholic, a private school high school. These ladies had competed against each other for most of their lives. Our sponsor was Uncles Pizza, theirs was the Big I Lounge, both establishments located across the street from the Catholic church, a significant game for sure! So, I began by telling them about some of the greatest comebacks of all time, and some of their own comebacks that I had witnessed. I told them this would never have happened if the team had given up in the 2nd

inning. I told them they had the ability to turn it around if they focused on the goal and put maximum effort towards it. Like any good coach I stated the obvious “Don’t let them score and start hitting the ball”. When the dust had settled and 7 innings were complete, my girls had written a new page in their history, with a 14-10 comeback victory! It was at this moment that I realized that I had the ability to inspire greatness in others. But that is not the end of this story.

Move ahead 20 years, I am in Homer, Alaska, coaching my daughters (ages 11 and 13) in a Little League softball game. We are playing a team we were tied for first with, we were down by double digits early. I called time out, and walked to the mound, already knowing what I would say. As I called the team to the mound, I had a knowing smile on my face, and the results were the same. The next day, a father from the opposing team told me of all the tears that had flowed from being defeated in such a dramatic fashion and asked me what I had told my team to inspire them so greatly. I said I just let them know it was possible, and the message was the same as the one that I gave to his daughters’ aunt 20 years before, in Fairbanks!

Growing up as the youngest of three brothers, I had plenty of examples, both good and bad, but for the most part I was very independent. I don’t remember having a babysitter past the age of six, I guess my parents thought my brothers, 4 and 7 years older, were keeping an eye on me. I assure you, that was not the case. I would walk many places on my own, or with friends, distance was never an issue, only how badly did I want to get someplace. When I was 11, my school (Hunter Elementary) did a walking challenge. They offered a prize to the kid who walked the most laps around the outside of the school at lunchtime for a week. I put a lot of effort into winning that prize. I will never forget coming in second to Debbie Greenlee, a girl I never knew, but will never forget her name. Coming in second was a great disappointment, so I began to run, because that’s how you train! I had no idea what I was training for, just that I had to. By the fall I entered the Equinox Marathon, a full 26-mile back country course with lots of incline. I didn’t tell anyone, including my family, who only found out when I got home, and soaked in the tub for an hour. I ran the Equinox for the next two years, completing it all three years. During this process, I discovered the valuable lesson that “victory” is not only what awaits at the finish line, but is also what you carry

with you, defined only by the quality of your effort. If you wish to accomplish something, just get started and see where it takes you.

Leadership

My first real taste of public advocacy came when I served as President of the Parent Teacher Association (PTA) at Homer Intermediate School, and Vice President in charge of legislative affairs for the Council of PTAs for the Kenai Peninsula Borough School District (KPBSD). At this time Homer was in real need of a new elementary school. No school bond for Homer had passed for a decade, partly due to the 16-million-dollar cost overrun for Homer High, and Kenai/Soldotna held the clout in votes. When asked to get a bond proposition on the ballot, for a new 12-million-dollar school, the School Board said, "What's the point, it will never pass." We convinced them to put it on the ballot and let us try. We needed to come up with a plan, knowing the votes were stacked against us. We decided to go silent in Kenai/Soldotna, no advertising or promotion of any kind, and to double our efforts in Seward/Homer, knowing we needed a high favorable turnout to have any chance. As the votes came in, it was so close, no one could tell how it would go, by the end of the tally, the bond was ahead by 11 votes, with a few hundred question/absentee votes to be counted. It took several days before a final vote was announced. During this time, I was traveling for work in a remote location (New Stuyahok, Alaska), laying carpet in the local school. We were able to receive KBBI Homer public radio, and that's how I got the news that the bond had passed by 28 votes. Kenai/Soldotna had voted 55% against, while Homer/Seward voted 75% in favor, with a high turnout. That is how West Homer Elementary came to be. This showed me that no matter the odds, there is always a way around, through, or over any barrier. And where there is no way, you must make a way. All these stories show the development of positive character traits but were not enough to prepare me for what came next.

Life's Hard Lessons

When my 15-year marriage ended, I made the very poor choice of moving back to Fairbanks for work. Without my children around me as a guiding light, I lost my way for a while. I battled depression, addiction, shame, and homelessness for a few years. Just the thought of my kids was probably all that kept me alive. I was at a very low point when a letter came, it was from my daughter, a letter of

forgiveness. Scripture says, “forgiveness is healing” and I believe it whole heartedly. The letter pierced the darkness like a shining hand saying, “come on Dad, it’s time to get back in the game.” I cried a lot of healing tears that day and was back in Homer in time to walk her down the aisle on her wedding day.

I had a spiritual awakening in 2004, that impacted me so greatly, I knew my life would never be the same. My heart grew in my ability to love others. The peace and joy that resides in me, allows me, affords me to focus on serving others in whatever capacity required. My life mission now is to help those in need, give a voice to those that can’t find theirs, and stand up for right over wrong always. To this end I joined the Board of Directors for the Independent Living Center, an advocacy group for the disabled, aging elderly, and caregivers. I first met this group in 2013 when I experienced almost complete sight loss due to glaucoma. They helped me a great deal in transitioning to a new kind of life. I’m thankful to be able to give back and be able to use the many talents that have been afforded to me.

My Current Advocacy and Work

I have been engaged with the Homer City Council for about 10 months, promoting a more walkable, and accessible community. During this time, the public narrative has shifted immensely toward walkability, and there are tangible results (e.g., new sidewalks and trails) plus more in the works. This is why the timing could not be better to be chosen as a fellow in the Walking College. The support and education I am receiving through this program will help steward the ongoing transformation of Homer, making sure pedestrian safety and connectivity are addressed.

I look forward to the day that I can present a completed walking action plan, and I truly hope that this story will encourage others to realize that they have what it takes to be a movement starter. Everybody has a story, and the more we know about each other, the better we can communicate and be of assistance to each other. I do not put forth any shiny credentials to gain credibility but rely on the fact that I have lived as a non-driving person with a vision disability in Homer for the last 10 years, mostly in town out of necessity, and draw on my 30 years of experience as an active citizen/contractor/youth coach prior to that. I have become intimately knowledgeable of the pedestrian pathways, hazards,

needs, and infinite possibilities of a walkable community. I have seen and heard the struggles of a vulnerable population just trying to take a walk, for many their only form of daily exercise. For others, economics causes them to walk as a main form of transportation, but we all deserve safe and free from hazard, accessible pathways. It is for this purpose that I submit this visionary document full of ideas and actionable goals. I hope that it be received with openness for us all to do better.

PART 2: Community Background

Lay of the Land: What is & What can be!

Homer, Alaska is a very beautiful fishing community at the end of a 220-mile road south of Anchorage, the major metropolitan center. The town of Homer is nestled into a hillside, with a ridge that runs for about 25 miles east/west along the Kachemak Bay. The hillside slopes down all the way to water's edge, causing most north/south streets to have a definite slope. The Homer Spit, a narrow piece of land that extends 5 miles out into the center of the bay, is a geographical landmark of the community. There is a two-lane road along its western beach, with a bike path that leads to the boat harbor, salmon fishing hole, ferry terminal, fishing charters, theatre, and numerous small seasonal shops and vendors. From the edge of town there is a bike path that extends about 5 miles out East End Road; the road continues for another 15 miles to the head of the bay, where communities of three ethnic Russian villages call home .

The economy of Homer is largely dependent on commercial and sport fishing, and tourism. Homer is also blessed by a large indigenous presence, many artists, writers, and musicians, along with builders, farmers, and a growing retired population. This dynamic sets up an interesting mix of capital projects for funding between spit/harbor projects, parks and rec, and all other projects, including walking infrastructure. The port is working on a much-needed expansion plan, and needs very much to address also expanding infrastructure, and services to meet increased capacity. Sadly, recent events have highlighted the need to address pedestrian hazards on the Spit bike/walking path.

Community Need: Walkability Issues and Access

Homer is not presently a walker-friendly community. The sidewalks are a hodgepodge of crumbling, sloping, straight, twisting, nonexistent, and newly constructed. I am alarmed to say that what disturbs me the most are the newly completed projects, which have been including a feature that is clearly “dangerous by design.” This feature is called the slipstream, and it is a corner that favors the flow of traffic over pedestrian safety. Recent practices have put these features at intersections and including them in new sidewalks. This type of corner is a real danger to pedestrians, and it has no place in residential areas, and most urban settings. The slipstream corner encourages acceleration when making a right turn, at the most critical point for pedestrian safety. In most cases these types of long radius corners double the distance a pedestrian must travel to cross an intersecting street. The other issue with this type of corner is the placement of the directional warning surface (DWS), which is used by visually impaired to determine placement and direction, can cause confusion and inaccurate information for those needing it the most.

The justification for using the slipstream is that it allows long wheelbase trucks to make easier right turns and can be useful along identified bus routes. Based on these criteria, the proposed sidewalk along Ben Walters Lane, which includes slipstream corners, is inappropriate. Ben Walters lane runs through a high-density residential neighborhood and is not a trucking route; moreover, although school buses travel the length of it, they don’t turn off it. Therefore, there is no reason to install these unsafe curb corners.

A New Focus for Walkability

Of late, the attitude of the community has shifted drastically in favor of achieving a more walkable design. I have found willing allies on most of the city boards, and very strong support among the City Council, Public Works Dept., and Mayor. Recently an ordinance that requires any new city street must also have a sidewalk or walking path. This was accomplished by forming a positive, respectful connection to the council, then encouraging them that the people wanted this, and not letting them set it aside until they passed it.

Ben Walter’s Lane is also the site of a major walkability project for new/improved sidewalks, also the city has applied for multiple matching grants

for projects that will seek to connect the existing trail/sidewalk infrastructure through what is called the HAAAPP LOOP (Homer All Abilities & Ages Pedestrian Pathway). This project was developed through collaboration with the city and Independent Living Center staff. This plan was well received in the Capitol, because of its focus on “all abilities, all ages”. Based on this premise, it is expected that the project will be constructed keeping pedestrian safety as a goal, including no more than a 2-4’ radius on curb corners, including the restoration of a full pedestrian safe southwest corner of Main Street and Pioneer Street, and proper placement of directional warning surface. It is my opinion that anything short of this would be unethical, and a serious infraction of intent, provoking a complaint to the State, and possible litigation. To maintain this momentum, we must establish a strong group of vocal advocates, and efforts to accomplish this is one component of my walking action plan, providing opportunity and direction on how to work effectively with local and state decision makers while highlighting pedestrian safety, access, and a healthy inclusive community.

Additional Issues of Concern

- **Public transportation** is a necessity to obtain a walkable community. I believe the city should already be planning possible routes, stop locations, and reliable schedules, along with researching possible transit vehicles. The need for year-round reliable transportation routes to provide meaningful accessibility to Homer residents is another high priority. If the City wants to cater to summer tourists, additional routes can be added seasonally, but local needs must be met first!
- **Walkable city designs** align with the stated goals of the City Council for revitalizing downtown Pioneer Avenue, increase core density, and address housing shortage. There are walkable city designs that address all these. First let us look at what we have now. Pioneer Avenue resembles a typical Alaskan highway, with businesses set way back, with large, uninviting parking lots extending to the road. Wide traffic lanes, and no on-street parking, encouraging motorists to speed. These are all hallmarks of an unwalkable city. National trends show that families, and young professionals want to live where they can walk/bike to work, school, store etc. Property values increase if the area is more walkable. Single-use zoning is also a hindrance to walkability, while diversity promotes neighborhood, and community; these concepts are a

sharp contrast to the suburban design of the past, but necessary for a positive future. Based upon pedestrian patterns, and desired destinations, Main Street will become a major walking corridor once the sidewalk extends from Bayview to Old Town. The merchants along lower Main St. have an opportunity to benefit by providing pedestrian friendly interaction and access. Inviting walkways that extend from the sidewalk to business entrances drastically improve walk-in business. This holds true for Pioneer Ave businesses too, by installing safe pedestrian paths extending from the sidewalk, enhances appeal, and promotes vitality (the Aspen Hotel on Sterling, and the Independent Living Center on Pioneer are good examples of this). As there are many recreational trails, and transportation walkways scattered throughout Homer, it is vital that they become interconnected to allow choice for all abilities and all ages to find the pathways that suit them best.

- **Resting benches** become very important for those wanting to extend their walking range but lack the stamina, these can also enhance the overall experience, by placing the benches at pleasant locations, the upper end of the “Poopdeck trail” is a prime candidate for an awesome pedestrian gathering park, and would add a tremendous flare to Pioneer Avenue, this pathway could and should be a major pedestrian corridor, but needs to be wider and more open before residents consider it as safe.
- **Crosswalk awareness** is another big issue, and a public campaign that informs motorists of the need to be aware of pedestrians, and the need to yield to them in crosswalks would be helpful. Snow removal is a big issue, especially at intersection curbs, and crosswalks, where constant freeze thaw cycle causes hazardous glaciers. Traffic calming features, like bump-outs, and speed tables are also very helpful.
- **Bike lanes** are a way to provide bike commuters with a safe lane of their own, while pedestrians will benefit from less obstructed sidewalks. I think Pioneer Avenue is plenty wide enough to accommodate two traffic lanes and a bike lane.

The Pathway to Solutions and Safety

Design Innovations: Rethinking Pioneer Avenue will be necessary to promote its appeal. The requirement for so many parking spaces per business hamstrings the ability to cultivate properties. One possible compromise would be to give parking

space credit to businesses who install pedestrian features that extend from sidewalk to entrance (a win/win). Another way to promote growth and address the need for office space, an office building should be constructed on Pioneer, bringing reliable patrons to the downtown daily. The need for a public parking lot downtown is obvious; whether run by the city or privately, the need must be met. Finally, the number one issue in Homer is the lack of affordable year-round housing. Incentives could be given to build apartments above or adjacent to businesses, promoting pedestrian activity. Diversity is the key.

Crosswalk Safety: The pending installation of auditory prompts at the two crosswalk lights on the Sterling highway will be a huge benefit for the visually impaired! The crossing at Pioneer and Sterling is very hazardous, as motorists' view of pedestrians is blocked when vehicles are in turn lane, especially buses. This crosswalk could be moved to Olsen Lane to increase visibility. Crossing at Pioneer and Svedland is one of the most used crosswalks and needs more visible warnings for motorists including traffic calming features, as do all crosswalks in Homer. A crosswalk is needed across Lake Street by the DMV; however, placement is complicated by the "long radius" southwest corner. The crosswalk between Duncan House and Nomar is blocked from view by landscape plants, however the Pioneer and Main St. intersection needs a complete rethinking to be anywhere near safe. The proposed crosswalk at Hazel and Heath will be a huge benefit to everyone, not only for safety but also connectivity.

Looking Forward: Health and Safety in Homer

Homer's population is an aging one. In 2023 almost 39% of the population was above the age of 55, with the fastest growing segment being 65-84 years old (see Figure 4). Together with the fact that heart disease, which is a disease known to be linked to physical activity level, is the leading cause of death in the South Kenai Peninsula (SKP) (Figure 2), the health of our seniors and all residents is an issue, and access to safe and inviting opportunities for walking outside improve community health. On top of that the SKP is projected to grow 4.2% in the next five years, 4.5 times faster than the State as a whole. Walkability means more than just a flat surface. First the walkways must be, and feel safe to the user, well-defined and inviting. The journey taken should be interesting and provide purpose. My concept of benches is two tiered; first the curved community bench,

large enough to seat up to six. When placed strategically, they become a destination, promoting interaction, but it is also important to have some more solitary benches, allowing a more contemplative experience if desired. Both together enhance the physical and mental health of our community (the Spit should also be included). And thinking comprehensively, some of these benches could be placed at future “Bus stop” locations.

While these ideas may sound “UTOPIAN”, I firmly believe this is all achievable within 3-5 years if we just resolve to do it. I am encouraged by the swell in public activism in promoting various projects that increase accessibility to our parks, trails, and recreation areas. The monetary costs are not that great when compared to the enormous price of doing nothing.

“YOU CAN’T STOP THE WAVES, BUT YOU CAN LEARN TO SURF”

- Jon Kabat-Zinn

Figure 1. Aspects of the Homer Community that Need Improvement (Source: South Peninsula Hospital)

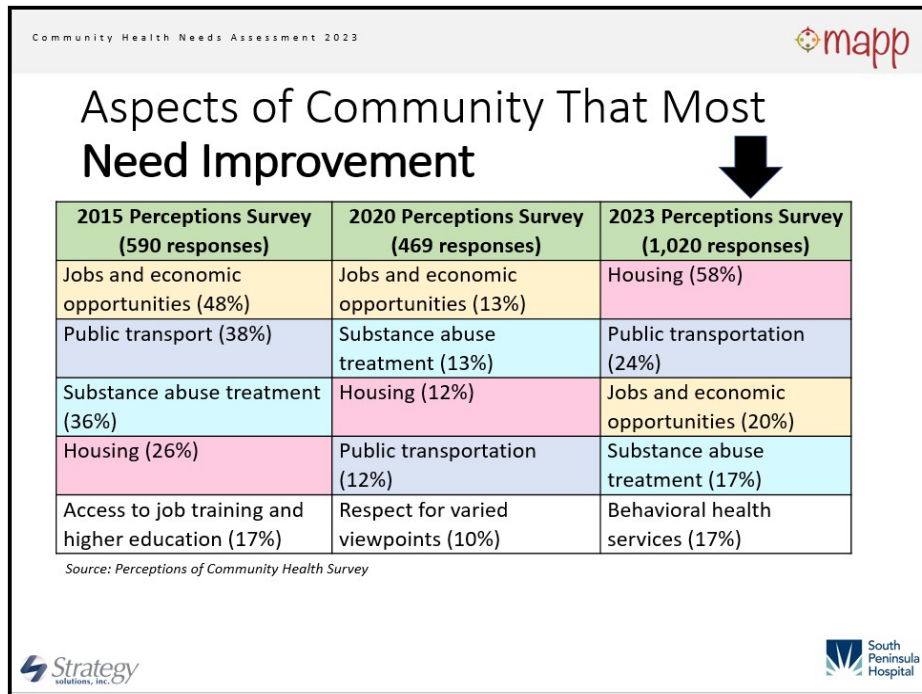


Figure 2. Leading Causes of Death in South Kenai Peninsula (Source: South Peninsula Hospital)

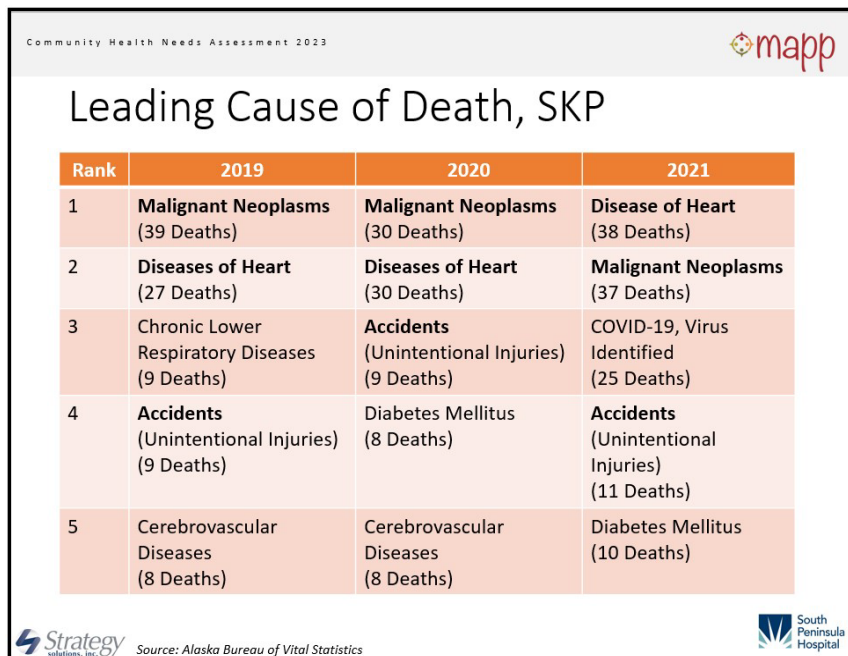


Figure 3. Population of South Kenai Peninsula, by Township
(Source: South Peninsula Hospital)

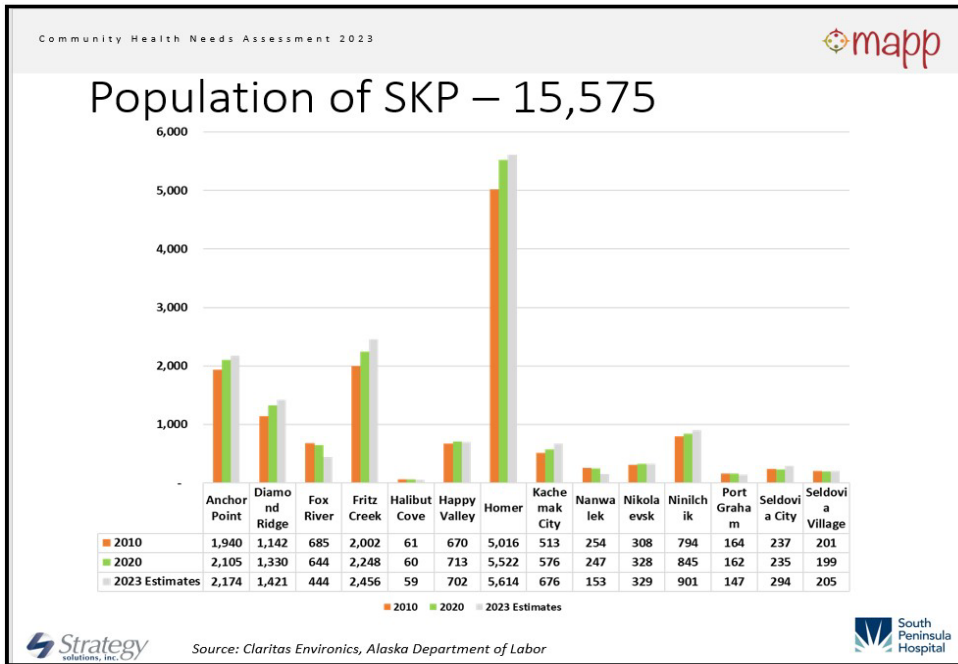


Figure 4. Population by Age, South Kenai Peninsula (Source: South Peninsula Hospital)

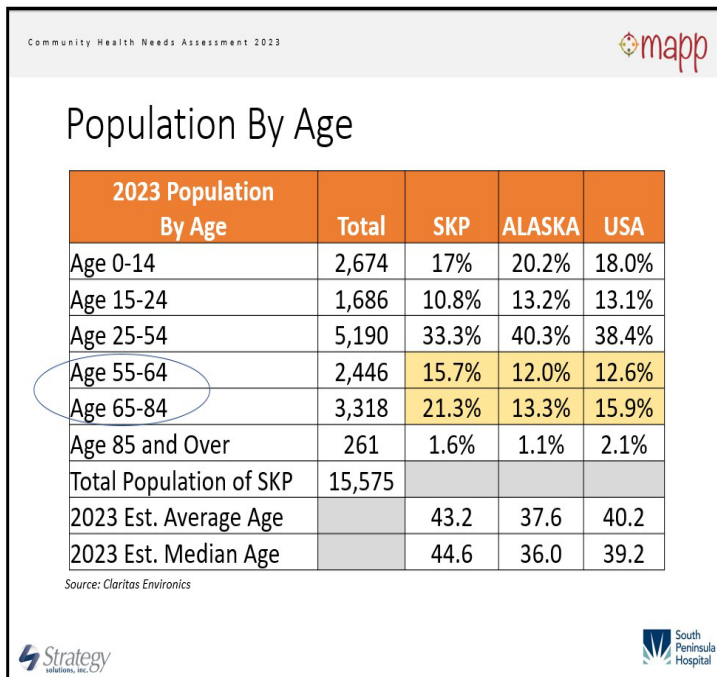


Figure 5. Population Growth Estimates, South Kenai Peninsula
(Source: South Peninsula Hospital)

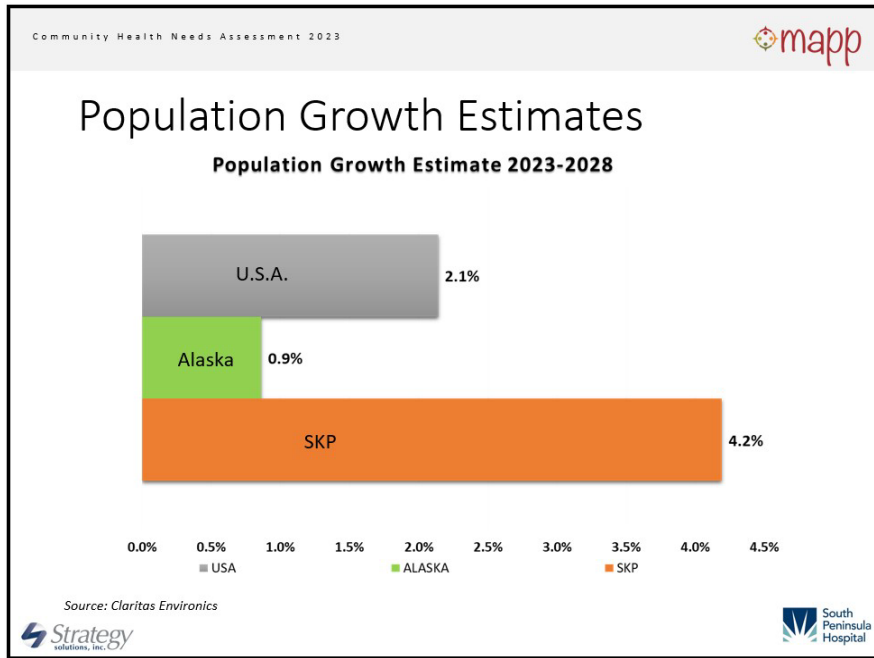


Figure 6. Example of Complementary Community Advocacy: Local article published by South Peninsula Hospital Community Health & Wellness Educator, Annie Garay

Benefits of Walking

Walking is a simple, accessible activity that can offer a host of health benefits for all ages and fitness levels. According to the American Heart Association, walking lowers your risk factors for cardiovascular disease, decreases body weight and fat stores, decreases blood sugar levels, reduces chronic stress, enhance mental well-being, reduces the risk of chronic disease, and modestly improves your lipid profile. Furthermore, walking has the lowest dropout rate of any physical activity as it is inherently low/no cost and doesn't require any special skills or equipment. Walking also has the added benefit of getting individuals outside and into nature.

A growing body of research conveys connection to the natural world contributes to cognitive wellbeing through the reduction of stress and promotion of healing. In a time of fast-paced movement experienced through the ever-pulsing veins of smart phones, inundation of news, a lasting pandemic, and the general demands of life- nature provides an infinite wellspring of opportunity for reconnection to occur in a meaningful way. The benefits of walking are far reaching, and South Peninsula Hospital is a strong proponent of increasing accessibility of safe and walkable paths to staff and our community.

PART 3: Community Partnerships

Forming positive, forward-looking working relationships with department heads and elected officials is essential for success. Once the plan is introduced, I will engage my community partners to come together in a group discussion to allow their input on next steps, and how they can partner. Community allies would include:

- Independent Living Center
- South Peninsula Hospital
- American Legion
- Homer Senior Center
- City of Homer
- Outdoor Recreation groups

PART 4: Vision and Goals

Community of the Whole: Vision, Goals, Action

Vision: The beauty here beckons you relentlessly, inviting you to experience it with all your senses. I have a vision of an inclusive yet independent community, one that allows its residents, and visitors to have choices in how they engage Homer, whether in a pleasant, peaceful daily walk, a more direct get ‘business done’ route, or to take part in community activities. All on flat safe walking surfaces interconnected in a network allowing access to all abilities, all ages, with resting benches placed strategically throughout, to increase the range of our elderly, who may need a 5-minute rest to continue their journey.

Almost 39% of our Southern Peninsula population is above 55 years of age, and the largest growing demographic is 65-84 (**Figure 4**). A civil society must take care of their elderly, and vulnerable population and allow them, as one of my Walking College Fellows phrased it, to “walk in dignity”. To achieve this, first and foremost, pedestrians must feel safe, especially when entering “shared” spaces, like crosswalks, and intersections; this is why best practices must be applied when

addressing pedestrian safety. Clear solutions to snow removal on walking surfaces, intersection crossings, and crosswalks, to ensure year-round access.

In our area, heart disease is now the leading cause of death (**Figure 2**), and we hope to reverse that trend! Pedestrian traffic can be a real value to downtown commerce if we can find better ways to deliver potential shoppers or consumers to the front door in a safe and inviting manner.

Walking Action Plan Goals:

PLEASE JOIN US IN CREATING A HEALTHY, INCLUSIVE, WHOLE COMMUNITY

Goal 1: IMPROVE PEDESTRIAN SAFETY

- Action 1: Restore pedestrian safe short radius curb at southwest corner of Pioneer Ave / Main St. intersection. Get this included in the scope of lower Main St. sidewalk construction.
- Action 2: Continue to encourage the city to employ a best practice policy and adhere to new PROWAG (public right of way accessibility guidelines) effective 9/7/2023 when addressing pedestrian safety, and accessibility in construction projects.
- Action 3: Establish an “ADOPT AN INTERSECTION” network for nonprofits to address snow removal needs, mainly along Pioneer.
- Action 4: Get audible crossing signal for traffic lights on Sterling.
*** (ACCOMPLISHED) ***

Goal 2: CONNECT WALKING NETWORK AND ENSURE ACCESSIBILITY FOR ALL

- Action 1: Promote the construction of the “HAAAPP Loop” a proposed network of sidewalks and trails connecting the main core area for all abilities, all ages.
- Action 2: Ensure the scope of the lower Heath St. reconstruction includes a crosswalk connection between the Library and Post office, that is safe for all users. *** (ACCOMPLISHED) ***
- Action 3: Repair breaks in the sidewalk on Poop deck St. that create a barrier between Beluga Slough wetlands trail, and the upper networks.
- Action 4: Repair transitions along Beluga Slough Wetlands Trail, caused by minor erosion and soil migration (a very simple fix).

Goal 3: PROMOTE OVERALL COMMUNITY HEALTH AND WELLNESS

- Action 1: Work with contacts at South Peninsula Hospital to publicly promote awareness of the health benefits of walking.
- Action 2: Approach local PTAs' and school administrators about establishing walking school buses for their kids!
- Action 3: Encourage the placement of curved benches placed so that walks can be lengthened and serve as places of meeting and gathering.

PART 5: Strategic Plan and Timeline Guidelines for Action, Challenges, and Evaluation

Strict “Strategic Planning” can hinder the ability to shift gears and seize unforeseen opportunities that may arise. For this reason, the stated goals of this plan are broad, while the supporting actions are specific and can be addressed independently as narrative and willingness shifts. Together, the goals and actions work toward the goal of a healthier, happier more inclusive community; one that promotes independence and opportunity for all its residents and guests.

Broad themes

Providing Choice: Connecting the existing network of pathways is an ongoing focus, highlighting first those in need of repair, to enable connections between well-traveled trails to maintain continuity of travel.

Keeping Us Safe: Neither of these goals can be achieved without making existing routes safe for those that may use them, and construction focused on pedestrian safety for new projects. It’s because of the current state of the existing infrastructure that safety issues must be tackled first before we can begin to address health and wholeness!

Timeline (2022-2024)

This timeline encompasses actions from 2022 to reflect the previous successes and progress, and to represent the trajectory for the future.

2022	<ul style="list-style-type: none"> • July: Advocacy efforts for new sidewalks • September: Ordinance passed, requiring walking paths on new streets in Homer
2023	<ul style="list-style-type: none"> • May: Advocacy for safe construction features (short radii corners), ongoing • September: Advocacy Kick-Off <ul style="list-style-type: none"> ○ Introduce Walkability Plan to City of Homer (City Council) ○ Public presentation for City of Homer 20-year Transportation plan 9/26 ○ Goal 1: Pedestrian Safety <ul style="list-style-type: none"> ▪ Supporting action: Recruiting nonprofits for “Adopt an Intersection” snow removal. • October (and winter): Encourage and advocate for the City to undertake a public service campaign to help motorists to be more aware of pedestrians in crosswalks • November → ongoing: Partner with South Peninsula Hospital to encourage residents to get up and walking for health.
2024	<ul style="list-style-type: none"> • Advocating on behalf of diverse Individuals Living with Disabilities and crosswalks (e.g., building awareness that is not just people in wheelchairs), bringing forward their voices, perspectives. • Summer: promote rebuild of Poop Deck Trail (connecting this trail, making it ADA accessible) • Community Planning: <ul style="list-style-type: none"> ○ Bench project – research of transportation needs and building of benches

Progress to-date

Since this effort began two major new sidewalks have been, and are being built, along with a new crosswalk for a dangerous crossing, and the introduction of “Homers All Ages All Abilities Pedestrian Pathway Loop” for grant approval.

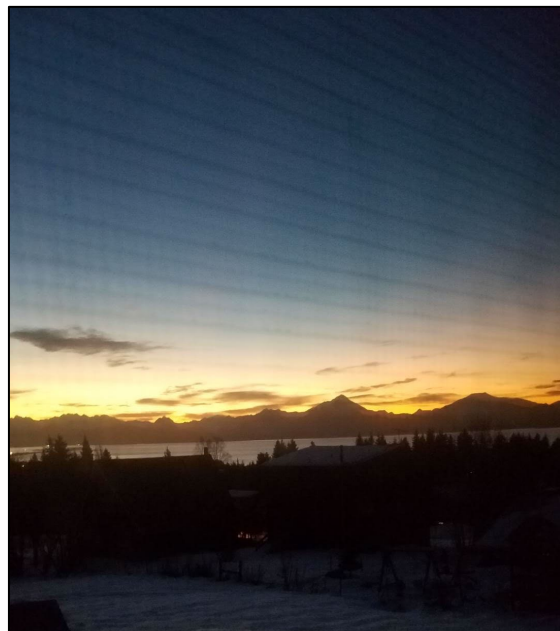
audible signals for the crosswalk lights on the Sterling at Main St., and at Lake St. are due to be installed this winter, improving access for the visually impaired.

The Role of Public Advocacy

- This winter I am encouraging the city to undertake a public service campaign to help motorists be more aware of pedestrians, especially in crosswalks.
- Begin mid-October recruiting nonprofits to adopt an intersection plan for snow removal this winter. Through the winter, work with South Peninsula Hospital on ways to encourage residents to get up and move.
- I hope to engage community partners (SPH, ILC, City of Homer) to begin work on the community bench plan in connection with researching possible public transport routes, stops, and schedule.

Toolbox of Ideas

This Walkability plan will be introduced at about the same time the City will be completing its 20-year Transportation plan. It is my hope that this plan is comprehensive enough to serve as a companion living document, easily updated as needs and wants come up, and offer additional perspectives and solutions for consideration.



“A New Dawn in Homer” Photo Credit: Pat Case, December 26th, 2021



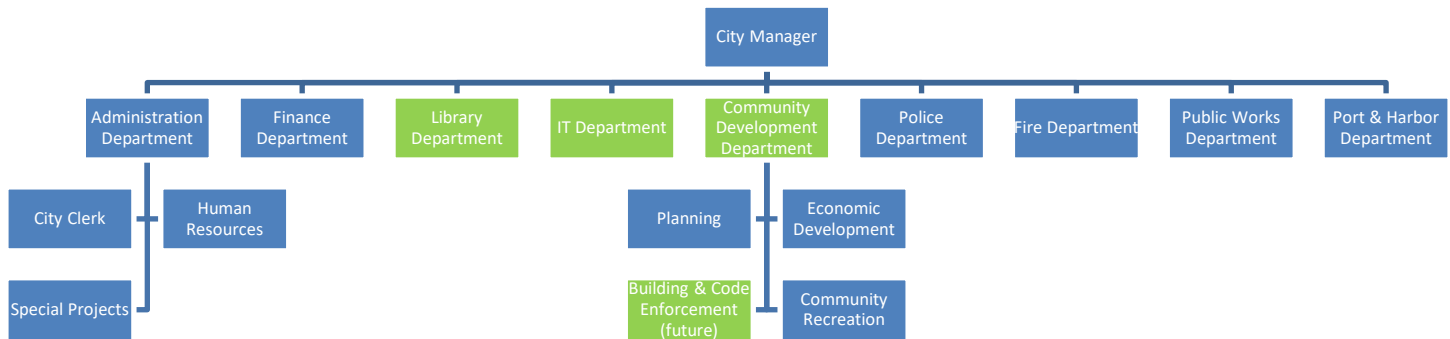
MEMORANDUM

Ordinance 23-49, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 2, Chapters 2.32 Departments and Board, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters 2.46 Department of Information Technology and 2.57 Department of Community Development. City Manager.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: 18 July 2023
From: Rob Dumouchel, City Manager

Since arriving in Homer, I have been looking for opportunities to modify the organization in ways that would better integrate teams, better carry out the will of the Council, provide a more transparent view of City operations, and increase the organization's effectiveness at providing services to the City's residents, businesses, and visitors. Over the last three years I have observed how my staff interacts with each other, how our systems work (or don't work) well with each other, and the gaps between where we are as a City right now and where we're aspiring to be as we go through a phase of growth and transformation as a community. I previewed the general vision back in March 2022 at the Council Visioning work sessions, and I have been piloting the proposed changes in the meantime. There have been some changes over time as I tested out the different combinations of divisions and departments. This memo provides a high level overview of the multiple actions that I am proposing which will require Council approval due to their impact on Homer City Code.

As to why I'm bringing an employee organization issue to the Council, it's because a change in code is required to officially create a department. As City Manager I can hire/fire, move employees from one department to another, and create any number of different reporting hierarchies between employees. What I cannot do without Council is officially create a department, and all of our departments (Administration, Finance, Police, Volunteer Fire, Port & Harbor, and Public Works) are defined in Homer City Code. Regarding the creation of any other departments, at this time, I don't believe that any other present division(s) are ripe for elevation to department status. Therefore, I am bringing forward three departmental proposals: IT, Library, and Community Development.



1 - Proposed organizational structure – green denotes new department or proposed future division

Move #1: Creation of a Library Department and an IT Department

In early 2021, I combined the Library and IT Divisions under the leadership of the Library Director. This has been a very successful experiment. Originally I wanted to spin these Divisions out of the Administration Department and keep them together as a new department. That proposal created some controversy and resistance from the Library Advisory Board. In the time since it was introduced, we’ve had some significant changes in personnel and culture within the IT Division. At this time I am much more comfortable creating standalone departments for each Division. From a management perspective, I’m still going to keep these Departments closely aligned because of the benefits that can be generated when they work with each other.

Move #2: Creation of a Community Development Department

I believe that Homer is poised for significant growth, development, and redevelopment that will have impacts on daily life in Homer, and we need a future-focused department that can take on the challenges this transformative change will have on the community together.

Creating a Community Development Department will bring together planning, economic development, building & code enforcement, and community recreation under one director. This will help focus development in Homer, while also ensuring quality of life programming is integrated into our community’s growth. In anticipation of creating a Community Development Department, I created an Economic Development Division and designated an Economic Development Manager in March 2022. That move has been successful and well received by Council, staff, the Economic Development Commission, and external stakeholders. Some elements housed in the Parks Division related to tasks like park & trail planning, beautification, invasive species mitigation, and volunteer coordination have also transferred into Economic Development. We are beginning to lay the groundwork for the creation of a Building & Code Enforcement Division. The special projects team submitted a grant applications to support the adoption and implementation of a building code within the City and it has been selected for further review by FEMA. Community Recreation will benefit from having a dedicated director and additional staff support from the other divisions within Community Development.

Future consideration: Merge the Finance Department into Administration

The integration of Finance into an Administration Department is a common arrangement in cities across the country that have Administrative Services departments. I've been piloting a framework in which Administration and Finance are much more integrated. It has been successful in some ways and faced challenges in others. I want to continue to dial in that concept before I consider bringing an ordinance to Council that would merge the departments.

Fiscal Considerations: The re-organization plan, as proposed, is expected to create very little direct financial impact. The Human Resources Division, with help from the Finance Department, analyzed the changes and expects that we'll see an impact of approximately \$3500 per year between FY24 and FY25. Where the re-organization has more of a financial benefit is in that it makes each department's budget and spending more transparent while also giving the new department heads increased purchasing authority under the procurement manual which streamlines operations.

Staff Recommendation: Introduce/adopt ordinance creating Library, IT, and Community Development Departments.



AGENDA ITEM REPORT

Ordinance 23-49 Amending Title 2, Chapters 2.32 Departments and Boards, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters 2.46 Department of Technology and 2.57 Department of Community Development. City Manager.

Item Type: Informational
Prepared For: Mayor Castner and Homer City Council
Meeting Date: 16 August 2023
Staff Contact: Dave Berry, Library Director
Through: Robert Dumouchel, City Manager

Summary Statement:

The Library Advisory Board reviewed and discussed Ordinance 23-49 at their regular meeting on August 15, 2023. They approved a motion expressing support for the creation of a Library Department unanimously.

Excerpt of Approved Minutes for August 15, 2023:

B. *Creation of a Library Department*

Memorandum LAB 23-011 from Library Director as backup

Chair Finn introduced the item and deferred to Library Director Berry.

Library Director Berry reviewed his memorandum and provided a synopsis of the actions taken at Council level noting there has been no opposition to creating a standalone IT or Library Department. There has been some discussion and questions regarding the Community Development Department. He was asking for a motion of support from the Board to create the Library Department. City Council introduced the ordinance and then postponed until September 25, 2023, there will be a worksession and all the chairs for the advisory bodies will be invited to participate in the discussion.

FAIR/CARSSOW MOVED THE LIBRARY ADVISORY BOARD SUPPORTS THE CREATION OF A STAND ALONE LIBRARY DEPARTMENT FOR THE CITY OF HOMER.

Discussion on the previous sentiment and opposition in the beginning of the Library Director taking on IT and hearing this is great news. Question was posed why the ordinance does not reflect the Library Department when all other departments are titled, such as Department of Information Technology, etc. The Board was informed of the previous historical actions of Council that changed the library from a department.

Boardmember Kuszmaul expressed that she would like it clarified as the Public Library throughout the ordinance since there are a number of different types of Libraries.

Library Director Berry responded that Public may be easy enough to amend, but does not recommend tinkering with the remaining document since there are so many details. He agreed that there is textual cleanup to remove contraindications required.

Boardmembers noted that while Library Department was not listed under the main listing Public Library was shown and then Library department was under the subheading 2.48.050

VOTE: YES. CARSSOW, BAILY, KUSZMAUL, FAIR, FINN

Motion carried.

Recommendation:

Approve Ordinance 23-49.

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

3 City Manager

4 **ORDINANCE 23-49**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
7 AMENDING HOMER CITY CODE TITLE 2, CHAPTERS 2.32
8 DEPARTMENTS AND BOARDS, 2.44 DEPARTMENT OF
9 ADMINISTRATION, 2.48 PUBLIC LIBRARY, AND ENACTING
10 CHAPTERS 2.46 DEPARTMENT OF INFORMATION TECHNOLOGY
11 AND 2.57 DEPARTMENT OF COMMUNITY DEVELOPMENT.
12

13 WHEREAS, The City's organizational design changes over time to meet the needs of the
14 Council, the organization, and the administration; and
15

16 WHEREAS, The City Manager has identified a series of modifications to the current
17 organizational design which would result in the creation of a Department of Information
18 Technology, a Department of the Library, and a Department of Community Development.
19

20 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
21

22 Section 1. Homer City Code Title 2 is hereby amended to read as follows:
23

24 Title 2
25 ADMINISTRATION AND PERSONNEL

26 Chapters:

- 27 2.04 City Manager
28 2.08 Mayor and Council
29 2.12 City Clerk
30 2.16 City Attorney
31 2.20 City Treasurer
32 2.24 Health Officer
33 2.28 Public Officials and Employees
34 2.32 Departments and Boards
35 2.36 Department of Finance
36 2.40 Department of Port and Harbor
37 2.44 Department of Administration
38 **2.46 Department of Information Technology**
39 2.48 Public Library
40 2.52 Police Department
41 2.53 Fire Department
42 2.56 Department of Public Works
43 **2.57 Department of Community Development**

[**Bold and underlined added.** Deleted language stricken through]

- 44 2.58 Boards and Commissions
- 45 2.60 Parks, Art, Recreation, and Culture Advisory Commission
- 46 2.64 Port and Harbor Advisory Commission
- 47 2.68 *Repealed*
- 48 2.70 Americans with Disabilities Act Advisory Board
- 49 2.72 Planning Commission
- 50 2.76 Economic Development Advisory Commission
- 51 2.78 *Repealed*
- 52 2.80 *Repealed*
- 53 2.84 Public Release of Record
- 54 2.92 Public Records Management
- 55 2.96 *Repealed*

56
57 Section 2. Homer City Code Chapter 2.32 Departments and Boards is hereby amended
58 to read as follows:

59
60 Chapter 2.32
61 DEPARTMENTS AND BOARDS¹

62 Sections:

- 63 2.32.010 Departments – Directors.
- 64 2.32.020 *Repealed.*
- 65 2.32.030 Designation and function of departments.
- 66 2.32.040 Departmental administrative fee schedule.
- 67 Prior legislation: Ords. 1-100.4 and 73-8.

68
69 2.32.010 Departments – Directors.
70 There shall be principal subdivisions of the City government known as departments. Each
71 department shall be headed by the City Manager until such time as the ~~Council~~ **City Manager**
72 shall approve the appointment of a “director” who shall then head the designated department.
73 The director shall be appointed by and be responsible to the City Manager. These departments
74 are the functional units under which all matters of an administrative, organizational or
75 utilitarian nature shall fall and shall be all-inclusive of every City function as defined in this
76 chapter. Each department may be further subdivided into divisions for operational purposes.
77 [Code 1967 § 3-400.1; Code 1981 § 1.40.010].

78
79 2.32.020 Boards and commissions.
80 *Repealed by Ord. 18-38(S). [Ord. 92-30(S)(A), 1992. Code 1967 § 3-400.2; Code 1981 § 1.40.020].*

81
82 2.32.030 Designation and function of departments.
83 The City departments are designated in this section and their functions set forth:

Chapter 2.36 Department of Finance
HCC

Chapter 2.40 HCC	Department of Port and Harbor
Chapter 2.44 HCC	Department of Administration
<u>Chapter 2.46 HCC</u>	<u>Department of Information Technology</u>
Chapter 2.52 HCC	Police Department
Chapter 2.53 HCC	Fire Department
Chapter 2.56 HCC	Department of Public Works
<u>Chapter 2.57 HCC</u>	<u>Department of Community Development</u>

84
85 [Amended by City in August 2017; Ord. 91-7 § 2, 1991; Ord. 85-35 § 2, 1985. Code 1981 §
86 1.40.030].

87
88 2.32.040 Departmental administrative fee schedule.
89 Unless established by ordinance or resolution of the City Council, the director of each
90 department of the City shall have the authority, subject to the approval of the City Manager
91 and ratification by the City Council, to promulgate and maintain an administrative fee
92 schedule for services provided by that department. Fees for identical services shall be uniform
93 throughout all departments. A current copy of the departmental administrative fee schedule
94 shall be available for inspection by any person at the front reception area of the department
95 and at the office of the City Clerk. Unless otherwise provided by ordinance or resolution, all
96 fees collected under this schedule shall be forwarded to the Finance Department for deposit
97 into the general fund. [Ord. 92-07(S)(A), 1992. Code 1981 § 1.40.040].

98
99 ¹ For Alaska Statute provisions authorizing municipalities to establish and prescribe the
100 functions of departments, officers and agencies, see AS 29.35.010.

101
102 Section 3. Homer City Code Chapter 2.44 Department of Administration is hereby
103 amended to read as follows:

104
105 The Department of Administration is created which shall be headed by the City Manager or his
106 designee. Within this Department will be the City Clerk and such other personnel as may be
107 necessary to provide such services as personnel administration; ~~City-wide planning; zoning~~
108 ~~and platting; permitting and inspection; services such as parks, recreation, Community~~

[Bold and underlined added. Deleted language stricken through]

109 ~~Recreation Program, and library programs;~~ administration of the Homer Advisory Planning
110 Commission, the Homer Advisory Parks, ~~Art, and Recreation,~~ **& Culture Advisory** Commission,
111 the City of Homer Port and Harbor Advisory Commission, **Americans With Disabilities Act**
112 **(ADA) Advisory Board** and the Library Advisory Board; major capital projects administration;
113 ~~economic development~~ and City enhancement programs and such other services or programs
114 as designated by the City Manager or requested by the City Council. The Department may be
115 subdivided into divisions with their own supervisors as deemed necessary. [Ord. 10-16 § 1,
116 2010; Ord. 85-35 § 4, 1985. Code 1981 § 1.43.010].

117
118 Section 4. Homer City Code Chapter 2.46 Department of Information Technology is
119 hereby enacted to read as follows:

120
121 **Chapter 2.46**
122 **DEPARTMENT OF INFORMATION TECHNOLOGY**
123

124 **2.46.010 Department of Information Technology.**

125 **The Department of Information Technology is created which shall be headed by the**
126 **Director of Information Technology, also known as the Chief Technical Officer of the City.**
127 **The Director shall be appointed by the City Manager for an indefinite term and shall be**
128 **removable by the City Manager. The Department may be subdivided into divisions with**
129 **their own supervisors as deemed necessary.**

130
131 Section 5. Homer City Code Chapter 2.48 Public Library is hereby amended to read as
132 follows:

133
134 Chapter 2.48

135 PUBLIC LIBRARY¹

136 Sections:

137 **2.48.005 Department of the Library**

138 2.48.010 Library functions.

139 2.48.020 Library Director – Appointment.

140 2.48.030 Library Director – Duties.

141 2.48.040 Board – Creation and membership.

142 2.48.050 Library Advisory Board – Powers and duties.

143 2.48.060 Library Advisory Board – Vacancies.

144 2.48.070 Use of library.

145
146 **2.48.005 Department of the Library.**

147 **The Department of the Library is created which shall be headed by the Library Director.**
148 **The Director shall be appointed by the City Manager for an indefinite term and shall be**
149 **removed by the City Manager. The Department may be subdivided into divisions with**
150 **their own supervisors as deemed necessary.**

151

152 2.48.010 Library functions.

153 The major functions of the library are the operation of the Homer Library, including control
154 and supervision of library use, acquisition of library property and other related matters.
155 [Ord. 85-35 § 5, 1985; Ord. 80-2 § 1, 1980. Code 1981 § 1.48.010].

156
157 2.48.020 Library Director – Appointment.

158 The head of the Homer Library is the Library Director, who shall be appointed by the City
159 Manager. **The Library Director must hold a master’s degree in library or information**
160 **science, or other relevant credential, as required for library grant eligibility by the State**
161 **of Alaska** [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 2, 1980. Code 1981
162 § 1.48.020].

163
164 2.48.030 Library Director – Duties.

165 The Library Director of the City shall be responsible for and shall have supervision and control
166 of the library and hold responsibilities as denoted in the job description for the position.
167 [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 3, 1980. Code 1981 § 1.48.030].

168
169 2.48.040 Board – Creation and membership.

170 There is created the City of Homer Library Advisory Board, referred to in this chapter as the
171 Board, which shall act in an advisory capacity to the Library Director and the City. The Board
172 shall consist of seven members comprised as follows:

- 173 a. At least five members of the Board shall reside within the corporate limits of the City.
174 b. Members shall serve for three years with initial appointments to be made for staggered
175 terms as follows: Two one-year terms; two two-year terms; and three three-year terms.
176 c. Members shall serve without compensation. [Ord. 09-28(S) § 1, 2009; Ord. 98-7, 1998;
177 Ord. 95-5, 1995; Ord. 85-35 § 5, 1985; Ord. 80-2 § 4, 1980. Code 1981 § 1.48.040].

178
179 2.48.050 Library Advisory Board – Powers and duties.

180 The Library Advisory Board shall:

- 181 a. Establish operational policies for the library program, and submit same to the City Council
182 for approval. There shall be an annual review of policies and revisions may be recommended
183 by the Board.
184 b. Assist the Librarian in preparation and presentation of the annual budget request to the City
185 Council.
186 c. Adopt bylaws and regulations for internal operations governing the proper and orderly
187 discharge of its responsibilities.
188 d. Make recommendations through the City Manager to the Mayor and City Council concerning
189 the library and its programs.
190 e. Solicit donations of money and/or property for the benefit of the library. Any money
191 donations shall be deposited to the City treasury in a reserve fund designated for public library
192 use. If property, it shall be accepted by deed or other conveyance subject to approval by the
193 City Council. Such property shall be held or disposed of for public library purposes as the
194 Council may direct. The Board may make recommendations for disposition of money or

[Bold and underlined added. Deleted language stricken through]

195 property so received and such recommendations shall be considered and acted upon by the
196 Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 5, 1980. Code 1981 § 1.48.050].

197

198 2.48.060 Library Advisory Board – Vacancies.

199 a. In the event of a vacancy on the Library Advisory Board, the Mayor shall appoint a person to
200 fill such vacancy for the unexpired term, subject to confirmation by the City Council.

201 b. If any Library Board member is absent for three consecutive meetings (unless a majority of
202 the other members have previously granted a leave of absence, not to exceed six months), the
203 seat of that member shall be declared vacant and a new member appointed by the Mayor
204 subject to confirmation by the City Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 6, 1980. Code 1981
205 § 1.48.060].

206

207

208 2.48.070 Use of library.

209 All persons shall be extended the use of library privileges subject to observing the rules and
210 regulations established for the use thereof. The Library Director may prohibit any person from
211 using the library who willfully or persistently violates any rule or regulation prescribed for the
212 operation of the library. No person shall fail or refuse to leave the library when ordered to do
213 so by the Library Director or other person in charge. [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5,
214 1985; Ord. 80-2 § 7, 1980. Code 1981 § 1.48.070].

215

216 Section 6. Homer City Code Chapter 2.57 Department of Community Development is
217 hereby enacted to read as follows:

218

219

Chapter 2.57

220

DEPARTMENT OF COMMUNITY DEVELOPMENT

221

222 **2.57.010 Department of Community Development.**

223 **The Department of Community Development is created which shall be headed by the**
224 **Director of Community Development. The Director shall be appointed by the City**
225 **Manager for an indefinite term and shall be removable by the City Manager. Within this**
226 **Department will be the City Planner and such other personnel as may be necessary to**
227 **provide services such as city-wide planning; zoning and platting; permitting and**
228 **inspection; economic development; City enhancement programs and such other services**
229 **or programs as designated by the City Manager or requested by the City Council; services**
230 **such as parks, and community recreation. The Department may be subdivided into**
231 **divisions with their own supervisors as deemed necessary.**

232

233 Section 7. This Ordinance is of a permanent and general character. and shall be
234 included in the City Code.

235

236 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this ____ day of _____, 2023.

237

[Bold and underlined added. Deleted language stricken through]

CITY OF HOMER

KEN CASTNER, MAYOR

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ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:



MEMORANDUM

Ordinance 23-51, An Ordinance of the City Council of Homer Alaska Amending the FY24 Capital Budget by Accepting and Appropriating A State of Alaska Public Library Assistance Grant for FY24 in the Amount of \$7,000 for Books and Library Materials.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: September 20, 2023
Through: Robert Dumouchel, City Manager
From: Dave Berry, Library Director

Summary:

Each year the Alaska State Library awards up to \$7,000 to libraries across Alaska. Homer has received the Public Libraries Assistance Grant (PLAG) every year for about four decades and I am happy to report that we have received the full amount again this year.

Recommendation:

Accept the \$7,000 grant from the State Library

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Library Director

ORDINANCE 23-51

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE FY24 CAPITAL BUDGET BY ACCEPTING AND
APPROPRIATING A STATE OF ALASKA PUBLIC LIBRARY
ASSISTANCE GRANT FOR FY24 IN THE AMOUNT OF \$7,000 FOR
BOOKS AND LIBRARY MATERIALS.

WHEREAS, The City submitted an application for the Alaska Public Library Assistance Grant for books and library materials; and

WHEREAS, The State awarded the grant in the amount of \$7,000 and required a local match of \$7,000; and

WHEREAS, The required match of \$7,000 is funded in the FY2024 budget.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates a State of Alaska Public Library Assistance Grant in the amount of \$7,000 for books and library materials as follows:

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
157-7100	State of Alaska Public Library Assistance Grant	\$7,000

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

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 9th day of October, 2023.

CITY OF HOMER

KEN CASTNER, MAYOR

43 ATTEST:
44
45 _____
46 MELISSA JACOBSEN, MMC, CITY CLERK
47
48 YES:
49 NO:
50 ABSTAIN:
51 ABSENT:
52
53 First Reading:
54 Public Hearing:
55 Second Reading:
56 Effective Date:



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: October 4, 2023
SUBJECT: City Manager's Report for October 9, 2023 Council Meeting

Transportation Plan's Public Meeting Update

Over 40 people turned out to comment on the Public Review Draft of the Transportation Plan. Next steps include collecting public comments until October 10th, providing comments to project consultant Kinney Engineering, and revising the plan so it is ready for presentation to the Planning Commission. Stay tuned for the next draft near the end of the year or early 2024.



Audit Update

The current audit has been a topic of discussion at recent meetings. I have written a memo, attached to this report, which provides more context for Council and the public to understand the challenges we've faced in

the last two years related to audit timing. The cumulative impacts of COVID, the administration of large amounts of grant and relief dollars, the change in fiscal year, the truncation of FY21, a software transition, new accounting rules, and staffing shortages in the accounting world have all contributed to a delayed audit for FY22. We're working on options for acceleration of the FY23 audit that would get us caught up and into a better rhythm for future audits.

Airport Sidewalk Repair Update

The City issued an Invitation to Bid for the Airport Terminal Sidewalk Replacement Project that was advertised in the Homer News August 24 and 31, 2023 and no bids were received for the project. The Invitation to Bid was extended and re-advertised on September 14 & 21, 2023 and in the Peninsula Clarion on September 16, 2023, and again, no bids were received. Public Works Director Keiser's has suggested that we issue another invitation to bid for the project in the spring.

ICMA Conference

I am currently attending the International City Manager Association (ICMA) conference in Austin, TX. I attended micro-certification courses titled "Building High Performing Board-Manager Relations" and "Tackling Wicked Problems: Building Capacity for Deliberative Engagement." I've also attended many sessions on topics related to governance, staff transitions and institutional knowledge transfer, rural community management, conflict resolution, multigenerational workplace management, revenue generation, ethics, and more. On the way to Austin, I attended an AMLJIA meeting of the board of trustees.

Attachments:

October Employee Anniversaries
Audit Update Memorandum
Panel Discussion Flyer
Council Work Session Scheduling



City of Homer

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(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Andrea Browning
DATE: October 9, 2023
SUBJECT: October Employee Anniversaries

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

Charles Lee Police 3 Years

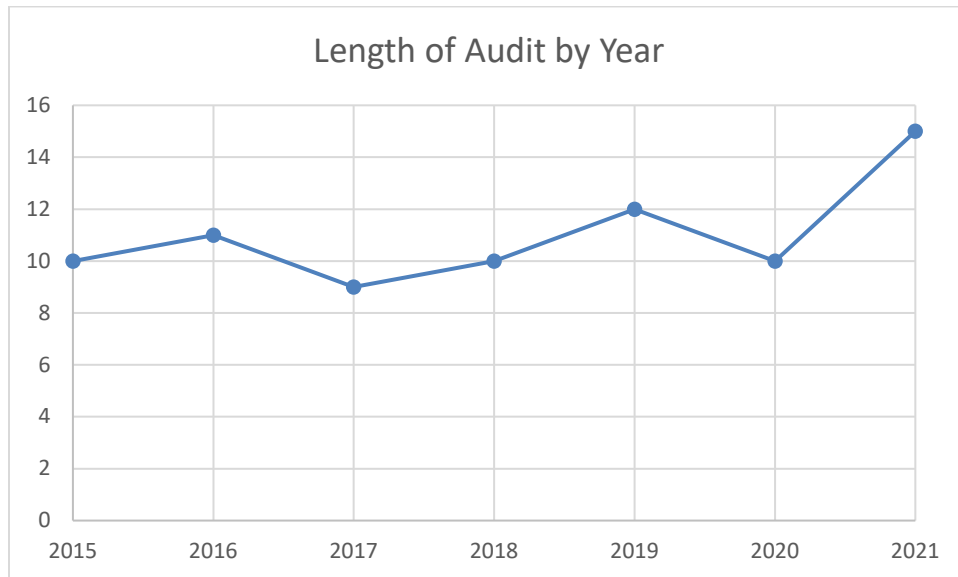


MEMORANDUM

FY22 Audit Context and Discussion

Item Type: Informational Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: 4OCT23
From: Rob Dumouchel, City Manager

The FY22 audit is nearing completion and has taken more time than both Council and staff would have liked. Many factors have contributed to the delay. The timing of the audit has generated some comments at Council meetings, and this memo is written with the intent of providing context for the discussion as it is important to understand the current situation.



Going back to 2015, audits have taken anywhere from 9 to 15 months to complete. The majority have been between 10 and 12 months. Where we began to have challenges is after 2020. My perspective is that the cumulative impacts of a number of items have slowed down our progress:

- The general impacts of the pandemic on staff and contractors.
- The Influx of COVID relief funds (CARES Act, ARPA, etc.) brought millions of additional dollars to the City that were processed through the City for various emergency relief grants to

businesses, non-profits, and individuals. Additionally, funds were made available for City purposes, pass through grants, and projects related to pandemic response and mitigation which required a significant amount of administration.

- Ordinance 20-89 changed the City's fiscal year from a January 1 - December 31 calendar year, to a July 1 – June 30 fiscal year. The change was a logical move that I believe is good long term decision for the City, however, the move has been very labor intensive for staff in the fiscal years immediately following the change.
- FY21 was truncated to six months as part of the fiscal year change which gave the FY21 audit a late start because the actual fiscal year was shorter than the time required for the FY20 audit to be completed.
- A major update to our finance software, Caselle, was undertaken after the FY21 audit was complete to account for the fiscal year change in our system.
- GASB rule 87¹, which impacts reporting related to leases, was implemented and has caused difficulties for many local governments in integrating the new standard.
- There is a nationwide shortage of accounting professionals in the public and private sectors which impacts the schedules of our partner finance firms and our auditing firm. For instance, BDO USA is reportedly pursuing a significant increase to its offshore workforce in an attempt to combat the decrease in workers interested in becoming auditors². Similarly, many municipalities in Alaska, from big cities like Anchorage³ to small cities like Seward⁴, are having to use finance consultants to mitigate the impacts of unfilled Finance positions in their organizations.
- Significantly more local governments than usual have been required to conduct federal single audits due to COVID relief funding creating pressure on auditing firms.⁵

¹ GASB = Governmental Accounting Standards Board which is the source of generally accepted accounting principles used by state and local governments in the United States. <https://gasb.org/page/PageContent?pagelid=/standards-guidance/pronouncements/summary--statement-no-87.html&isStaticPage=true>

² <https://www.ft.com/content/5e2a3d0d-57cf-4e9a-a8ea-d3877e124037>

³ Anchorage contracted with three finance firms to support the Controller Division which was at approximately 52% of total staffing in February of 2023 <https://www.adn.com/alaska-news/anchorage/2023/02/22/municipality-of-anchorage-to-pay-up-to-2m-to-outsource-finance-work-due-to-employee-vacancies/>

⁴ Seward uses a financial consultant to support the operations of an understaffed Finance Department. Seward also went four years without a long-term finance director until promoting an existing staff member in August 2023 https://www.sewardjournal.com/news/local/city-names-jusino-new-finance-director/article_bfa5315e-47ab-11ee-a8c8-5f9a93dd4d0f.html

⁵ "...the demand for government auditors in the private sector has likely increased because more localities will be subject to the federal government's single audit requirement. Under the rule, governments that spend \$750,000 or more of federal awards in any given year are subject to the federal Single Audit Act, which requires they submit an external audit to verify they've spent the money according to the guidelines. In some cases, governments in 2022 were going through the single audit process for the first time ever, according to Mary Foelster, senior director of governmental auditing and accounting. She added that 'the increase in the demand for new government audits came during the same time as entities and firms were trying to work on the backlog of previous audits [for governments who were given filing extensions during the pandemic].'" <https://www.route-fifty.com/workforce/2023/04/how-auditor-shortage-could-hurt-local-governments/385337/>

- The late finish for FY21's audit delayed the start of the FY22 audit.

Staff put a lot of effort into attempting to close the current audit by the end of June 2023. We were able to distribute draft financial statements to Council on June 14th. Unfortunately, issues mainly related to implementation of the new GASB 87 rules impacted our ability to finish at that time. We have worked diligently with the auditors to provide any additional information they have requested, and they have made great efforts to keep us on their busy schedule to continue moving things forward.

As the FY22 audit draws to a close, I have asked Finance staff to investigate options to accelerate the FY23 audit. Over the last year we've been pulling together resources to make that objective attainable. We have an existing relationship with Porter & Allison, Inc. to assist in the preparation of financial statements, but we also added two accounting firms to our term contract list in fall of 2022 (Resolution 22-068). Earlier this year the Council approved an increase in funding for professional services for the Finance Department in the FY24/25 budget which was requested to help with priority projects like completing the audit in a timely fashion.

While most of the City was able to move on from the fiscal year change without much of a problem, it did create challenges for Finance which were expected to, and did, have an impact for the years immediately following the change. Getting the current two-year budget complete got us past the fiscal year change on the budget side, and getting past the FY22 audit and accelerating the FY23 audit to overcome the delayed starts on the last two audits should get us back to our regular rhythm for auditing. I would like to make significant reductions in the time it takes to complete future audits, but in the short term, we need to clear out the current cumulative factors to give us a clean slate to work from.



Panel Discussion: What is Driving Change in Homer?



Sarah Richardson



Derotha Ferraro



Katie Gavenus



Julie Engebretsen



Brad Anderson

Join us for a discussion on why & how the greater Homer-area is changing: demographics and healthcare; changing environment; economic development; small business perspective; and real estate trends.

Thursday,
October 12

6:00 pm - 8:00pm
at the Homer Library
500 Hazel Ave,
Homer, AK 99603



Jane Rohr,
Moderator

Presented by the grass 166 group Guiding Growth.

WORK SESSION

AGENDA CALENDAR 2023

Council Meeting Dates	4:00 p.m. Worksession Topic
Monday, May 8	
Tuesday, May 22	<i>Coast Guard ws 2 5 COW @ 4</i>
Monday, June 12	<i>2023 City of Homer Salary and Benefits Survey</i>
Monday, June 26	<i>FY24/25 Capital Budget</i>
Monday, July 24	<i>HDR-Homer Harbor Expansion Alternatives Screening and Next Steps</i>
Monday, August 14	<i>HERC & Hazardous Materials Update – Economic Development Manager & Recreation Manager</i>
Monday, August 28	<i>2024-2029 Capital Improvement Plan & FY25 Legislative Priorities - Special Projects & Communications Coordinator</i>
Monday, September 11	<i>HHE study funding and timeline status by the USACE Project Development Team</i>
Monday, September 25	<i>Ord 23-49 Amend Title 2 & Re-Organization</i>
Monday, October 9	<i>HERC – Economic Development Manager & Recreation Manager</i>
Monday, October 18 (off cycle)	<i>Joint Work Session with Planning Commission</i>
Monday, October 23	<i>Finance</i>
Monday, November 27	<i>Recreation</i>
Monday, December 11	
Monday, December 18 If needed	

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/Canvass Board

RESOLUTION 23-110

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
CERTIFYING THE RESULTS OF THE CITY OF HOMER REGULAR
ELECTION HELD OCTOBER 3, 2023 TO ELECT TWO CITY
COUNCILMEMBERS FOR THREE YEAR TERMS EACH.

WHEREAS, In compliance with Homer City Code 4.35, the Canvass Board of the City of Homer has opened, counted, and tallied the votes on absentee ballots including special needs ballots, and question ballots found to be valid, that were cast in the City of Homer Regular Election held on October 4, 2022; and

WHEREAS, The total number of voters voting in the City Regular Election was 1048 and reflects the number of voters, not the number of votes cast or ballots counted; and

WHEREAS, In accordance with Homer City Code 4.35, the Canvass Board of the City of Homer had inspected the precinct reports, Election Central Logs and entered the the results of the absent and questioned ballots on the Certification of Election along with the results of the precinct counts; and

WHEREAS, The results of the City Regular Election held October 3, 2023, attached as Exhibit A, is presented in the Canvass Board's Certificate of Election in accordance with the Homer City Code; and

WHEREAS, Pursuant to Homer City Code 4.35.040 Certification of Election, the Council shall certify the results of the election at the next Regular Council meeting following the completion of the canvass by the Canvass Board.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby certifies the results of the City Regular Election held October 3, 2023, as presented in the Canvass Boards Certificate of Election, attached as Exhibit A, in accordance with the Homer City Code.

BE IT FURTHER RESOLVED that the following candidates are declared elected to office of City Councilmember, having received at least 20% of the votes cast for a three-year term of office:

COUNCILMEMBERS (TWO THREE YEAR TERMS)

42 BE IT FURTHER RESOLVED that the Canvass Board's Certificate of Election (Exhibit A)
43 be attached permanently as part of this Resolution.

44
45 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 9th day of October,
46 2023.

47
48 CITY OF HOMER

49
50 _____
51 KEN CASTNER, MAYOR

52
53 ATTEST:

54
55 _____
56 MELISSA JACOBSEN, MMC, CITY CLERK

57
58 Fiscal Note: N/A