



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

**ADA Compliance Committee
Thursday, July 11, 2019 at 4:00 PM
City Hall Conference Room**

CALL TO ORDER 4:00 P.M.

APPROVAL OF THE AGENDA

PUBLIC COMMENTS FOR ITEMS ON THE AGENDA

RECONSIDERATION

SYNOPSIS APPROVAL

- | | |
|------------------------------------|--------|
| A. April 11, 2019 Meeting Synopsis | Page 3 |
| B. June 13, 2019 Meeting Synopsis | Page 5 |

VISITORS

PENDING BUSINESS

- | | |
|---|---------|
| A. Capital Improvement Plan 2020-2025 | |
| i. Memo from City Clerk Jacobsen Re: CIP Project Suggestions | Page 7 |
| ii. Memo from City Clerk Jacobsen Re: Klondike Alley - Proposed CIP Project | Page 9 |
| iii. CIP Project Nomination Form | Page 11 |
| iv. CIP Information Sheet | Page 13 |

NEW BUSINESS

INFORMATIONAL ITEMS

COMMENTS OF THE AUDIENCE

COMMENTS OF CITY STAFF

COMMENTS OF THE COMMITTEE

ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 15, 2019 in the City Hall Conference Room located at 491 E. Pioneer Ave, Homer, Alaska.

Session 19-03 a Regular Meeting of the ADA Compliance Committee was called to order by Acting Chair Dally at 4:00 p.m. on April 11, 2019 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: TESS DALLY, JOYANNA GEISLER, DONNA ADERHOLD

TELECONFERENCE: LINDA MUNNS

ABSENT: PAM VAN HOOZER

STAFF: MELISSA JACOBSEN, CITY CLERK
RACHEL TUSSEY, DEPUTY CITY CLERK

APPROVAL OF AGENDA

The agenda was approved by consensus of the Committee.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

SYNOPSIS APPROVAL

A. March 14, 2019 Meeting Synopsis

The meeting synopsis was approved by consensus of the Committee.

VISITORS

PENDING BUSINESS

- A. ADA Self-Evaluation and Transition Plan Update
 - i. Draft ADA Transition Plan – Revised 4/4/2019
 - ii. Draft Resolution 19-0XX Adopting the ADA Transition Plan

Acting Chair Dally opened the floor for discussion. The committee discussed individual items in the ADA Transition Plan and provided staff with feedback on the layout of the plan and how to better define some of the recommendations and content. There was further discussion on timelines and when the plan should be presented to City Council.

DALLY/GEISLER MOVED TO FORWARD THE ADA TRANSITION PLAN TO CITY COUNCIL FOR REVIEW AND ADOPTION AT THEIR APRIL 22, 2019 REGULAR MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

A. Memo from City Clerk Re: Airport Access/Loading Zone Area

City Clerk Jacobsen reported on her research into the access area at the Homer Airport. She explained her requests to Public Works on how the ramp area can be better defined to prevent vehicles from blocking it. The committee discussed airport access and how the building would be more accessible if the door nearest to the handicap parking spots was renovated to be ADA compliant.

The committee asked that the subject of relocating the airport handicap access point be on a future agenda.

INFORMATIONAL ITEMS

COMMENTS OF THE AUDIENCE

COMMENTS OF STAFF

COMMENTS OF THE COMMITTEE

Committee Member Dally commented on how the Kenai Peninsula Borough now has an ADA grievance policy.

Committee Member Geisler noted that she will be absent for the May 9th meeting.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 5:03 p.m. The next regular meeting is scheduled for May 9, 2019 at 4:00 p.m. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: _____

Session 19-04 a Regular Meeting of the ADA Compliance Committee was called to order by Acting Chair Dally at 4:00 p.m. on June 13, 2019 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: TESS DALLY, JOYANNA GEISLER, DONNA ADERHOLD

TELECONFERENCE: LINDA MUNNS AND PAM VAN HOOZER

STAFF: MELISSA JACOBSEN, CITY CLERK/ADA COORDINATOR
JENNY CARROLL, SPECIAL PROJECTS AND COMMUNICATIONS COORDINATOR

APPROVAL OF AGENDA

The agenda was approved by consensus of the Committee.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

SYNOPSIS APPROVAL

VISITORS

PENDING BUSINESS

NEW BUSINESS

A. Capital Improvement Plan 2020-2025

Acting Chair Dally introduced Jenny Carroll, Special Projects and Communications Coordinator, who was present to speak to the CIP. Ms. Carroll explained how the City's CIP process works and how the plan is used to access grants and funding to make them happen.

Ms. Carroll and the committee discussed the draft CIP, the need to add recognized projects from the recently approved Transition Plan to the CIP, and what the ADA Compliance Committee could suggest for inclusion.

The committee agreed to discuss CIP suggestions further at the July 11th meeting.

B. Klondike Alley - Proposed CIP Project

Wayne Aderhold, city resident, presented a trail improvement proposal to an area that runs between Pioneer Avenue and Klondike Avenue properties, currently being called "Klondike Alley". He asked the committee to support the concept and nominate it for the CIP.

The committee discussed the Klondike Alley project, with suggestions presented by Ms. Carroll and Mr. Aderhold, and agreed to discuss it at their next meeting during the continued CIP review.

INFORMATIONAL ITEMS

A. City of Homer ADA Transition Plan

COMMENTS OF THE AUDIENCE

COMMENTS OF STAFF

COMMENTS OF THE COMMITTEE

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 5:03 p.m. The next regular meeting is scheduled for July 11, 2019 at 4:00 p.m. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

MELISSA JACOBSEN, MMC, CITY CLERK

Approved: _____



City of Homer

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Homer, Alaska 99603

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Memorandum

TO: ADA COMPLIANCE COMMITTEE

FROM: MELISSA JACOBSEN, CITY CLERK/ADA COORDINATOR

DATE: JUNE 28, 2019

SUBJECT: CIP PROJECT SUGGESTIONS

At the last Committee meeting, the group reviewed the Capital Improvement Project (CIP) draft document and CIP process with Jenny Carroll, the City's Special Projects and Communications Coordinator. The consensus after that meeting was to bring back some suggestions for proposed projects based on the recently approved City of Homer Transition Plan for consideration. In thinking about grouping projects to meet the \$50,000+ threshold, here are some suggestions for the Committee to consider.

At meeting time we can discuss these and decide what we'd like to bring forward as new projects in the CIP. If you have your copy of the Transition Plan from the last meeting, please bring it with you.

Pavement, Parking and Entrance Issues. This project could encompass all City facilities. Some parking lots need to be improved and paved in areas to allow for ADA parking spaces that provide a path of travel. This is an issue we found primarily at the Harbor where most of the bathrooms, the RV dump station, and the Fishin' Hole are gravel lots. When thinking of paved parking, there are several areas where the grade of the pavement exceeds the ADA slope requirement for accessible parking. This is the case at City Hall, the Animal Shelter, Public Works, the Fire Station, the bathrooms at the Bay Crest overlook, as examples. This is a big project and one that could possibly be done in phases.

Public Restrooms. This project would be on that would resolve ADA compliance issues with all the public restrooms, and could possibly include replacing/remodeling those that were built before the ADA, for example the Karen Hornaday Park bathroom.

City Hall Access. City Hall is one of the most used City buildings and could possibly be considered for its own project. During our surveys we noted significant grade issues at the parking on the Pioneer Avenue side of the building and issues with the ramp. I recall the grade was acceptable but there are issues with the curb ramp and width at the hand rails. The push bars that were added to the doors both upstairs reduced the clearance when the door is opened. The parking on the downstairs level is also at an improper grade.

Library Access. The library is another heavily used City building that could potentially be its own project, as it has its own set of issues when it comes to parking and access. The grading at the accessible parking area also needs to be resolved, and where it's currently located, it becomes hazardous in the winter when it becomes icy. Moving the accessible parking to the area across from the library could work but the grade is out of compliance also.

Nick Dudiak Fishing Lagoon. This project could include addressing compliance for the bathrooms, parking lot, sidewalk, and ramps to the water.



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Memorandum

TO: ADA Compliance Committee
FROM: Melissa Jacobsen, City Clerk
DATE: June 7, 2019
SUBJECT: Klondike Alley - Proposed CIP Project

City resident Wayne Aderhold submitted a conceptual drawing of a proposed trail improvement that's currently being called "Klondike Alley".

A copy of the drawing and Mr. Aderhold's email to me are included as attachments for your review.

Recommendation: Discuss the proposed trail improvement and if the Committee supports the concept, request a CIP Project Nomination form be provided at the July meeting for review and approval.

City of Homer Capital Improvement Plan Project Nomination Form

Project eligibility

- A. Does the proposed project represent a major, nonrecurring expense (\$25,000 or more for non-profit organizations; \$50,000 or more for government organizations)? YES NO
- B. Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES NO
- C. Will the project provide broad community benefit? YES NO
-

If you were able to answer YES to all three questions, please provide the following additional information:

1. Project title (Suggested heading in CIP):

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Homer community.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

4. Project cost:
 - A. TOTAL COST (including funds already secured) = \$ _____
 - B. For construction projects, break out preconstruction costs (feasibility/design/permitting):
Preconstruction costs = \$ _____ Construction costs = \$ _____

5. Timeline: Indicate when you hope to complete each phase of the project.
Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.
 - A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

 - For construction projects:
 - B. Preconstruction phase to be completed by _____.
 - C. Construction phase to be completed by _____.

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE CITY OF HOMER CAPITAL IMPROVEMENT PLAN

Q: What is a CIP?

A: The CIP (or Capital Improvement Plan) identifies capital projects that are community priorities. The plan includes a description of proposed capital improvement projects ranked by priority, their benefits to the community, an estimate of project costs and progress to date (money raised, plans drawn up, etc.). An estimated timeline for completion is also included for City of Homer projects. The CIP is a working document and is reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

NOTE: The Capital Improvement Plan is not a funding request. From the City's standpoint, it is a plan. From the standpoint of a non-profit organization, it is a mechanism to raise awareness of a needed project and increase chances of funding from various sources. Nominating a project for inclusion in the CIP is **not** a request for City funding.

Q: What is a capital project?

A: Capital projects are the acquisition and/or development of a major, non-recurring asset such as land, buildings, public road/utility infrastructure and equipment with a useful life of at least three years. Designing and building a new library is a capital project. Planning and implementing an after-school reading program is not a capital project. Most of the projects in the City of Homer CIP are City projects, but some are community projects spearheaded by non-profit organizations and state or federal agencies (e.g., Alaska DOT).

City of Homer CIP projects must have an estimated cost of at least \$50,000. Those from non-profit organizations must have an estimated cost of at least \$25,000.

Q: Newspaper articles often refer to the CIP as a “wish list.” Is that accurate? If so, what’s the point of writing up a “wish list”?

A: That's not entirely accurate. Projects in the CIP are segregated into sections, City of Homer legislative priority projects, mid-range projects (that may be undertaken in the next six years) and long range projects. This allows the CIP to be a forward thinking plan for City projects.

There are several reasons to maintain a CIP even in years like this when there is no State Capital Appropriation's budget. It 1) helps focus attention on community needs; 2) helps leverage funding if project has been identified as a community priority in the CIP; and 3) highlights community priorities for our state/federal legislative representatives.

Q: What is the process for developing the Capital Improvement Plan?

A: CIP development is a multi-step process that starts around May of each year and ends in November.

Step 1 involves the City's Special Projects & Communications Coordinator developing a plan update schedule that will be approved by the City Council in early May of each year.

Step 2 is to publicize the CIP process and invite project nominations from community organizations.

Step 3 is to send a copy of the current CIP to all the City department heads and the City Manager and ask for recommendations for new projects, projects that should be deleted, and updates to existing projects.

Step 4 is to make sure that all the City advisory bodies have a chance to weigh in. They are given the opportunity to select their top "#1 and #2" Legislative priority projects. Their recommendations are passed on to the City Council. They can also suggest new projects, changes to existing projects, or any other recommendations related to the CIP.

Throughout this time, City staff will continuously update the draft CIP. The CIP will be labeled DRAFT until it is approved by City Council. Proposed new projects are kept separate until they are approved by Council.

Step 5 The City Council will hold a work session to discuss the CIP and will they take public comment as advertised at regular City Council meetings. Members of the public are encouraged to attend and testify. The City Council will view the CIP as a whole and will also work to identify legislative priorities (a subset of the CIP) for special attention during the coming year.

Step 6 is to finalize the CIP as per City Council approval, and make digital and bound copies. These should be ready to post on the website and for distribution in October.

Q: What are "legislative priorities"?

A: Legislative priorities are a special subset of the CIP. The full CIP might contain 50 projects that have gone through the public hearing process and approved by the City Council. City Council also looks over City of Homer projects and prioritizes a "short list" for the City to highlight during the upcoming legislative session. These projects, when there has been a State Capital Budget, would be considered for at least partial funding. The state budget process begins with a proposed budget submitted by the Governor in December. The legislature takes the Governor's budget and works it over starting in mid-January. The House and Senate must both agree on a budget before it is finally passed in mid-April. (NOTE: The "operating budget" is different from the "capital budget.")

In the past, the City's "short list" may have had 10-15 projects on it. More recently, the list numbers five. Given the State of Alaska's current budget shortfalls, the City will likely keep a reduced number of projects on the "short list."

It is City policy that only City of Homer projects are promoted to the Legislative Priority list (e.g., for roads, harbor improvements, water and sewer upgrades, etc.) Legislative priority projects presented to legislators and state commissioners in specially tailored packets, and typically, the Mayor and one or two

City Council members will make one or more trips to Juneau during which they will bring awareness to these projects and the community needs they address.

Q: Does the City seek Federal funding for CIP projects also?

A: Yes. All three members of the Alaska congressional delegation invite local governments and other groups to submit funding requests in February of each year. Typically the City of Homer will select 3-6 projects for which we seek federal funding. In recent years, the City has received partial funding for the proposed Homer Large Vessel Harbor. With the moratorium on federal “earmarks” in early 2011, chances of receiving federal funding for a project have diminished substantially.

The City can (and does) apply for grants to fund capital projects, but those funders almost always require the City to cover some of the costs with local funds.

Q: What advice do you have for a community member who wants to see a particular project included in the CIP?

- A:**
- Keep in mind that if a proposal comes from one of the following, it is automatically forwarded to the City Council for consideration: 1) a City department head, 2) a City advisory body, 3) the Mayor or an individual City Council member, 4) a non-profit organization or state/federal government agency. If you can sell your idea to one or more of those, and that person or group nominates the project, City staff will work with you to draft a project description to include in the proposed new projects section for public comment and Council approval. NOTE: The City provides a Project Nomination Form to use for this purpose.
 - Take advantage of opportunities to express support for one or more projects anytime the CIP is on a Council meeting agenda. If you testify earlier in the process, Council members will have more time to consider what you say before making their final decisions. The CIP will be on the Council agenda at least three times: For introduction, public hearing, and final vote. Check with the Clerk’s Office regarding the dates. You can also communicate with City Council members individually.

If you are seeking funding for your project through the state legislature, talk to our local state representatives about that process.

Q: Once a project is approved for inclusion in the CIP, what can I do to make sure it doesn’t just languish there?

- A:**
- Keep your eyes on the prize. If you are with a community group or advisory body, develop a long-range plan and base your CIP request on that plan. Limit your request to one or two items and then keep your attention and energies focused on that goal.
 - Be realistic in your expectations. Many projects require multiple sources of funding over a period of years. Project success starts with a vision, then a well-developed funding plan followed by focused implementation of that plan.