

City Council

May 28, 2013

Tuesday

Worksession 4:00 p.m.

Committee of the Whole 5:00 p.m.

Regular Meeting 6:00 p.m.

City Hall

Cowles Council Chambers

491 E. Pioneer Avenue

Homer, Alaska



Produced and distributed by the City Clerk's Office
May 22, 2013 - jj

May/June 2013

Tuesday 28th	CITY COUNCIL Worksession 4:00 p.m., Committee of the Whole 5:00 p.m., and Regular Meeting 6:00 p.m.
Thursday 30th	1% ART SELECTION COMMITTEE Meeting 1:00 p.m.
Tuesday 4th	LIBRARY ADVISORY BOARD Regular Meeting 5:00 p.m.
Wednesday 5th	PLANNING COMMISSION Worksession 5:30 p.m. and Regular Meeting 6:30 p.m.
Thursday 6th	KAREN HORNADAY PARK COMMITTEE Meeting 5:30 p.m.
Monday 10th	CITY COUNCIL Worksession 4:00 p.m., Committee of the Whole 5:00 p.m., and Regular Meeting 6:00 p.m.

Regular Meeting Schedule

City Council 2nd and 4th Mondays 6:00 p.m.
Library Advisory Board 1st Tuesday 5:00 p.m.
Economic Development Advisory Commission 2nd Tuesday 6:00 p.m.
Parks and Recreation Advisory Commission 3rd Thursday of the month with exception of December 5:30 p.m.
Planning Commission 1st and 3rd Wednesday 6:30 p.m.
Port and Harbor Advisory Commission 4th Wednesday 5:00 p.m.
(May – August 6:00 p.m.)
Transportation Advisory Committee Quarterly 3rd Tuesday 5:30 p.m.
Public Arts Committee Quarterly 3rd Thursday 5:00 p.m.
Lease Committee Quarterly 2nd Thursday 3:00 p.m.
Permanent Fund Committee Quarterly 2nd Thursday 5:15 p.m.

MAYOR AND CITY COUNCILMEMBERS AND TERMS

BETH WYTHER, MAYOR – 14
FRANCIE ROBERTS, COUNCILMEMBER – 15
BARBARA HOWARD, COUNCILMEMBER – 14
DAVID LEWIS, COUNCILMEMBER – 14
BRYAN ZAK, COUNCILMEMBER – 13
BEAUREGARD BURGESS, COUNCILMEMBER – 15
JAMES DOLMA, COUNCILMEMBER - 13

City Manager, Walt Wrede
City Attorney, Thomas Klinkner

<http://www.cityofhomer-ak.gov/cityclerk> home page access, Clerk's email address is: clerk@ci.homer.ak.us Clerk's office phone number: direct line 235-3130, other number 435-3106.

COWLES COUNCIL CHAMBERS
491 E. PIONEER AVENUE
HOMER, ALASKA
www.cityofhomer-ak.gov



WORKSESSION
4:00 P.M. TUESDAY
MAY 28, 2013

MAYOR BETH WYTHE
COUNCIL MEMBER FRANCIE ROBERTS
COUNCIL MEMBER BARBARA HOWARD
COUNCIL MEMBER DAVID LEWIS
COUNCIL MEMBER BRYAN ZAK
COUNCIL MEMBER BEAUREGARD BURGESS
COUNCIL MEMBER JAMES DOLMA
CITY ATTORNEY THOMAS KLINKNER
CITY MANAGER WALT WREDE
CITY CLERK JO JOHNSON

WORKSESSION AGENDA

- 1. CALL TO ORDER, 4:00 P.M.**
- 2. AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 5)
- 3. Water and Sewer Rates** *Page 7*
- 4. COMMENTS OF THE AUDIENCE**
- 5. ADJOURNMENT NO LATER THAN 4:50 P.M.**
Next Regular Meeting is Monday, June 10, 2013 at 6:00 p.m., Committee of the Whole 5:00 p.m., and Worksession 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Homer, Alaska 99603

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MEMORANDUM 13-073

TO: MAYOR WYTHE & HOMER CITY COUNCIL
FROM: WATER & SEWER RATE TASK FORCE
THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: APRIL 5, 2013
SUBJECT: PROPOSED WATER & SEWER RATES AND ADDITIONAL RECOMMENDATIONS

Attached is the Water & Sewer Rate Task Force's ("the Task Force") recommendation regarding the rate-setting model for the City of Homer Water & Sewer services. The Task Force was established in accordance with the provisions of Resolution 12-027(A), consisting of five City of Homer residents (Ken Castner, Bob Howard, Sharon Minsch, Lloyd Moore and Terry Yager) and two City Council members (Barbara Howard and Beth Wythe), appointed by Mayor James Hornaday through Memorandum 12-056. Subsequent to the original appointments, community member Terry Yager submitted his resignation from the Task Force and the seat remained unfilled for the duration of the review process. Also, following the October elections, Beth Wythe was authorized to continue on the Task Force through Resolution 12-094 following her election as Mayor. Barbara Howard resigned from the Task Force in November and was replaced by Council Member Beau Burgess through Memorandum 12-161(A). Copies of all Resolutions and Memoranda are included in the appendix of this report as supporting documentation.

Following the establishment of the Task Force the initial meeting was held May 9, 2012. At this meeting the Task Force established the framework for a meeting schedule for meeting the first and third Tuesday of each month; the first Tuesday being a work session and the third Tuesday being a regular meeting. Work sessions and meetings were scheduled in the conference room with the exception of public hearings which were held in the Council Chambers.. The schedule was adjusted from time-to-time to accommodate holidays and scheduling conflicts for members of the Task Force.

The initial meetings of the Task Force were primarily focused on determining the types and sources of information that would be required to allow the Task Force to more fully understand rate making concepts and the nature of the City of Homer's current rate design. This process included:

- Reviewing the 1991 Water and Wastewater Utilities Rate Study conducted by KPMG Peat Marwick.
- Reviewing the 1997 Utility Rate Study prepared by Montgomery Watson. Task Force Members Castner and Moore were participants in that rate study as well and were able to provide valuable insight into the resulting rate model which was successfully used by the City until recent history.
- Reviewing budget documents from several prior years, as well as more current information included in the proposed 2013 budget.
- Reviewing the areas served by the Water & Sewer Enterprise and discussions related to potential users that have a disproportionate impact on the existing infrastructure. These include the requirements of the system specific to providing fire hydrant services, commercial building sprinkler services, and the expense of delivering water to, and returning sewage from the Spit.
 - The requirements for certified staff and the staffing plan for the water and sewer treatment plants were reviewed, as was the allocation of other staff services to the Water & Sewer Enterprise.
 - The loss of large volumes of treated water as a result of dead-ended lines were a major concern and were considered regularly throughout the process as this appeared to be a substantial expense to the system as a whole.
 - Rates from other nearby communities were reviewed and the reasons for the difference in operating costs, as well as anticipated impacts of new regulations on these systems as compared to the Homer system, were discussed.
 - User data was reviewed to develop a sense of the “average” user, and again to develop a better understanding of the disproportionate users.
 - Staff provided an overview of both the water system from treatment to return, and the sewer system from return to treatment.
 - Fire protection expenses were also discussed periodically as a substantial contributor to the expense of the system that was not adequately or properly allocated.

Following the collection and review of this information the Task Force considered a variety of ratemaking formulas giving consideration to fairness and consumer satisfaction. The following rate evaluation illustration was provided in the American Water Works Association manual M54, Developing Rates for Small Systems (2004, p. 38).

OBJECTIVES	INCREASING RATE MODEL	UNIFORM RATE MODEL	SEASONAL RATE MODEL	FLAT RATE MODEL
FAIRNESS				
CONSERVATION				
EQUITY				
COST OF SERVICE BASED				
UNDERSTANDABLE				
FEASIBLE				
DEFENDABLE				
REVENUE STABILITY				
COST RECOVERY				
LEGAL				

Low	Satisfactory	High
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Upon considering the various rate design options, the Task Force determined that focusing its energy on designing a commodity based, uniform rate structure that considered expenses that were not directly related to the delivery of service to all consumers, such as system size due to fire hydrants, delivering water to the Spit, water used to flush dead-end lines, and water leakage in the harbor. The Task Force also considered extraordinary expenses on the sewer system including the impact of high biochemical oxygen demand (BOD) waste which increases the cost of waste processing and the requirement in some areas for lift-stations to deliver waste to the treatment plant.

The recommendations of this report are based on this information and result in a balanced budget for the Water & Sewer Enterprise Fund. The recommendations also provide a new rate model that will ensure the collection of the required funding into the future. Distributing the expense for the system more equitably based on a cost-causer, cost-payer is the foundation of the proposed rate model.

The recommendations of the Task Force include:

- Replacing the current rate model with the proposed commodity based model found on page A1-A4.
- Continue to periodically review the allocation of administrative and other overhead expenses to ensure they properly reflect the actual expenses being charged to water & sewer.
- Clearly delineate water and sewer rates, by location, in future budget documents (i.e., revenue from City facilities and related expense lines in Port & Harbor, Water & Sewer, and other administrative budgets.)

- Confirm that ALL City of Homer facilities receiving water and sewer services are being properly metered and billed.
- Consider alternatives for refreshing the water in deadened lines that does not result in the waste of large volumes of treated water.
- Renew the contract with Kachemak City and ensure that the rates adequately reflect the cost of this area on the system as a whole, including any added administrative expenses.
- Consider methods for rate-setting that will not allow political influences to result in the under collection of rates in the future.

While this review may not have fully exhausted the rate design possibilities available to a rates consulting firm, it is the belief of the Task Force that the information and recommendations found in this report have met the fundamental review requirements that the Task Force was requested to consider in the development of their recommendations.

Respectfully submitted,

HOMER WATER & SEWER TASK FORCE

Chair: Beth Wythe

Vice Chair: Beauregard Burgess

Current Members: Ken Castner, Robert Howard, Sharon Minch, and Lloyd Moore

Water and Sewer Rate Review Proposed Water & Sewer Rate Model and Recommendations

Report of the Water & Sewer Rate Task Force

4/8/2013

Contributing Task Force Members Beauregard Burgess, Ken Castner, Barbara Howard, Terry Yager, Bob Howard, Sharon Minsch, Lloyd Moore, Beth Wythe

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INTRODUCTION:

The Water & Sewer Rate Task Force (the Task Force) was established in accordance with the provisions of Resolution 12-027(A), consisting of five City of Homer residents (Ken Castner, Bob Howard, Sharon Minsch, Lloyd Moore and Terry Yager) and two City Council members (Barbara Howard and Beth Wythe), appointed by Mayor James Hornaday through Memorandum 12-056. Subsequent to the original appointments, community member Terry Yager submitted his resignation from the Task Force and the seat remained unfilled for the duration of the review process. Also, following the October elections, Beth Wythe was authorized to continue on the Task Force through Resolution 12-094 following her election as Mayor. Barbara Howard resigned from the Task Force in November and was replaced by Council Member Beau Burgess through Memorandum 12-161(A). Copies of all Resolutions, Memoranda and information provided by Staff are included in the Appendices to this report; all reference materials accessed or reviewed have been cited as supporting documentation.

The City Council approved the creation of a Task Force after numerous public comments and complaints about the 2012 increase in Water & Sewer Rates and fees.

From the beginning, the Task Force resolved to reach decisions that were not colored by sentiment or popularity. The Task Force began its work of developing a recommendation for the City Council by considering who the benefactors were of the water and sewer systems. In addition to the residential and business customers there are large commercial users such as South Peninsula Hospital and the Port & Harbor. There are also incidental benefits that the system was designed to provide including providing both fire hydrants and sufficient water for buildings that house sprinkler fire suppression equipment. While the City Council will make the final decision regarding any rate changes, the Task Force has included recommendations for allocating the additional expenses related to these specifically identifiable cost centers in an equitable manner.

CURRENT RATE STRUCTURE:

Currently water and sewer rates differentiate between various water usage and sewage returns based on whether they are delivered to or derived from residential customers, or small or large commercial customers. The Task Force believes that a gallon of water or a gallon of waste should be of an equal base cost to all users, and when a class or location of users is found to be more costly, a surcharge should be added.

Public Works states that the size of the City's water system is primarily designed to handle the delivery volume required for the fire protection needs of the City. The current City contribution to the annual water budget does not fully reflect the attributed costs that should be recovered through "hydrant rents".

FAIR AND EQUITABLE RATES:

The Task Force believes the basic service charge for water and sewer customers should accurately reflect the cost of customer billing, banking and accounting expenses. Other system maintenance and treatment expenses should be billed in accordance with the customers' actual usage. There is an inherent fairness in charging all customers hooked into the system(s) the same rate for an indistinct commodity. A gallon of water is the same no matter what its use. A uniform rate lends itself to easy rate adjustments using calculations that are simple and transparent.

The Task Force identified costs associated with the water and sewer system that are derived from the population in general (fire protection, City owned buildings, public rest rooms, fish cleaning stations and support of other community facilities that use water in their day-to-day activities). These costs should be borne by the City as general fund expenses using the same tariff basis as any other user.

Fairness also requires that users that require services beyond the normal, or create additional costs, be charged for those expectations and/or costs. Two examples of the former would be those buildings with un-metered fire protection service lines and multi-unit complexes using a single meter. Two examples of the latter would be the additional cost of treating "hot" (high BOD) sewage and the costs of maintaining and powering the sewer lift stations. In order to address these non-standard users a small surcharge has been recommended.

SYSTEM REQUIREMENTS:

The water and sewer system in Homer has some unique characteristics that increase the cost of operations and maintenance. The first is the location of our water source and another is the elevation of many users relative to the sewer treatment plant.

Having water come from the top of the hill may at first appear to be a great asset since many water systems are challenged with pumping water to higher elevation customers. However, reducing the pressure in the delivery system as a result of the gravity fed nature of Homer's system presents its own costly challenges. The construction and maintenance of the pressure reducing valves that are required to safely deliver water into the system and then into the residences and businesses receiving services is a substantial contributor to the cost of Homer's water system over other similarly sized systems across the state.

In addition to these challenges, having a surface source of water increases the volume of treatment required to make the water potable. As a result, Homer has been required to maintain a state-of-the-art water treatment facility for years and has recently built a new treatment facility with the capacity to meet current and anticipated water quality standards for years to come.

The water delivery system has also been sized to provide adequate pressure and flows for a variety of special services including fire sprinkler systems and hydrants. Hydrants benefit all City property owners whether they are connected to the delivery system or not. Therefore the Task Force believes that a portion of the additional system costs related to system size should be shared by property owners independently from the rates charged to water and sewer customers.

There are many service locations on the sewer system that pass through elevations that will not allow for gravity to deliver sewage all the way to the sewer treatment plant. In order to provide service to these areas lift stations are required to pump sewage to a higher elevation in the system so it can continue to the treatment plant by gravity delivery. Just as the pressure reducing valves required on the water system create an additional maintenance expense, these lift stations create an additional maintenance expense for the sewer system. Unlike the pressure reducing stations that benefit all customers, the lift stations only provide benefit to those that are in areas where they are required. For this reason, the Task Force has included a nominal monthly fee to the billing for customers that live in areas served by lift stations.

DISPROPORTIONATE IMPACTS:

In addition to the above expenses specific to Homer's water delivery and sewer collection systems, other costs of operating the systems which the Task Force determined to be identifiable to specific users included:

High BOD waste; and water required for flushing dead-end lines

A nominal fee is recommended for the purposes of identifying the existence of high BOD waste contributors and to marginally off-set additional expenses related to treatment.

The water loss related to dead-end lines is considered a cost of the system in general and no fee was recommended in association with this impact.

Another potentially disproportionate impact that was identified but not quantifiable was the presence of facilities that have water delivered, but return sewage through the sewer without being billed.

OPTIONS FOR DISTRIBUTING COSTS TO CAUSERS:

The proposed rate model provides a spreadsheet for the calculation of water rates independent of the spreadsheet for calculating sewer rates, although the proposed structure continues the practice of billing sewage based on water usage. The singular exemption to this was in reducing the volume of projected sewage from the Spit due to the large volume of water used at the Port that is not returned as sewage.

When reviewing the proposed water model you will observe first that the model begins with the required revenue in mind. The required revenue is then reduced by a variety of alternative revenue sources including:

- Service fees (finance fees/number of customers)
- Hydrant Rents (10% of required water system revenues)
- Sprinkler Differential (\$5/month/identified user)
- Surplus (Bulk) Water sales (estimated sales X \$0.004)
- Dwelling Fees (\$5/month/business or residence)

This identifies the amount of revenues that need to be collected through the commodity (usage) rates. In the projection provided, consideration is also given for the potential reduction in water use that may result from the commodity based fee schedule (conservation).

Using this model, rate reductions are as easy as updating the "Total Water Revenue Requirements", the "Metered Sales Projections"; the "Number of Meters"; and the "Finance Department O/H" cells. Updating these cells will generate the "Water Rate" which is the commodity fee, and the "Metered Service Fee" which is rounded up to the next highest dollar amount and becomes the monthly base rate for water services.

The use and maintenance of the proposed sewer rates is very similar. Beginning with the projected annual revenue assumption reduced by:

Lift Station Charge (lift station maintenance costs/users);
High BOD fees (\$10/month/identified user);
Multi-residential facility & Kachemak City fees (\$5/month/identified facility);
Kachemak City Fees (less pumping);
Dumping Station Fees; and
Water Only Meters (no septic returned).

Resulting in the total revenue required through rates. Rates are allocated based on historic usage allocated to those meters that are in sewer return areas that require a lift station and those that are not to generate two rates; Non-lift zone customers – sewer rate/gal, and Lift Station Zones – Sewer Rate/gal.

Again, with the adjustment of the key cells, new rate projections become simple.

CRITERIA FOR EVALUATING THE SOLUTIONS:

Because the primary complaint regarding the current rate structure has consistently been the perception of unfairly allocating costs, the Task Force was assigned the responsibility of reviewing the current rate model and recommending new rates for the 2013 rates review process. Through reviewing not only the current rate model, but also the components of the water and sewer system and identifying not only the billed users, but also others that benefit from the system, the Task Force believes that the proposed commodity based, uniform rate structure provides the most fair distribution of the expenses for operations and maintenance of the water and sewer system.

In addition to the current rate model that is “class” based, with a large base rate, the Task Force considered rate structures designed to encourage conservation (increasing rates when usage increased); structures that encouraged usage (reduced rates as usage increased); and rates that were fully commodity based (a flat fee per gallon, regardless of base expenses and extraordinary expenses). Ultimately, it was determined that the proposed rate model would best meet the test of “fairness”.

By distributing the administrative costs of billing between all customers and then charging the same rate per delivered gallon of water, water users can take control of their bill and no customer is subsidizing the use of another customer. By separating expenses related to making water available for non-standard uses such as fire protection and bulk water sales the model removes subsidies. Customers are merely being charged for the service they are receiving.

Similarly, on the sewer side subsidies are being removed by allocating extraordinary expenses related to lift stations and high BOD waste to the users that benefit from them, and multi-family dwellings are contributing proportionally to the cost of maintaining a larger system to accommodate sewage generated by more than one customer using the same metering system.

OTHER CONSIDERATIONS:

In developing the proposed rate structure, the Task Force accepted the costs that had been promulgated by the City Administration and approved by the City Council.

Eighty percent of the combined budgets are costs necessary for the treatment and delivery of water for the City and its customers, together with the cost of collection and treatment of the produced effluent. The remainder is the allocated cost of administrative service. The decision as to the size and appropriateness of that allocation, and the decision to use City employees to provide those services, rests with the City Council.

The Task Force does not believe that the proposed rate model will resolve all of the complaints regarding fairness in the allocation of the expenses for maintenance and operation of the water and sewer program, but we do feel that the concerns identified and those brought before us through public comment have been appropriately addressed through this model. Additionally, the model provides an ease of administration and future rate setting that if properly applied will help the City continue to adequately fund the program for years to come.

CONCLUSIONS:

In conclusion the Task Force is pleased to provide the City Council with the following recommendations with the anticipation of improved rate stability in the water and sewer program.

- Replacing the current rate model with the proposed commodity based model found on page A-1 - A-4.
- Continue to periodically review the allocation of administrative and other overhead expenses to ensure they properly reflect the actual expenses being charged to Water & Sewer.
- Clearly delineate water and sewer rates, by location, in future budget documents (i.e., revenue from City facilities and related expense lines in Port & Harbor, Water & Sewer, and other administrative budgets.)
- Confirm that ALL City of Homer facilities receiving water and sewer services are being properly metered and billed.
- Consider alternatives for refreshing the water in dead-end lines that does not result in the waste of large volumes of treated water.
- Renew the contract with Kachemak City and ensure that the rates adequately reflect the cost of this area on the system as a whole, including any added administrative expenses.
- Conduct rate-setting in a manner that will not allow political influences to result in the under collection of rates in the future.
- Establish a periodic meter inspection program to ensure that all meters are properly installed and reading.
- Customer/Tenant Fees as applied within the proposed rate model for Water and Sewer are defined as apartments, rental units, or multi-unit buildings where each unit has one or more restrooms. This fee applies to all units whether commercial or residential that is intended to be rented on a monthly basis or longer, excluding public or shared restroom facilities.

APPENDICES

Appendix A – Creation of the Task Force

- Resolution 12-027(A), Establishing a Water & Sewer Rate Task Force
- Resolution 12-094, Amending Resolution 12-027(A), The Composition of the Water and Sewer Rate Task Force to Allow Mayor Wythe to Continue to Serve
- Memorandum 12-161, Appointing of Councilmember Burgess to the Water & Sewer Rate Task Force

Appendix B – City of Homer Water & Sewer Rates

- Resolution 11-094(S), Maintaining the City of Homer Fee Schedule at the Current Rates and Amending Customer Classifications in the Water & Sewer Rate Schedules
- Ordinance 11-43, Amending HCC 14.08.037, Water Meters Regarding Number of Meters Per Lot
- Resolution 11-062(A) Maintaining the City of Homer Fee Schedule Under Water and Sewer Fees.

Appendix C - Budgets

- 2012 Operating Budget Water & Sewer
- City of Homer 2012 Operating Budget Fund 200 – Water & Sewer Special Revenue Fund
- Fund 400 - Water Fund Administration, Fund 400 Water & Fund 500 Sewer Fund Revenues
- City of Homer Year End 2011 Utility Special Revenue Fund 2011 Balance Sheet
- Year to Date figures Water & Sewer June 2012
- Year to Date figures Water & Sewer August 2012

Appendix D – Classifications & Sample Invoices

- Classifications & Average Monthly Usage for 2011
- Actual Random Sample Invoices depicting various gallonage used for comparison

Appendix E – Fire Protection, Flushing, Water Treatment Plant, Depreciation, Meter Sizes, Maps

- How Fire Protection Affects the Water System – Public Works
- Flushing Fire Hydrants & Water Mains- Public Works
- Water Treatment Plant Flows in Millions of Gallons – Public Works
- Depreciation Reserves Requirements and 2012 Depreciation Reserves – Water & Sewer – Finance Dept
- Maps Indicating Lift Station Locations and Areas Served – Public Works
- Number of Gallons of Water delivered to the Spit Annually – Public Works
- Staff Response to Questions regarding Staff time to produce Invoice – Finance Dept.
- Staff response to Questions regarding How Budget Numbers are calculated – Finance Dept.
- Staff Response to Number of Meeting Sizes - Meter Sizes & Number of Each Size – Public Works
- Staff Response to Question regarding Gallonage Used in the Harbor – Public Works

Appendix F – Spit Surcharges

- Resolution 04-94(S) (A), Amending Homer Fee Schedule Regarding Water Rates
- Resolution 04-95, Amending Homer Fee Schedule Regarding Sewer Rates
- Excerpt from City Council Minutes, 2004, regarding Resolution 04-94(S) & Resolution 04-95
- Resolution 05-121(A), Amending the City of Homer Fee Schedule Regarding Water Rates
- Resolution 05-122, Amending the City of Homer Fee Schedule Regarding Sewer Rates
- Staff Response Analysis on Proposed Spit Surcharge – Public Works

Appendix G – Public Written Comments

REFERENCES AND RESOURCES

Rate Setting for Small Water Systems, Texas Cooperative Extension Service, Texas A & M University System
Excerpt from Basic Guide to Water Rates, www.lwua.gov.ph/water_rates_08/rates_two.html
Chart Table 2-1 Annual Funds Required – Unknown Source
Anchorage Water & Sewer Rates 2012 www.awwu.biz/website/Customer_Service/water_tariff13-2.htm
Intergovernmental Agreement for Kachemak /Homer Wastewater System between Kachemak City and City of Homer, dated August 10, 1988
KPMG Peat Marwick, Water and Wastewater Utilities Rate Study, February 11, 1991
Montgomery Watson, Utility Rate Study, August 11, 1997
City of Homer 2000 Rate Model Matrix – Water & Sewer 2008 Rates Analysis Water & Sewer Enterprise Fund
City of Kenai Water & Sewer Rate Study Prepared by Kurt Playstead, CH2M HILL, February 7, 2011
M54: Developing Rates for Small Systems, the American Water Works Association, Copyright 2004
City of Soldotna Water & Sewer Rate Study Prepared by HDR Engineering (No date)

City of Homer Water and Sewer Rate Study Draft Rate Model April 5, 2013 PROPOSED WATER RATES			
Revenue Assumptions (dollars):		Source:	
1	Total Water Revenue Requirements (2014)=	1,890,265	Annual Budget
2	Deduct Portion Collected through Service Fee=	310,077	Annual Budget
3	Hydrant Rents (10% of E6) =	189,027	Annual Budget
4	Sprinkler Differential (20 buildings - \$5/mo)=	1,200	Building Customer
5	Surplus Water Sales (Bulk) surcharge only =	92,290	Bulk Sales
6	Adjusted Revenue Requirements =	1,297,672	Calculated
Usage Assumptions (gallons):			
7	Metered Sales Projection (gallons) =	125,000,000	Prior Year
8	6.5% Commodity Reduction due to Conservation =	8,125,000	Number to be tested
9	Adjusted Sales Projection (gallons) =	116,875,000	Calculated
Informational:			
10	Spit Water Sales =	17,921,000	Prior Year
11	Surplus (Bulk) Water Sales =	23,072,500	Prior Year
12	Number of Meters =	1,472	Prior Year
13	City Hall Finance Department O/H=	775,192	Annual Budget
14	Public Facilities Water Usage (value)=	134,904	Annual Budget
All Customers Water Rate Per Gallon		Metered Service Fee	
15	0.0111	\$18	Round up to Next \$
16	Bulk Water = .015/gallon		
Page A-1			

City of Homer Water and Sewer Rate Study Draft Rate Model

April 5, 2013

PROPOSED SEWER RATES

Revenue Assumptions (dollars)		Source:
1	2014 Total Revenue Requirement=	1,680,279 Annual Budget
2	Sewer Differential (.86*84% of Lift Stations) =	181,915 All Lift Station Users
3	High BOD Generator Sewage Differential (\$10/mo) =	5,760 New Fee
4	Customer Fee Kachemak City/Tenant Fee (\$5/mo) =	53,160 Reduced Fee
5	Kachemak City Fees (less pumping) =	81,270 Prior Year
6	Dumping Station Fees	10,500 Prior Year
7	Summer Metered Gallons (Septic Reduction) =	(400.00) From Accounting
8	Adjusted Revenue Requirements=	1,348,074
Usage Assumptions (gallons):		
9	Discharge Sales Projection (gross metered) =	125,000,000 Water Sales
10	6.5% Commodity Reduction due to Conservation =	(8,125,000)
11	Metered Spit w/o entering Treatment Line=	(9,150,000)
12	Adjusted Discharge Sales Projection =	107,725,000
Informational		
13	Spit Sewer Discharge (gallons)=	7,225,000 Prior Year
14	Lift Station Costs=	181,915 Annual Budget
15	Single Connection Multi-Tenant Units=	886 Prior Year
16	Public Facilities Contribution =	46,918 Annual Budget
17	Number of High BOD Generators Sewage=	48 From Page 2
18	Dumping Station Fees =	10,500 Annual Budget
19	Lift Station Gallons=	46944000.0 PW Annual Pumping Rates Est
NON-Lift Zone Customers - Sewer Rate /gal		
20	0.013	
** Lift Station Zones - Sewer Rate /gal		
21	0.016	

High B.O.D Users

Restaurants	24
Hotels w/ Rest & Hosp	4
Clubs, Seniors, Schools	12
Laundromats	3
Car Wash	2
Service Stations	3
Total High BOD Generators	48

Page A-2a

Type of User	\$18/mo Service Fee	1.11¢ gal Water Fee	1.5¢ gal Bulk Water	1.3¢ gal Sewer Fee Non- Lift Station	1.6¢ gal Sewer Fee Lift Station	\$5/mo Customer /Tenant Fee	\$10/month BOD Fee	\$5/mo Fire Demand
BASE FEES:								
Bulk Water Purchaser			✓					
Residential/ Commercial *	✓	✓		✓				
Residential/Commercial - Lift Zones	✓	✓			✓			
Residential/Com - Kachemak City						✓		
ADDITIONAL FEES:								
Commercial/Institutional Kitchens							✓	
Multi-unit Customer Fee**						✓		
Car Washes							✓	
Hotels/Motels							✓	
Processing Facilities							✓	
Campground/RV Parks							✓	
Laundromat							✓	
Service Stations							✓	
Buildings w/ Sprinkler Systems								✓
<div> <div>* Includes:</div> <div> B & B's Businesses Churches w/o DEC Kitchens Cocktail Lounges Groceries w/o DEC Kitchens Private Club w/o DEC Kitchens Public Authority w/o DEC Kitchens </div> </div> <div> <div>** Includes:</div> <div> Apartment/Housing Complexes Malls & Other Multi-unit Commercial Trailer Parks on Shared Meter(s) </div> </div>								

CITY OF HOMER, ALASKA

Utility Special Revenue Fund

Combining Schedule of Revenues, Expenditures and Changes in Fund Balances (Deficits)

Year Ended December 31, 2012

	Utility Operations	HAWSP Debt Service	Utility Capital Projects	Utility Reserves	Total Utility Fund
Revenues:					
Sales tax	\$ -	1,174,683	-	-	1,174,683
Intergovernmental:					
Capital grants	-	-	46,370	-	46,370
State of Alaska PERS relief	130,004	-	-	-	130,004
Total intergovernmental	130,004	-	46,370	-	176,374
Charges for services:					
Water charges and connection fees	1,717,259	-	-	-	1,717,259
Sewer charges and connection fees	1,552,816	-	-	-	1,552,816
Total charges for services	3,270,075	-	-	-	3,270,075
Water and sewer special assessments	-	262,591	-	-	262,591
Other	-	-	-	10,900	10,900
Total revenues	3,400,079	1,437,274	46,370	10,900	4,894,623
Expenditures:					
Water:					
Pumping system	88,471	-	-	-	88,471
Treatment plant and operations testing	481,615	-	-	-	481,615
Distribution system and reservoir	354,459	-	-	-	354,459
Water meters	115,531	-	-	-	115,531
Water hydrants	92,038	-	-	-	92,038
Administration	680,152	138,797	-	-	818,949
Total water	1,812,266	138,797	-	-	1,951,063
Sewer:					
Pumping system	761,560	-	-	-	761,560
Collection system	173,131	-	-	-	173,131
Administration	672,471	138,797	-	-	811,268
Total sewer	1,607,162	138,797	-	-	1,745,959
Debt service:					
Principal	-	834,681	-	-	834,681
Interest	1,794	158,704	-	-	160,498
Total debt service	1,794	993,385	-	-	995,179
Capital outlay	-	-	1,633,463	255,372	1,888,835
Total expenditures	3,421,222	1,270,979	1,633,463	255,372	6,581,036
Excess of revenues over (under) expenditures	(21,143)	166,295	(1,587,093)	(244,472)	(1,686,413)
Other financing sources (uses):					
Issuance of long-term debt	-	1,565,730	-	-	1,565,730
Eliminating transfers	(213,181)	(1,532,027)	1,532,027	213,181	-
Transfers out	(20,300)	-	-	-	(20,300)
Net other financing sources (uses)	(233,481)	33,703	1,532,027	213,181	1,545,430
Change in fund balances	(254,624)	199,998	(55,066)	(31,291)	(140,983)
Beginning fund balances (deficits)	3,212,721	(3,199,283)	(1,005,612)	4,337,639	3,345,465
Ending fund balances (deficits)	\$ 2,958,097	(2,999,285)	(1,060,678)	4,306,348	3,204,482

**CITY OF HOMER
2013 OPERATING BUDGET**

Water Reserves

256 - 378

Expenses thru 6/30/12

Acct #		2010 Actual	2011 Budget	2012 Budget	2013 Budget
	Beginning Balance	2,104,794	2,129,479	2,133,390	2,206,440
4992	Annual Transfer	250,000	250,000	100,000	100,000
	Adjustment to Reserves			(3,124)	
	Loan Repayment for Energy Proje			12,395	12,395
4801	Interest Income	4,035			
5990	Energy Fund	(88,975)	(166,089)		
5xxx	Expenditures	(140,375)	(80,000)	(14,092)	
	Subtotal	2,129,479	2,133,390	2,228,569	2,318,835
	Encumbered			(22,129)	(25,000)
	Ending Balance	2,129,479	2,133,390	2,206,440	2,293,835

Expenditure Detail

	Ord #	2010 Actual	2011 Budget	2012 Actual	2012 Budget	2013 Actual	2013 Budget
Water Main Line Tapping Tool	Bud						
Watershed Land	09-08(A)						
Watershed Land		140,375					
Used Allman Light Tower	11-16(A)		10,000	10,000			
Land - Nancy Hillstrand	11-38		70,000	70,000			
2012 Budget							
Frost Ripper Attachment (1/2)					2,750		
Steamer Unit	Ord 12-09				9,092		
Badger Orion Meter	Ord 12-12				7,713		
Steam/Boiler Unit	Ord 12-33(A)(S)				16,667		
2013 Budget							
1/3 Vacuum Excavator						25,000	
		140,375	80,000	80,000	36,221	-	25,000

**CITY OF HOMER
2013 OPERATING BUDGET**

Sewer Reserves

256 - 379

Expenses thru 6/30/12

Acct #	Ord #	2010 Actual	2011 Budget	2012 Budget	2013 Budget
Beginning Balance		1,836,716	1,997,741	2,178,693	1,994,609
4992 Annual Transfer		250,000	250,000	100,000	100,000
Loan Repayment for Energy Projects	Ord 11-02(S)(A)			787	787
5xxx Expenditures			(62,206)	(49,555)	
5990 Trsf to Energy Fund	Ord 10-14	(88,975)	(6,843)		
Subtotal		1,997,741	2,178,693	2,229,925	2,095,396
Encumbered				(235,316)	(365,000)
Ending Balance		1,997,741	2,178,693	1,994,609	1,730,396

Expenditure Detail

	Ord #	2010 Actual	2011 Budget	2012 Actual	2012 Budget	2013 Actual	2013 Budget
Aqua Tech Sewer Jet	Ord 06-61(S)						
Biosolid Treatment Feasibility Study			50,000	45,816			
Polymer Feed Equip Replacement	11-16(A)		35,000	7,390		21,925	
Dynapac Diesel Plate Compactor	ord 11-16(A)		10,000	9,000			
2012 Budget							
Frost Ripper Attachment (1/2)					2,750		
Beluga Lift Station Pump Replacement					20,000	18,538	
Campground Lift Station					9,500		
Siemens Mag Meter, Flow Meter & Totalizers					10,000		
Bock Oil Fired Water Heater					10,000		
Steam Sterilizer, Autoclave					10,999	9,092	
WWTP Odor Control Alternative					11,101		
WWTP Headworks Improvement Alternatives					17,967		
Polymer Equipment Replacement	Ord 12-02(A)				114,288		
Steamer Unit	Ord 12-09				9,092		
Badger Orion Meter	Ord 12-12				7,713		
Bald Mtn Air Sewer Service Replace	Ord 12-21				12,000		
Steam/Boiler Unit	Ord 12-33(A)(S)				16,667		
2013 Budget							
1/3 Vacuum Excavator							25,000
Beluga Lift Station							20,000
Odor Control/Bar Screen							250,000
Sewer Pipeline Inspection Equipment							10,000
Lift Stations SCADA Upgrade							60,000
		-	95,000	62,206	252,076	49,555	365,000
							-

**City of Homer
2013 Operating Budget**

Fund 200

400 Water & 500 Sewer Fund Revenues

	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2013 Adopted Budget	Difference Between 2012 Amended & 2013 Adopted Budget
Water Revenue						
Operating Revenue:						
4616 Metered Sales Residential	\$ 460,681	\$ 443,853	\$ 713,541	\$ 713,541	\$ 664,234	
4617 Metered Sales Commercial	1,154,757	1,230,033	932,560	932,560	1,107,241	
4618 Metered Sales Industrial	31,318	33,594	32,000	32,000	33,000	
4661 Connection Fees	14,813	15,516	15,000	15,000	15,000	
4662 Services & Meters	23,452	19,495	24,000	24,000	24,000	
Total Operating Revenue	1,685,020	1,742,491	1,717,101	1,717,101	1,843,475	126,374 7.36%
Non- Operating Revenue						
4801 Interest on Investments	4,566	4,668	5,000	5,000	5,000	
4802 Penalty & Interest (Utilities)	8,812	8,772	6,000	6,000	6,000	
4527 PERS Revenue	49,838	108,649	50,000	50,000	112,810	
4902 Other Revenue	147,493	12,371	-	-	-	
Total Non-Operating Revenue	210,709	134,461	61,000	61,000	123,810	62,810 102.97%
Total Water Revenue	\$ 1,895,729	\$ 1,876,952	\$ 1,778,101	\$ 1,778,101	\$ 1,967,285	189,184 10.64%
Sewer Revenue						
Operating Revenue						
4616 Metered Sales	634,165	600,522	953,785	953,785	824,821	
4617 Meter Sales Commercial	818,798	882,664	582,304	582,304	793,511	
4618 Meter sales Industrial	17,925	16,036	20,000	20,000	20,000	
4662 Services & Meters	9,609	5,220	13,000	13,000	6,000	
4701 RV Dump Station	2,924	3,010	3,000	3,000	3,000	
Total Operating Revenue	1,483,423	1,507,452	1,572,089	1,572,089	1,647,332	75,243 4.79%
Total Sewer Revenue	\$ 1,483,423	\$ 1,507,452	\$ 1,572,089	\$ 1,572,089	\$ 1,647,332	75,243 4.79%
Operating Transfers						
Total Operating Revenue	\$ 3,168,443	\$ 3,249,942	\$ 3,289,190	\$ 3,289,190	\$ 3,490,807	
Total Non-Operating Revenue	\$ 210,709	\$ 134,461	\$ 61,000	\$ 61,000	\$ 123,810	
Total Water & Sewer Revenue	\$ 3,379,152	\$ 3,384,403	\$ 3,350,190	\$ 3,350,190	\$ 3,614,617	264,427 7.89%

**City of Homer
2013 Operating Budget**

**FUND 200 WATER
EXPENDITURE SUMMARY BY LINE ITEM**

		FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2013 Adopted Budget	Difference Between 2012 Amended & 2013 Adopted Budget	
Salaries and Benefits								
5101	Permanent Employees	509,706	504,172	516,317	516,317	526,291	9,974	1.93%
5102	Fringe Benefits	383,986	378,848	344,372	344,372	400,710	56,338	16.36%
5103	Part Time Employees	2,532	590	4,720	4,720	4,909	189	4.01%
5104	P/T Fringe Benefits	741	159	638	638	630	(8)	-1.21%
5105	Overtime	32,633	39,736	26,000	26,000	26,000	-	0.00%
5107	Part Time Overtime	2	-	-	-	-	-	0.00%
Total Salaries and Benefits		929,599	923,505	892,047	892,047	958,539	\$ 66,493	7.45%
Maintenance and Operations								
5201	Office Supplies	1,274	2,010	1,200	1,200	1,700	500	41.67%
5202	Operating Supplies	50,785	57,190	45,700	45,700	59,100	13,400	29.32%
5203	Fuel/Lube	34,490	49,307	36,000	36,000	51,000	15,000	41.67%
5204	Chemicals	43,714	122,401	32,000	32,000	100,000	68,000	212.50%
5207	Vehicle/Boat Maintenance	414	327	1,200	1,200	900	(300)	-25.00%
5208	Equipment Maintenance	15,203	16,994	42,500	42,500	38,750	(3,750)	-8.82%
5209	Building & Grounds Maintenance	12,088	2,628	12,500	12,500	10,500	(2,000)	-16.00%
5210	Professional & Spec Services	28,683	18,587	33,600	33,600	42,600	9,000	26.79%
5211	Accounting/Auditing	7,392	8,414	9,496	9,496	9,496	-	0.00%
5213	Survey/Appraisal	950	-	1,200	1,200	1,000	(200)	-16.67%
5214	Rents & Leases	394	-	2,000	2,000	-	(2,000)	-100.00%
5215	Communications	3,887	4,020	4,200	4,200	4,200	-	0.00%
5216	Postage/Freight	83	441	1,500	1,500	1,000	(500)	-33.33%
5217	Electricity	122,864	188,969	127,000	127,000	148,000	21,000	16.54%
5220	Refuse/Disposal	170	-	-	-	-	-	0.00%
5221	Property Insurance	12,243	13,088	13,444	13,444	14,750	1,306	9.71%
5222	Auto Insurance	11,808	11,033	11,439	11,439	11,473	34	0.30%
5223	Liability Insurance	19,274	14,996	17,777	17,777	11,670	(6,107)	-34.35%
5226	Testing/Analysis	19,009	17,024	16,000	16,000	16,000	-	0.00%
5227	Advertising	249	210	700	700	250	(450)	-64.29%
5231	Tools/Equipment	9,980	5,570	9,700	9,700	8,000	(1,700)	-17.53%
5234	Recording/Permit Fees	150	249	1,000	1,000	300	(700)	-70.00%
5235	Memberships/Dues	343	553	1,000	1,000	750	(250)	-25.00%
5236	Transportation	386	2,006	-	-	1,000	1,000	0.00%
5237	Subsistence	301	910	-	-	200	200	0.00%
5252	Credit Card Expense	24,712	25,699	15,000	15,000	15,000	-	0.00%
5261	Construction	6,072	59,463	-	-	-	-	0.00%
5602	Safety Equipment	1,508	1,863	2,000	2,000	1,500	(500)	-25.00%
5603	Employee Training	7,331	170	8,400	8,400	8,400	-	0.00%
5606	Bad Debt Expense	3,635	3,163	-	-	-	-	0.00%
Total Maintenance & Operations		439,390	627,285	446,556	446,556	557,539	110,983	24.85%
Capital Outlay, Transfers and Reserves								
5990	Transfers To Reserves	250,000	250,000	100,000	100,000	100,000	-	0.00%
59901	Energy Projects - Repayment			-	12,864	12,864	0	0.00%
	Leave Cash Out Bank Transfer	12,785	16,211	15,699	15,699	21,824	6,125	39.02%
Total Capital Outlay, Transfers & Reserves		262,785	266,211	115,699	128,563	134,688	6,126	4.76%
Debt Service								
5607	Debt Payment	(909)	-	-	-	-	-	0.00%
5608	Interest Expense	1,354	523	-	-	-	-	0.00%
Total Debt Service		445	523	-	-	-	-	0.00%
Other Charges								
5241	G/F Admin Services	195,392	200,968	226,432	226,432	241,203	14,771	6.52%
Total Other Charges		195,392	200,968	226,432	226,432	241,203	14,771	6.52%
TOTAL		\$ 1,827,611	\$ 2,018,492	\$ 1,680,734	\$ 1,693,598	\$ 1,891,970	198,372	11.71%

**City of Homer
2013 Operating Budget**

**FUND 200 SEWER
EXPENDITURE SUMMARY BY LINE ITEM**

		FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2013 Adopted Budget	Difference Between 2012 Amended & 2013 Adopted Budget	
5101	Regular Employees	\$ 433,677	\$ 419,697	\$ 446,817	\$ 446,817	\$ 455,520	8,703	1.95%
5102	Fringe Benefits	323,334	323,441	299,072	299,072	343,869	44,798	14.98%
5103	Part Time Employees	3,419	590	7,080	7,080	7,364	284	4.01%
5104	P/T Fringe Benefits	1,329	159	956	956	945	(11)	-1.16%
5105	Overtime	23,618	22,406	14,500	14,500	14,500	-	0.00%
5107	Part Time Overtime	2	-	-	-	-	(46)	0.00%
	Total Salaries and Benefits	785,379	766,293	768,424	768,424	822,198	53,774	7.00%
<u>Maintenance and Operations</u>								
5201	Office Supplies	105	1,143	-	-	1,000	1,000	0.00%
5202	Operating Supplies	23,324	26,022	26,800	26,800	27,800	1,000	3.73%
5203	Fuel/Lube	46,895	40,303	45,000	45,000	42,000	(3,000)	-6.67%
5204	Chemicals	29,654	76,390	25,000	25,000	25,000	-	0.00%
5207	Vehicle/Boat Maintenance	-	45	-	-	-	-	0.00%
5208	Equipment Maintenance	23,061	27,274	29,200	29,200	26,200	(3,000)	-10.27%
5209	Building & Grounds Maintenance	3,119	354	3,500	3,500	2,500	(1,000)	-28.57%
5210	Professional & Special Services	6,449	14,947	48,600	48,600	14,900	(33,700)	-69.34%
5211	Earnings before transfers	7,392	8,414	9,495	9,495	9,495	-	0.00%
5214	Rents & Leases	850	95	1,500	1,500	200	(1,300)	-86.67%
5215	Communications	75	-	4,500	4,500	500	(4,000)	-88.89%
5216	Postage/Freight	34	359	2,500	2,500	500	(2,000)	-80.00%
5217	Electricity	188,528	162,988	189,700	189,700	180,000	(9,700)	-5.11%
5218	Water	17,044	17,246	15,000	15,000	16,000	1,000	6.67%
5219	Sewer	598	661	900	900	750	(150)	-16.67%
5220	Property Insurance	12,262	7,743	7,719	7,719	8,433	713	9.24%
5222	Auto Insurance	11,808	11,033	11,439	11,439	11,473	34	0.30%
5223	Liability Insurance	18,311	13,805	17,447	17,447	11,582	(5,865)	-33.61%
5226	Testing/Analysis	3,300	5,729	4,000	4,000	4,000	-	0.00%
5227	Advertising	-	-	500	500	300	(200)	-40.00%
5231	Tools/Equipment	4,438	4,459	4,500	4,500	4,000	(500)	-11.11%
5232	Damage not covered by insurance	5,850	-	-	-	-	-	0.00%
5235	Memberships/Dues	1,926	515	1,500	1,500	750	(750)	-50.00%
5236	Transportation	124	276	-	-	450	450	0.00%
5237	Subsistence	375	892	-	-	150	150	0.00%
5252	Credit Card Expense	24,712	25,697	15,000	15,000	15,000	-	100.00%
5601	Clothing/Uniforms	470	313	250	250	400	150	60.00%
5602	Safety Equipment	1,592	1,451	1,500	1,500	1,950	450	30.00%
5603	Employee Training	1,892	986	4,000	4,000	9,000	5,000	125.00%
5606	Bad Debt Expense	980	2,137	-	-	2,500	2,500	0.00%
	Total Operations & Maintenance	435,169	451,276	469,550	469,550	416,833	(52,717)	-11.23%
<u>Capital Outlay, Transfers and Reserves</u>								
5990	Transfer to Reserves	250,000	250,000	100,000	100,000	100,000	-	0.00%
59901	Energy Projects - Repayment	-	-	-	20,618	20,618	0	0.00%
5106	Leave Cash Out Bank Transfer	18,064	20,412	20,093	20,093	25,574	5,481	27.28%
	Total Capital Outlay, Transfers and Reserves	268,064	270,412	120,093	140,711	146,192	5,481	3.90%
5607	Debt Payment	(909)	-	-	-	-	-	0.00%
5608	Interest Expense	242	-	-	-	-	-	0.00%
	Total Debt Service	(667)	-	-	-	-	-	0.00%
5240	G/F Admin Services	281,469	279,013	310,086	310,086	319,102	9,016	2.91%
	Total Other Charges	281,469	279,013	310,086	310,086	319,102	9,016	2.91%
	Totals	\$ 1,769,414	\$ 1,766,994	\$ 1,668,154	\$ 1,688,771	\$ 1,704,325	15,554	0.92%

CITY OF HOMER
COUNCIL REPORT
FOR THE 4 MONTHS ENDING APRIL 30, 2013

WATER / SEWER SPECIAL REVENUE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>WATER REVENUE</u>					
PERS REVENUE	.00	.00	112,810.00	112,810.00	.0%
METER SALES RES	223,957.44	223,957.44	664,234.00	440,276.56	34.0%
METER SALES COM	249,400.86	249,400.86	1,107,241.00	857,840.14	23.0%
METER SALE IND	7,366.54	7,366.54	33,000.00	25,633.46	22.0%
CONNECTION FEES	5,450.00	5,450.00	15,000.00	9,550.00	36.0%
SERVICE & METERS	4,033.63	4,033.63	24,000.00	19,966.37	17.0%
INTEREST INCOME	705.90	705.90	5,000.00	4,294.10	14.0%
PENALTY/INT	2,332.19	2,332.19	6,000.00	3,667.81	39.0%
	493,246.56	493,246.56	1,967,285.00	1,474,038.44	25.0%
<u>SEWER REVENUE</u>					
METER SALES RES	294,294.28	294,294.28	824,821.00	530,526.72	36.0%
METER SALES COM	181,799.56	181,799.56	793,511.00	611,711.44	23.0%
METER SALE IND	869.85	869.85	20,000.00	19,130.15	4.0%
SERVICE&METER	1,785.00	1,785.00	6,000.00	4,215.00	30.0%
RV DUMP STATION	.00	.00	3,000.00	3,000.00	.0%
	478,748.69	478,748.69	1,647,332.00	1,168,583.31	29.0%
	971,995.25	971,995.25	3,614,617.00	2,642,621.75	27.0%
<u>WATER EXPENDITURES</u>					
WATER SYSTEMS ADMINISTRATION	465,469.80	465,469.80	695,990.00	230,520.20	67.0%
TREATMENT PLANT	110,021.65	110,021.65	429,783.00	319,761.35	26.0%
TESTING	11,533.32	11,533.32	57,027.00	45,493.68	20.0%
PUMP STATIONS	31,102.60	31,102.60	99,313.00	68,210.40	31.0%
DISTRIBUTION SYSTEMS	88,849.20	88,849.20	309,299.00	220,449.80	29.0%
WATER RESERVOIR	18,941.29	18,941.29	72,389.00	53,447.71	26.0%
WATER METERS	29,235.28	29,235.28	136,407.00	107,171.72	21.0%
WATER HYDRANTS	27,256.67	27,256.67	91,761.00	64,504.33	30.0%
	782,409.81	782,409.81	1,891,969.00	1,109,559.19	41.0%
<u>SEWER EXPENDITURES</u>					
SEWER SYSTEMS ADMINISTRATION	583,295.19	583,295.19	771,137.00	187,841.81	76.0%
SEWER PLANT OPERATIONS	160,154.24	160,154.24	529,320.00	369,165.76	30.0%
SEWER SYSTEM TESTING	21,345.50	21,345.50	71,675.00	50,329.50	30.0%
SEWER LIFT STATIONS	52,592.83	52,592.83	181,914.00	129,321.17	29.0%
COLLECTION SYSTEM	44,804.33	44,804.33	150,279.00	105,474.67	30.0%
	862,192.09	862,192.09	1,704,325.00	842,132.91	51.0%

CITY OF HOMER
COUNCIL REPORT
FOR THE 4 MONTHS ENDING APRIL 30, 2013

{SEGTITLE[F FUND]}

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
	1,644,601.90	1,644,601.90	3,596,294.00	1,951,692.10	46.0%
NET REVENUE OVER EXPENDITURES	(672,606.65)	(672,606.65)	18,323.00	690,929.65	(3671.0)
TOTAL WATER, SEWER, HAWSP	(672,606.65)	(672,606.65)	18,323.00	690,929.65	(3671.0)

**CITY OF HOMER
2013 OPERATING BUDGET**

Water Reserves

256 - 378

Expenses thru 6/30/12

Acct #		2010 Actual	2011 Budget	2012 Budget	2013 Budget
	Beginning Balance	2,104,794	2,129,479	2,133,390	2,206,440
4992	Annual Transfer	250,000	250,000	100,000	100,000
	Adjustment to Reserves			(3,124)	
	Loan Repayment for Energy Proje			12,395	12,395
4801	Interest Income	4,035			
5990	Energy Fund	(88,975)	(166,089)		
5xxx	Expenditures	(140,375)	(80,000)	(14,092)	
	Subtotal	2,129,479	2,133,390	2,228,569	2,318,835
	Encumbered			(22,129)	(25,000)
	Ending Balance	2,129,479	2,133,390	2,206,440	2,293,835

Expenditure Detail

	Ord #	2010 Actual	2011 Budget	Actual	2012 Budget	Actual	2013 Budget	Actual
Water Main Line Tapping Tool	Bud							
Watershed Land	09-08(A)							
Watershed Land		140,375						
Used Allman Light Tower	11-16(A)		10,000	10,000				
Land - Nancy Hillstrand	11-38		70,000	70,000				
2012 Budget								
Frost Ripper Attachment (1/2)					2,750			
Steamer Unit	Ord 12-09				9,092			
Badger Orion Meter	Ord 12-12				7,713			
Steam/Boiler Unit	Ord 12-33(A)(S)				16,667			
2013 Budget								
1/3 Vacuum Excavator							25,000	
		140,375	80,000	80,000	36,221	-	25,000	-

**CITY OF HOMER
2013 OPERATING BUDGET**

Sewer Reserves

256 - 379

Expenses thru 6/30/12

Acct #	Ord #	2010 Actual	2011 Budget	2012 Budget	2013 Budget
Beginning Balance		1,836,716	1,997,741	2,178,693	1,994,609
4992 Annual Transfer		250,000	250,000	100,000	100,000
Loan Repayment for Energy Projects	Ord 11-02(S)(A)			787	787
5xxx Expenditures			(62,206)	(49,555)	
5990 Trsf to Energy Fund	Ord 10-14	(88,975)	(6,843)		
Subtotal		1,997,741	2,178,693	2,229,925	2,095,396
Encumbered				(235,316)	(365,000)
Ending Balance		1,997,741	2,178,693	1,994,609	1,730,396

Expenditure Detail

	Ord #	2010 Actual	2011 Budget	2012 Actual	2012 Budget	2013 Actual	2013 Budget
Aqua Tech Sewer Jet	Ord 06-61(S)						
Biosolid Treatment Feasability Study			50,000	45,816			
Polymer Feed Equip Replacement	11-16(A)		35,000	7,390		21,925	
Dynapac Diesel Plate Compactor	ord 11-16(A)		10,000	9,000			
2012 Budget							
Frost Ripper Attachment (1/2)					2,750		
Beluga Lift Station Pump Replacement					20,000	18,538	
Campground Lift Station					9,500		
Siemens Mag Meter, Flow Meter & Totalizers					10,000		
Bock Oil Fired Water Heater					10,000		
Steam Sterilizer, Autoclave					10,999	9,092	
WWTP Odor Control Alternative					11,101		
WWTP Headworks Improvement Alternatives					17,967		
Polymer Equipment Replacement	Ord 12-02(A)				114,288		
Steamer Unit	Ord 12-09				9,092		
Badger Orion Meter	Ord 12-12				7,713		
Bald Mtn Air Sewer Service Replace	Ord 12-21				12,000		
Steam/Boiler Unit	Ord 12-33(A)(S)				16,667		
2013 Budget							
1/3 Vacuum Excavator						25,000	
Beluga Lift Station						20,000	
Odor Control/Bar Screen						250,000	
Sewer Pipeline Inspection Equipment						10,000	
Lift Stations SCADA Upgrade						60,000	
		-	95,000	62,206	252,076	49,555	365,000
							-

WATER AND SEWER FEES:

(The following fees have been set by the following legislative enactment HCC Title 14, new fees set forth in Ordinance 11-43, Resolution 11-062(A), Resolution 09-47(S)(A), Resolution 09-48(S)(A), Resolution 07-119 (A), Resolution 07-120(A), Ordinance 06-62(A), Resolution 06-04, Resolution 05-125, Resolution 05-122, Resolution 05-121(A), Resolution 05-09, Resolution 04-95, Resolution 04-94(S)(A), Resolution 03-159, Resolution 02-80, Resolution 01-80(A), Resolution 00-123, Resolution 00-34, Ordinance 00-02, Ordinance 97-17(A), amending the rates set forth in Ordinance 97-5(S)(A), with amendments by Ordinance 97-7, Ordinance 97-13 and Ordinance 97-14).

Public Works - 235-3170

City Hall - 235-8121

Billing - 235-8121 x2240

A 15% admin. fee for replacement parts for water/sewer services, functions, pressure reducing valves, sewer saddles, any Public Works Department stock item for resale to public.

Establishing service includes a one time disconnect - \$30

Service calls, inspections, repairs not to exceed one hour - \$25 per employee plus equipment and materials.

Service calls, inspections and repairs during normal operating hours in excess of one hour labor: actual labor costs by City plus equipment and materials.

Service calls, inspections and repairs after normal operating hours or on weekends/holidays: \$50 minimum plus equipment and materials or actual cost incurred by City, whichever is greater.

SEWER FEES:

Sewer Connection and Extension Permit Fee

Single Family/Duplex \$255

Multi-Family/Commercial/Industrial \$330

Sewer Rate Schedule.

All sewer utility services shall be billed according to the following schedule. This schedule is for monthly sewer services and is in addition to any charges for connecting or disconnecting the service, installation of the service or any assessment of the improvements.

Customer Classification*	Monthly Customer Charge	Charge per Gallon	Usage Charge per 1,000 Gallons of Water
Single Family Residential	\$20	\$0.00997	\$ 9.97
Multi-Family Residential	\$20 (per unit)	\$0.00997	\$ 9.97
Commercial	\$20	\$0.01264	\$12.64

Seasonal monthly sewer customer charge will be \$10.00 or one half off the regular monthly customer charge.

*-Customer classification definitions for determining water rates:

Single Family Residential – A unit providing housing for one household; with less than 25% of the building area used for business or commercial purposes.

Multi-Family Residential - A building or lot occupied by more than one household: contained within one building or several building within one complex. Examples of multi-family units include duplexes, four-plexes and up, apartments, condominiums, co-housing projects, and multiple structures on one lot (where units are normally rented or occupied for longer than one month at a time). Examples of units not considered as multi-family include hotels, motels, B&B's seasonal rooms/cabins (where units are routinely rented or occupied for less than one month at a time.)

Commercial - Any user not defined as Residential.

Sewer System Residential or Residential Equivalent Dischargers Who Are Not Water System Users:

Sewer system dischargers who are not water system users shall be charged at the rate of \$54.90. Variable rate \$34.90 based on 3,500 gallons per month plus monthly customer charge \$20. The City reserves the right to adjust this rate based on the characteristics of the service for non-residential or non-residential equivalent users. Customers who receive septic service shall be charged an additional \$6.00* per month.

Sewer System Dischargers Who Are Members of Kachemak City LID:

Kachemak City Local Improvement District (LID) members have contributed to the initial cost of the sewer treatment plant and the collection system. Kachemak City LID dischargers connected within the LID and the City of Homer shall bill Kachemak City in one lump sum at the rate of \$60.90. Variable rate \$34.90 based on 3,500 gallons per month plus monthly customer charge of \$20 plus septage cost \$6.00* per month for each residential or residential equivalent discharger. Kachemak City shall be responsible for payment to the City of Homer.

Domestic sewer service customers who use large quantities of City water in addition to their domestic use shall be allowed, with the Public Works Director's approval, to install an additional water meter on the domestic water use line for the purpose of metering and charging for domestic sewer system use. Sewer system use will be billed monthly.

The City will allow, upon approval by Public Works and a permit from the Public Works Department, a second water usage meter – called a seasonal sewer meter – for each customer that desires to measure the flow of City water that is not discharged to the sewer system during the summer growing season, June 15 through September 15. Rates noted above do not apply.

Seasonal Sewer Meter Fee is \$211.97.

WATER FEES:

Water Connection Fee

Single Family/Duplex \$300

Multi-Family/Commercial/Industrial \$375

Water Rate Schedule.

All water utility services shall be billed according to the following schedule. This schedule is for monthly water service and is in addition to any charges for connecting or disconnecting the service, installation of the service or any assessment of the improvements.

Customer Classification*	Monthly Customer Charge	Charge per Gallon	Usage Charge per 1,000 Gallons of Water
Single Family Residential	\$25	\$0.00442	\$ 4.42
Multi-Family Residential	\$25 (per unit)	\$0.00442	\$ 4.42
Commercial	\$25	\$0.01140	\$11.40

Bulk	\$25	\$0.01269	\$12.69
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Seasonal monthly water customer charge will be \$12.50 or one half off the regular monthly customer charge.

*-Customer classification definitions for determining water rates:

Single Family Residential – A unit providing housing for one household; with less than 25% of the building area used for business or commercial purposes.

Multi-Family Residential - A building or lot occupied by more than one household: contained within one building or several building within one complex. Examples of multi-family units include duplexes, four-plexes and up, apartments, condominiums, co-housing projects, and multiple structures on one lot (where units are normally rented or occupied for longer than one month at a time). Examples of units not considered as multi-family include hotels, motels, B&B's seasonal rooms/cabins (where units are routinely rented or occupied for less than one month at a time.)

Commercial - Any user not defined as Residential.

Meter Size Deposits.

<u>Size (inches)</u>	<u>Residential Users</u>	<u>Nonresidential Users</u>
5/8	\$75.00	\$220.00
3/4	\$80.00	\$230.00
1	\$90.00	\$250.00
1-1/2	\$115.00	\$310.00
2	\$150.00	\$370.00
3	\$220.00	\$525.00
4	\$310.00	\$730.00
6	\$520.00	\$1,225.00

\$750 meter deposit shall apply to metered fire hydrant connections. The deposit will be returned when the meter is returned undamaged. This deposit may be waived upon the recommendation of the Public Works Superintendent.

If a bulk water customer purchases a meter from the City for measuring the quantity of water purchased, it shall be exempt from the monthly meter service charge. It is the responsibility of the bulk water customer to maintain that meter so the City can accurately determine the amount of water being purchased. In the event the meter fails, it is the bulk water customer's responsibility, at its expense, to repair it or purchase a replacement meter from the City. The City may at any time test the meter for accuracy.

RESIDENTIAL HOLDING TANK FEES

(Resolution 02-23)

City of Homer will bill property owner/customer monthly for City service, not pumping contractor charge.

Each property owner/customer will be billed once each month, regardless of number of pumping, 1[one] Customer Charge \$3.98 + 1 [one] General Service Charge \$16.95 + Commodity Charge [\$12.00 per pumping]

Property owner/customer is responsible for payment to pumping contractor.

City of Homer monthly billing examples based on number of pumping per month:

<u>Type of Charge</u>	<u>No Pumping</u>	<u>1 mo.Pumping</u>	<u>3 mo. Pumping</u>
Customer Charge	\$3.98	\$3.98	\$3.98

Gen. Svs. Charge	\$16.95	\$16.95	\$16.95
Commodity Charge	\$0	\$12.00	\$36.00
Total Monthly Bill	\$20.93	\$32.93	\$56.93

COWLES COUNCIL CHAMBERS
491 E. PIONEER AVENUE
HOMER, ALASKA
www.cityofhomer-ak.gov



COMMITTEE OF THE WHOLE
5:00 P.M. TUESDAY
MAY 28, 2013

MAYOR BETH WYTHE
COUNCIL MEMBER FRANCIE ROBERTS
COUNCIL MEMBER BARBARA HOWARD
COUNCIL MEMBER DAVID LEWIS
COUNCIL MEMBER BRYAN ZAK
COUNCIL MEMBER BEAUREGARD BURGESS
COUNCIL MEMBER JAMES DOLMA
CITY ATTORNEY THOMAS KLINKNER
CITY MANAGER WALT WREDE
CITY CLERK JO JOHNSON

COMMITTEE OF THE WHOLE AGENDA

1. **CALL TO ORDER, 5:00 P.M.**
2. **AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 5)
3. Diamond Creek Recreational Area Plan, Homer Soil and Water District, 10 minutes.
Page 531
4. **Resolution 13-056**, A Resolution of the City Council of Homer, Alaska, Amending the Land Allocation Plan to Make Approximately 10,000 Square Feet in the NW Corner of Lot 2, Tract 1-A, Fishing Hole Subdivision Available for Lease to Qualified Non-Profit Organizations, Establishing the Parameters for Such an Offering, and Authorizing the City Manager to Proceed With a Request for Proposals. City Council. *Page 551*
5. **CONSENT AGENDA**
6. **REGULAR MEETING AGENDA**
7. **COMMENTS OF THE AUDIENCE**
8. **ADJOURNMENT NO LATER THAN 5:50 P.M.**
Next Regular Meeting is Monday, June 10, 2013 at 6:00 p.m., Committee of the Whole 5:00 p.m., and Worksession 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

**CITY OF HOMER
HOMER, ALASKA**

City Council

RESOLUTION 13-056

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE LAND ALLOCATION PLAN TO MAKE APPROXIMATELY 10,000 SQUARE FEET IN THE NW CORNER OF LOT 2, TRACT 1-A, FISHING HOLE SUBDIVISION AVAILABLE FOR LEASE TO QUALIFIED NON-PROFIT ORGANIZATIONS, ESTABLISHING THE PARAMETERS FOR SUCH AN OFFERING, AND AUTHORIZING THE CITY MANAGER TO PROCEED WITH A REQUEST FOR PROPOSALS.

WHEREAS, Lot 2, Tract 1-A, Fishing Hole Subdivision is a parcel which is very much in demand by a variety of competing interest groups and current uses include a mix of recreation, dredged material storage, the theatre, camping, and marine industrial activities; and

WHEREAS, The City Council has determined that it will not consider any new leases on this property until a land use plan is approved that considers the overall best interest of the City now and in the future; and

WHEREAS, A conceptual plan was presented to the Council by the Planning Department several months ago and a revised concept plan was presented at a workshop on May 13 which was scheduled to further the discussion of the long term future of the parcel and the on-going planning effort; and

WHEREAS, The revised concept plan included a new Water Trail launch site, relocating the campground office, relocating and building a new picnic shelter, improving the day use areas, extending trails, reconfiguring the campground and making more efficient use of available space, and dividing and separating recreational uses from marine industrial uses; and

WHEREAS, The Council considered Memorandum 13-069 from the City Planner which addressed the new concept plan and the background for planning and Memorandum 13-032 from the City Manager regarding steps the Council needed to take if it wanted to make property available on this parcel for a non-profit that met certain criteria; and

WHEREAS, Step One in Memorandum 13-069 was to amend the Land Allocation Plan to make the desired property available for lease; and

WHEREAS, The Council had a general discussion about making land available, what the parameters should be for the successful applicant, and requested that a resolution be drafted for the next meeting so that further discussion and action could be taken.

NOW, THEREFORE, BE IT RESOLVED that Homer City Council hereby amends the Land Allocation Plan to make approximately 10,000 square feet in the NW corner of Lot 2, Tract 1-A, Fishing Hole Subdivision available for lease to qualified non-profit organizations.

BE IT FURTHER RESOLVED that the parameters and stipulations to be included in the Request for Proposals shall include:

- That the proposed use must be water related and water dependent
- That the proposed use must be consistent with the intent and requirements of the Marine Industrial District
- That the parcel is being offered to a qualified non-profit
- That the proposal includes rent that is at least 60 percent of market value
- That the applicant demonstrates tangible social and economic benefits to the community consistent with relevant selection criteria contained in the Lease Policies.

BE IT FURTHER RESOLVED that the City Manager is authorized to proceed with issuing the request for proposals.

PASSED AND ADOPTED by the Homer City Council this 28th day of May, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: N/A

CALL TO ORDER
PLEDGE OF ALLEGIANCE
AGENDA APPROVAL



MAYOR BETH WYTHE
COUNCIL MEMBER FRANCIE ROBERTS
COUNCIL MEMBER BARBARA HOWARD
COUNCIL MEMBER DAVID LEWIS
COUNCIL MEMBER BRYAN ZAK
COUNCIL MEMBER BEAUREGARD BURGESS
COUNCIL MEMBER JAMES DOLMA
CITY ATTORNEY THOMAS KLINKNER
CITY MANAGER WALT WREDE
CITY CLERK JO JOHNSON

REGULAR MEETING AGENDA

Worksession 4:00 p.m. and Committee of the Whole 5:00 p.m. in Homer City Hall Cowles Council Chambers.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Department Heads may be called upon from time to time to participate via teleconference.

2. AGENDA APPROVAL

(Addition of items to or removing items from the agenda will be by unanimous consent of the Council. HCC 1.24.040.)

3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

4. RECONSIDERATION

5. CONSENT AGENDA

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

- A. Homer City Council unapproved Regular meeting minutes of May 13, 2013. City Clerk. Recommend adoption. *Page 57*
- B. **Ordinance 13-19**, An Ordinance of the City Council of Homer, Alaska, Amending the 2013 Operating Budget to Provide for Natural Gas Conversions to City Buildings by Appropriating \$396,000 from the General Reserve, \$54,000 from the Harbor Reserve,

\$48,000 from the Sewer Reserve, and \$28,000 from the Water Reserve Funds. City Manager/Public Works Director. Recommended dates: Introduction May 28, 2013, Public Hearing and Second Reading June 10, 2013. *Page 83*

- C. **Resolution 13-049**, A Resolution of the City Council of Homer, Alaska, Establishing a 2013 Mil Rate of 9.962541 Mills for the Ocean Drive Loop Special Service District. City Manager. Recommend adoption. *Page 87*

Memorandum 13-072 from City Manager as backup. *Page 89*

- D. **Resolution 13-050**, A Resolution of the Homer City Council Establishing the Property Tax Mil Levy Rate at 4.5 for 2013. City Manager. Recommend adoption. *Page 99*

- E. **Resolution 13-051**, A Resolution of the Homer City Council Approving and Adopting the Updated City of Homer Emergency Operations Plan. City Manager/Fire Chief. Recommend adoption. *Page 101*

- F. **Resolution 13-052**, A Resolution of the Homer City Council Dedicating a Ball Field at Jack Gist Park in Memory of Paula Setterquist. City Clerk/Parks and Recreation Advisory Commission. Recommend adoption. *Page 413*

Memorandum 13-075 from Parks and Recreation Advisory Commission as backup. *Page 415*

- G. **Resolution 13-053**, A Resolution of the Homer City Council Approving a Plaque at Karen Hornaday Park Recognizing Mae Harrington for her Donation of the Land for the Park. City Clerk/Parks and Recreation Advisory Commission. Recommend adoption. *Page 419*

Memorandum 13-076 from Parks and Recreation Advisory Commission as backup. *Page 421*

- H. **Resolution 13-054**, A Resolution of the City Council of Homer, Alaska, Authorizing the City Manager to Enter Into Lease Negotiations with Alaskan Coastal Freight, LLC for a Five Year Lease on a 100 Foot by 220 Foot Piece of Land on the South End of Lot 13, Homer Spit Subdivision No. 2. City Manager. Recommend adoption. *Page 425*

Memorandum 13-074 from Lease Committee as backup. *Page 427*

6. VISITORS

- A. Diamond Creek Recreational Area Plan, Homer Soil and Water District, 10 minutes.

7. ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/COMMISSION REPORTS

A. **Mayor's Proclamation - Mary Epperson Day – June 6** *Page 449*

B. Borough Report

C. Commissions/Board Reports:

1. Library Advisory Board
2. Homer Advisory Planning Commission
3. Economic Development Advisory Commission
4. Parks and Recreation Advisory Commission
5. Port and Harbor Advisory Commission

8. PUBLIC HEARING(S)

A. **Ordinance 13-17(S)**, An Ordinance of the City of Homer, Alaska, Making Technical Corrections to the Homer City Code Before its Republication by Code Publishing, Inc. City Clerk. Introduction May 13, 2013, Public Hearing and Second Reading May 28, 2013. *Page 457*

Memorandum 13-061 from City Attorney as backup. *Page 465*

B. **Ordinance 13-18**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for FY 2012 in the Amount of \$21,710.00, and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction May 13, 2013, Public Hearing and Second Reading May 28, 2013. *Page 487*

C. **Resolution 13-048**, A Resolution of the Homer City Council Amending the City of Homer Fee Schedule Under Water and Sewer Fees. City Clerk. Public Hearings May 28 and June 10, 2013. *Page 501*

Memorandum 13-073 from Water and Sewer Rate Task Force as backup. *Page 507*

9. ORDINANCE(S)

10. CITY MANAGER’S REPORT

A. City Manager’s Report *Page 515*

B. Bid Report *Page 519*

11. CITY ATTORNEY REPORT

12. COMMITTEE REPORT

A. Public Arts Committee

B. Transportation Advisory Committee

C. Permanent Fund Committee

D. Lease Committee

E. Port and Harbor Improvement Committee

F. Employee Committee Report

13. PENDING BUSINESS

14. NEW BUSINESS

15. RESOLUTIONS

A. **Resolution 13-055**, A Resolution of the Homer City Council Supporting the Diamond Creek Recreation Area Plan and Adopting the Plan as it Applies to City Owned Lands Acquired Through the Forest Legacy Program. City Manager. *Page 531*

B. **Resolution 13-056**, A Resolution of the City Council of Homer, Alaska, Amending the Land Allocation Plan to Make Approximately 10,000 Square Feet in the NW Corner of Lot 2, Tract 1-A, Fishing Hole Subdivision Available for Lease to Qualified Non-Profit Organizations, Establishing the Parameters for Such an Offering, and Authorizing the City Manager to Proceed With a Request for Proposals. City Council. *Page 551*

16. COMMENTS OF THE AUDIENCE

17. COMMENTS OF THE CITY ATTORNEY

18. COMMENTS OF THE CITY CLERK

19. COMMENTS OF THE CITY MANAGER

20. COMMENTS OF THE MAYOR

21. COMMENTS OF THE CITY COUNCIL

22. ADJOURNMENT

Next Regular Meeting is Monday, June 10, 2013 at 6:00 p.m., Committee of the Whole 5:00 p.m., and Worksession 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PUBLIC COMMENTS
UPON MATTERS
ALREADY ON THE AGENDA

RECONSIDERATION

CONSENT AGENDA

Session 13-11, a Regular Meeting of the Homer City Council was called to order on May 13, 2013 at 6:00 p.m. by Mayor Pro Tempore Francie Roberts at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS: BURGESS, DOLMA, HOWARD, LEWIS,
ROBERTS, ZAK

STAFF: CITY MANAGER WREDE
CITY CLERK JOHNSON
CITY ATTORNEY KLINKNER
COMMUNITY & ECONOMIC DEVELOPMENT
COORDINATOR KOESTER
PERSONNEL DIRECTOR PETERSEN
POLICE CHIEF ROBL
PORT AND HARBOR DIRECTOR HAWKINS
PUBLIC WORKS DIRECTOR MEYER

Mayor Wythe has requested excusal.

Council met for a Worksession from 4:02 p.m. to 4:47 p.m. to discuss Fishin' Hole Subdivision Lot 2, Tract 1-A, KPB Parcel 181-03-117. Council met as a Committee of the Whole from 5:02 p.m. to 5:50 p.m. to hear the auditor's report from Michelle Drew, Mikunda, Cottrell, & Co., **Memorandum 13-068**, from Community & Economic Development Coordinator, Re: Capital Improvement Plan Schedule for 2014 - 2019 & FY 2015 Legislative Requests, and discuss Consent Agenda and Regular Meeting Agenda items.

Department Heads may be called upon from time to time to participate via teleconference.

AGENDA APPROVAL

(Addition of items to or removing items from the agenda will be by unanimous consent of the Council. HCC 1.24.040.)

The agenda was amended to include the following changes:

CONSENT AGENDA - **Ordinance 13-17(S)**, An Ordinance of the City of Homer, Alaska, Making Technical Corrections to the Homer City Code Before its Republication by Code Publishing, Inc. City Clerk. **Resolution 13-044(S)**, A Resolution of the Homer City Council Authorizing the Formation of the Webber Subdivision Road Reconstruction and Paving Special Assessment District and Authorizing the City Manager to Proceed with the Preparation and Construction of the Project. City Clerk. Objection to Special Assessment District. **PUBLIC**

HEARINGS - **Ordinance 13-11(A)**, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code §21.03.040 to Add a Definition of Lodging; Amending Homer City Code §§21.28.020, 21.28.030, 21.28.040 and 21.28.070, Regarding the Marine Commercial Zoning District; Amending Homer City Code §§21.30.020, 21.30.030, 21.30.040 and 21.30.070, Regarding the Marine Industrial Zoning District; and Adopting Homer City Code §21.50.040, Site Development Standards - Level 3, to Implement the Homer Spit Comprehensive Plan. Planning. Written public comments. **Ordinance 13-12(S)**, An Ordinance of the City Council of the City of Homer, Alaska, Amending the Homer City Zoning Map to Rezone Portions of the Marine Industrial (MI) Zoning District to Conservation (CONS), Marine Commercial (MC) and Open Space Recreational (OSR), and Amending the Homer City Zoning Map to Rezone a Portion of the Open Space Recreational (OSR) Zoning District to Marine Industrial (MI), to Implement the 2010 Homer Spit Plan. Planning. **CITY ATTORNEY REPORT** - City Attorney Report, April 2013. **RESOLUTIONS** - **Resolution 13-047(S)**, A Resolution of the Homer City Council Awarding the Contract for Homer Restroom Facilities Improvements 2013 to the Firm of Steiner's North Star Construction, Inc. of Homer, Alaska, in the Amount of \$949,141 and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk. Memorandum 13-071 from Public Works Project Manager as backup.

Visitors Michelle Drew and Linda Anderson were moved to be heard right after Agenda Approval.

The agenda as amended was approved by consensus of the Council.

VISITORS

A. Michelle Drew, Mikunda, Cottrell & Co., Inc., Auditor's Report

Michelle Drew of Mikunda, Cottrell & Co., Inc. provided an overview of the 2012 audit. The audit was clean and unqualified, which translates to the best report card from an auditor. The City spent \$2.1M in federal grants and \$3.1M in state grants. One significant deficiency was reported in internal control associated with the grant management programs. Certain costs associated with a water project were inadvertently charged to a sewer project. Rectification of that situation was made to move the cost back to sewer and no money was paid back to the State. The general fund balance was reduced by \$639,000 after posting transfers to the reserves and the capital projects funds. Before transfers, the general fund had a positive increase of \$530,000. Property taxes, grants, and charges for services were slightly higher than the previous year. Two exceptions to the budget were legal fees and PERS, but otherwise costs were contained within the budget approved in the general fund. A net reduction of \$140,000 was reported in the water and sewer fund. User charges covered day to day operations and the dedicated sales tax covered debt service costs. Capital costs continue to exceed revenue sources coming in. The fund needs to be watched for the future. The City's sole enterprise fund, the port fund, included significantly higher revenues in 2012 to cover day to day operations plus a portion of depreciation. Currently there is no debt, but that is up for consideration in the future. The port fund needs to be watched

if debt is approved. Numerous other small funds, mostly grant, are set aside for future repairs and maintenance. Overall it was an okay year and the City is on target with the budget, revenues and expenses. The audit report, a clean unqualified opinion, will be submitted to the Government Finance Officers Association for its award program for excellence in financial reporting. The City's financial statement has won that award for numerous years in the past. Ms. Drew appreciates the City's business and the hard work of city employees for helping them complete the audit.

B. Linda Anderson, Lobbyist Report

Linda Anderson, Anderson Group, reported a successful year for Homer. Securing funds for the harbor was no small task. Administration stepped up to help make it possible, with Walt and Katie on it. There is a lot going on at the harbor and a lot more to do. She is looking forward to the capital projects and more dialogue with legislators to know and love Homer. Times will get challenging as budgets get tighter. It has happened before and we will have to rise to that occasion and prevail.

The bill on low interest loans for converting to natural gas was set aside until the next session. Mrs. Anderson believes there is agreement to find a funding source next year. Anderson Group worked to get the PERS/TERS cost study legislation bill introduced. The accounts are immensely unfunded. They made a lot of progress in getting the legislation on board and will continue working to get municipalities on board. All legislation on the table this year carries over to next year. The low interest loans for converting to natural gas, PERS/TERS, and Workers' Compensation will be before legislation next year. Workers' compensation rates are skyrocketing and hitting municipalities and everyone in their path.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Angie Newby, city resident and Public Arts Committee member, thanked Council for their strong support of the Baycrest Hill Overlook Interpretive Plan. The City's \$3,000 contribution was worthwhile in the design process.

George Matz was allowed to comment on Ordinance 13-11(A). He voiced concern for aircraft on the Spit due to large birds. Gulls and eagles fly up and down the Spit foraging and it is a bad situation to have a heliport there.

RECONSIDERATION

CONSENT AGENDA

(Items listed below will be enacted by one motion. If 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 April 22, 2013. City Clerk. Recommend adoption.
- B. **Memorandum 13-060**, from Mayor Pro Tempore, Re: Appointment of Mike Barth to the Economic Development Advisory Commission.
- C. **Ordinance 13-17**, An Ordinance of the City of Homer, Alaska, Making Technical Corrections to the Homer City Code Before its Republication by Code Publishing, Inc. City Clerk. Recommended dates: Introduction May 13, 2013, Public Hearing and Second Reading May 28, 2013.

Ordinance 13-17(S), An Ordinance of the City of Homer, Alaska, Making Technical Corrections to the Homer City Code Before its Republication by Code Publishing, Inc. City Clerk.

Memorandum 13-061 from City Attorney as backup.

- D. **Ordinance 13-18**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for FY 2012 in the Amount of \$21,710.00, and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommended dates: Introduction May 13, 2013, Public Hearing and Second Reading May 28, 2013.
- E. **Resolution 13-042**, A Resolution of the City Council of Homer, Alaska, Amending the Homer Advisory Planning Commission Bylaws. Planning. Recommend adoption.

Memorandum 13-062 from City Planner as backup.

- F. **Resolution 13-043**, A Resolution of the City Council of Homer, Alaska Accepting and Approving the Baycrest Overlook Interpretive Master Plan Submitted by the Public Arts Committee for the Improvement and Renovation of the Baycrest Hill Scenic Overlook and Rest Area. City Clerk/Public Arts Committee. Recommend adoption.
- G. **Resolution 13-044**, A Resolution of the Homer City Council Authorizing the Formation of the Webber Subdivision Road Reconstruction and Paving Special Assessment District

and Authorizing the City Manager to Proceed with the Preparation and Construction of the Project. City Clerk. Recommend adoption.

Resolution 13-044(S), A Resolution of the Homer City Council Authorizing the Formation of the Webber Subdivision Road Reconstruction and Paving Special Assessment District and Authorizing the City Manager to Proceed with the Preparation and Construction of the Project. City Clerk.

Moved to Resolutions.

H. **Resolution 13-045**, A Resolution of the Homer City Council Electing to Participate in the AMLJIA Loss Control Incentive Program for the City of Homer for the 2012-2013 Policy Year. City Manager/Finance. Recommend adoption.

I. **Resolution 13-046**, A Resolution of the Homer City Council Awarding the Contract to Conduct a Study on the Port and Harbor Rate Fee Structure and the Economic Impact of Mooring a MODU (Mobile Offshore Drilling Unit) at the Port of Homer's Deep Water Dock to the Firm of Northern Economics of Anchorage, Alaska, in the Amount of \$19,878.00 and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk. Recommend adoption.

Memorandum 13-066 from Port and Harbor Director as backup.

J. **Memorandum 13-068**, from Community & Economic Development Coordinator, Re: Capital Improvement Plan Schedule for 2014 - 2019 & FY 2015 Legislative Requests.

Resolution 13-044 & 13-044(S) were moved to be heard under Resolutions.

Mayor Pro Tempore Roberts called for a motion for the adoption of the consent agenda as amended.

BURGESS/LEWIS – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

A. Michelle Drew, Mikunda, Cottrell & Co., Inc., Auditor's Report

The auditor's report was heard after Agenda Approval.

B. Linda Anderson, Lobbyist Report

The lobbyist report was heard after Agenda Approval.

**ANNOUNCEMENTS/PRESENTATIONS/BOROUGH
REPORTS**

REPORT/COMMISSION

A. **Mayor's Recognition**, Jerry Lawver, Wastewater System Operator of the Year Award

Mayor Pro Tempore Roberts presented a plaque to Jerry Lawver.

B. **Mayor's Proclamation** - National Public Works Week – May 19 - 25, 2013

Mayor Pro Tempore Roberts read and presented a proclamation to Public Works Director Carey Meyer.

C. **Mayor's Proclamation** – Peace Officers Memorial Day May 15 and National Police Week May 12 – 18, 2013

Mayor Pro Tempore Roberts read and presented a proclamation to Police Chief Mark Robl.

D. **Mayor's Proclamation**, National Missing Children's Day, May 25

Mayor Pro Tempore Roberts read the proclamation.

E. Borough Report

Bill Smith, Kenai Peninsula Borough Assemblyman, reported:

- A 911 fee increase from \$1.50 to \$1.80 per phone line. Increases are due to personnel costs and will affect land lines and cell phones.
- The Borough is receiving a \$1.3M reimbursement from FEMA and the State of Alaska for the Seward flooding last year. The Borough will be completely covered for the flood events.
- The Borough made a pass through grant to the City for cruise ship passenger tax in the amount of \$21,000. The Borough does not have a direct impact from cruise ship passengers, therefore, passes its share to Homer and Seward. State law requires the funds be spent on improvements for cruise ship passengers.

- The Rasmuson Foundation has funded \$16,000 for the Seldovia recreational area kitchen improvements.
- The Anadromous Fish Habitat Task Force has finished nine months of work and their recommendations will go before the Assembly the end of June.

It is budget time at the Borough. Total revenues are \$71,969,000, up \$200,000 from the previous year. Revenues from the State and Federal government are down \$1.5M. Assessed values are up by 1.5%; counting oil and gas assessments they are up 3.9%. Sales tax is anticipated at \$30M, 25% from tourists. Property tax is \$33M. The fund balance is projected at \$21,439,000; that is \$500,000 less than last year. Funding for the school district is \$43.5M, \$500,000 more than funded last year.

F. Commissions/Board Reports:

1. Library Advisory Board
2. Homer Advisory Planning Commission
3. Economic Development Advisory Commission
4. Parks and Recreation Advisory Commission

Dave Brann, Parks and Recreation Advisory Commissioner, reported 70 volunteers were scheduled for the clean-up day at Karen Hornaday Park and Bayview Park. The clean-up was postponed due to untimely snow. The commission voted to disband the Kachemak Drive Path Committee on April 22 and forwarded a request to Administration to ask police to provide monitoring at Kachemak Drive digital speed signs.

The commission is recommending a MOA with Little League to clarify areas of responsibility. In the past there has been a handshake understanding. Entrance gates to Karen Hornaday Park need removal and relocation. One gate is stuck in the mud and will not close. The Commission supports dedicating a ball field at Jack Gist Park for Paula Setterquest and acknowledging the original donation of land of Karen Hornaday Park by Mae Harrington. Other business includes a \$100 authorization to support the new trails map, developing a dog park to exercise dogs off leash, and a new pavilion at Karen Hornaday Park.

5. Port and Harbor Advisory Commission

G. Thank you from Kachemak Heritage Land Trust and Bunnell Street Arts Center for Grants through The Homer Foundation.

H. Thank you from Pratt Museum for City's contribution.

PUBLIC HEARING(S)

A. WEBBER SUBDIVISION ROAD RECONSTRUCTION AND PAVING SPECIAL ASSESSMENT DISTRICT

Mayor Pro Tempore Roberts opened the public hearing.

Thomas McDonough, city resident, commented the initial vote of homeowners was based on property values, with more modest homeowners having less of a say. There is better use of city funds than putting in a dead end road. Nine properties on the project already have road improvements and don't remember paying for it. He suggested a more equitable distribution of costs. He expressed concern his trees would be disturbed with the gas line.

Carol Renfrew, city resident, initiated the Special Assessment District. It was a long, confusing, and disturbing process since it was changed along the way. They are one of the nine properties that have improved road. Paving will improve property values and make it a nicer place to live.

Mayor Pro Tempore Roberts called for a recess at 6:56 p.m. and reconvened the meeting at 6:59 p.m.

Asked about the process for forming a Special Assessment District, Attorney Klinkner advised there are two votes. The petition is based on the value of the properties supporting the improvement. In the second step if there are objections that bear more than 50% of the cost of the improvement, it will not proceed.

Public Works Director Meyer commented the first step in the process is to give more vote to higher valued property. People who own a house and live in the neighborhood have more say than a vacant lot. There are nine lots at the end of the project that were subdivided after the first portion of the project. That subdivision was created through a subdivision agreement where the developer was expected to bring the road up to road standards. It was paid by the developer and included in the cost of the lots. Enstar's surveyor has staked the gas line and they intend to get the gas line installed prior to paving. All improvements are in the street right-of-way and Enstar will minimize the impact to existing trees.

Mayor Pro Tempore Roberts closed the public hearing.

B. Ordinance 13-11(A), An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code §21.03.040 to Add a Definition of Lodging; Amending Homer City Code §§21.28.020, 21.28.030, 21.28.040 and 21.28.070, Regarding the Marine Commercial Zoning District; Amending Homer City Code §§21.30.020, 21.30.030, 21.30.040 and 21.30.070, Regarding the Marine Industrial Zoning District; and Adopting Homer City Code §21.50.040, Site Development Standards - Level 3, to Implement the

Homer Spit Comprehensive Plan. Planning. Introduction April 22, 2013, Public Hearing and Second Reading May 13, 2013.

Memorandums 13-053 and 13-070 from City Planner as backup.

Mayor Pro Tempore Roberts opened the public hearing.

Roberta Highland, city resident and representing herself, supports the ordinance, with the exception of re-allowing heliports along the Spit. Heliports are allowed with a conditional use permit, with exception to the GC2 district where they are permitted outright. She wants to have heliports remain at the airport. It is the safest place to have them due to noise and potential safety incidences with birds and people.

Dave Rush, city resident and owner of Homer Air, opposes heliports on the Spit citing noise and safety issues. It will give current operators a disadvantage. They work throughout the year employing their employees, and wait for the summer to help them get through the winter. He asked where it stops. Do they get to land airplanes on the Spit too?

Eric Lee, Homer resident and pilot, had an idea for a business on the Spit to land a helicopter in a safe area and do flightseeing over the Kachemak State Park. He wants to keep the conditional use permit to address everyone's concerns. Homer wants more tax revenue. Helicopters have been allowed for the last 10-12 years; helicopters have been on the Spit not that long ago. The Spit Comprehensive Plan calls for commercial activities. The business will create local employment, bring more business to the Spit, and offer more attractions for visitors. He referenced the Kachemak Bay Conservation Society's letter.

Councilmember Lewis suggested Mr. Lee have an office on the Spit and take people back and forth.

Mr. Lee commented it was more expensive to be on the airport and very tight for property. Fixed wing operators use the T-hangers. Bald Mountain paid \$250,000 for gravel to bring the location up to grade. Other fixed wing operators have office space open to the public. For a new operation to go to the airport is very costly. He can address all concerns about the dangers of landing and birds.

Jackie Dentz, city resident and private pilot, commented we have an airport and that's where the activities should be. There are winds on the Spit and things can get out of control. It is a congested area. She holds no animosity towards anyone starting a business, but we already have a vehicle in place.

Deb Mosley, employed by Pathfinder Aviation, is an airline transport pilot of fixed wing and helicopters. She has seen float planes operate in the harbor and planes land on the Spit. Hundreds of beaches in the area are suitable for landing. It is a good thing for Homer businesses and convenient for customers. The noisiest airplanes are the Cessna 206 that fly up and down the Spit at least 50 times a day. The helicopter Eric is proposing to use is extremely quiet.

Mayor Pro Tempore Roberts closed the public hearing.

Mayor Pro Tempore Roberts called for a motion for the adoption of Ordinance 13-11(A) by reading of title only for second and final reading.

LEWIS/BURGESS – SO MOVED.

Councilmember Howard noted generally ordinances are designed for public policy, not to accommodate certain business plans. She will be objecting to Ordinance 13-11(A) and 13-12 due to the process. In the packet there are 100 pages of vetted backup material from the City Planner and Planning Commission. In a whim we change things when someone comes and speaks.

Councilmember Burgess takes responsibility for bringing the amendment to the floor. The role of government should be limited to a clear public mandate and discussion. There are many good, sound, and practical reasons why heliports should be limited to certain areas. He doesn't like the idea of heliports on the Spit. It is the idea that we can envision every possible outcome and limit an activity outright when there is a conditional process already without public discussion. There is already a process in place to review the activity and see if it is safe and reasonable. It has been on the books for 10 years. The most frustrated emails he receives are from people interfacing with the code. We should not limit something outright without a deliberative and thoughtful process.

Mayor Pro Tempore Roberts noted the city code defines heliports as any airports, fields, or rooftops where helicopters regularly land and take off. It also includes places where helicopters are stored and serviced. She doesn't want to see that on the Spit. She has no problem in a safe place where they land and take off with tourists. The airport is more appropriate for a service area. The ordinance as written did not prohibit landings and take offs if they followed FAA regulations.

Councilmember Burgess commented the Spit addresses recreational needs. There are also industrial and commercial activities on the Spit. There may be a viable reason for a business to run a helicopter on the industrial portion of the Spit. Operators say it is a competitive advantage and others say the concerns will be addressed through the CUP process. Council needs to be careful about limiting uses because it doesn't fit with our idea.

Councilmember Lewis commented he has no problem with helicopters landing and taking off on the Spit. There is a high noise level at the lake with planes taking off and landing and they have to worry about the birds. He is not in favor of storing helicopters on the Spit. We could take off heliports and allow the landing and taking off of helicopters on the Spit not closer than 200 feet from campgrounds or commercial buildings.

LEWIS/ROBERTS - MOVED TO AMEND TO ELIMINATE THE WORD HELIPORT AND PUT IN HELICOPTER TAKE OFFS AND LANDINGS ARE ALLOWED AS LONG AS THEY ARE MORE THAN 200 FT. FROM ANY CAMP GROUND OR COMMERCIAL ENTERPRISE.

Councilmember Burgess noted the goal should be to address the long-term. He does not want to change the code from where it currently stands. He suggested sending it back to the Planning Commission.

Mayor Pro Tempore Roberts stated the Planning Commission did spend a lot of time addressing it and one of their recommendations was to eliminate heliports. There are several places you can have heliports in the city.

Councilmember Burgess commented the Planning Commission made broad sweeping changes to bring the code more in line with what it already did.

City Attorney Klinkner advised heliport is a defined term and there is no reason why you can't define or describe a similar use.

City Manager Wrede advised Council to be careful since the FAA has their own rules and definition of heliports. They have their own rules about the space from buildings and people.

City Planner Abboud commented there may be safe ways to land and take off. You can land a helicopter on the Spit. A heliport is a place designated with a regular schedule to take off from this spot. It is a use. We can't deal with all the code, just the Spit. We have not heard from anyone wanting a heliport. If a business owner came and left from the same place all the time, it would require a CUP for a heliport. It is not about the occasional landing and take offs.

VOTE: NO. ROBERTS, DOLMA, ZAK, HOWARD, BURGESS, LEWIS

Motion failed.

HOWARD/ROBERTS - MOVED TO ELIMINATE FLIGHTSEEING ON LINE 32.

Councilmember Howard is still holding to her position as to the process. The Planning Commission has done a good job and suggested we have this as a permitted use.

VOTE: NO. LEWIS, ROBERTS, DOLMA, ZAK, HOWARD, BURGESS

Motion failed.

HOWARD/ROBERTS - MOVED TO ELIMINATE THE WORD HELIPORT ON LINE 73.

There was discussion on moving the ordinance back to its original intent.

VOTE: YES. HOWARD

VOTE: NO. BURGESS, LEWIS, ROBERTS, DOLMA, ZAK

Motion failed.

DOLMA/HOWARD – MOVED TO AMEND 13-11(A) BACK TO THE ORIGINAL ORDINANCE 13-11.

There was no discussion.

VOTE: YES. HOWARD, ROBERTS, DOLMA

VOTE: NO. BURGESS, LEWIS, ZAK

Motion failed.

VOTE: (Ordinance 13-11(A)) YES. BURGESS, LEWIS, ROBERTS

VOTE: NO. ZAK, HOWARD, DOLMA

Motion failed.

ZAK/BURGESS – MOVED FOR IMMEDIATE RECONSIDERATION.

Councilmember Burgess asked that Council still pass the ordinance that includes other important provisions. The Planning Commission spent a lot of time on it.

City Manager Wrede agreed, noting it was implementing the Spit Comprehensive Plan that Council adopted.

VOTE: YES. DOLMA, ZAK, HOWARD, BURGESS, LEWIS, ROBERTS

Motion carried.

DOLMA/HOWARD - MOVED TO POSTPONE TO THE NEXT MEETING.

Councilmember Dolma noted we won't have a tie vote then if everyone is present.

Councilmember Burgess stated the ordinance had nothing to do with heliports. It had a lot of housekeeping for the Planning Commission. Someone showed interest in heliports so why throw away all the rest of the work within the ordinance? We should proceed so the Spit tourists and business people know what is expected of them before we go into the season.

Councilmember Howard expressed opposition against postponement.

VOTE: YES. DOLMA

VOTE: NO. ROBERTS, ZAK, HOWARD, BURGESS, LEWIS

Motion failed.

Councilmember Dolma commented the Planning Commission may not have had a chance for an in-depth study for heliports, railroads, and pipelines. It is a ridiculous argument that nobody has ever asked so maybe we should have it because one person asks. We could micromanage this to death. The commission put a lot of time into it and he will respect the time they put into it.

Councilmember Burgess stated that was his argument. Why would we arbitrarily ban an activity in light of good reason to the contrary? Council's goal is to ensure rights and freedoms and access unless it impinges upon someone else. We may want to run a pipeline on the Spit. Why would we say no unless we at least considered it? A person will still have to come to the Planning Commission and go through the process. We should be cautious about banning an activity outright.

VOTE: YES. LEWIS, ROBERTS, ZAK, HOWARD, BURGESS

VOTE: NO. DOLMA

Motion carried.

- C. **Ordinance 13-12**, An Ordinance of the City Council of the City of Homer, Alaska, Amending the Homer City Zoning Map to Rezone Portions of the Marine Industrial (MI) Zoning District to Conservation (CONS), Marine Commercial (MC) and Open Space Recreational (OSR), and Amending the Homer City Zoning Map to Rezone a Portion of the Open Space Recreational (OSR) Zoning District to Marine Industrial (MI), to

Implement the 2010 Homer Spit Plan. Planning. Introduction April 22, 2013, Public Hearing and Second Reading May 13, 2013.

Ordinance 13-12(S), An Ordinance of the City Council of the City of Homer, Alaska, Amending the Homer City Zoning Map to Rezone Portions of the Marine Industrial (MI) Zoning District to Conservation (CONS), Marine Commercial (MC) and Open Space Recreational (OSR), and Amending the Homer City Zoning Map to Rezone a Portion of the Open Space Recreational (OSR) Zoning District to Marine Industrial (MI), to Implement the 2010 Homer Spit Plan. Planning.

Memorandum 13-054 from City Planner as backup.

Mayor Pro Tempore Roberts opened the public hearing. In the absence of public testimony, Mayor Pro Tempore Roberts closed the public hearing.

Mayor Pro Tempore Roberts called for a motion to substitute Ordinance 13-12(S) for Ordinance 13-12.

LEWIS/BURGESS – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mayor Pro Tempore Roberts called for a motion for the adoption of Ordinance 13-12(S) by reading of title only for second and final reading.

LEWIS/BURGESS - SO MOVED.

Asked by Councilmember Dolma about the rezone of the parking lot at the end of the Spit, City Planner Abboud referenced Exhibit F. The lot will go from Marine Industrial to Marine Commercial, allowing parks. The area was split lot zoning that was cleaned up.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. **Ordinance 13-13**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an Online With Libraries (OWL) Grant from the Alaska State Library in

the Amount of \$5,906.00 for the Purpose of Acquiring Two Early Literacy Stations and Authorizing the City Manager to Execute the Appropriate Documents. City Manager/Library Director. Introduction April 22, 2013, Public Hearing and Second Reading May 13, 2013.

Mayor Pro Tempore Roberts opened the public hearing. In the absence of public testimony, Mayor Pro Tempore Roberts closed the public hearing.

Mayor Pro Tempore Roberts called for a motion for the adoption of Ordinance 13-13 by reading of title only for second and final reading.

LEWIS/DOLMA – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

E. **Ordinance 13-14**, An Ordinance of the City Council of Homer, Alaska, Amending the FY 2013 Operating Budget by Appropriating \$54,416.00 from the Port and Harbor Reserve Fund for Repairs to Deep Water Dock, Pioneer Dock, Fish Dock, C Float, and the Outfall Line. City Manager/Port and Harbor Director. Introduction April 22, 2013, Public Hearing and Second Reading May 13, 2013.

Memorandum 13-056 from Port and Harbor Director as backup.

Mayor Pro Tempore Roberts opened the public hearing. In the absence of public testimony, Mayor Pro Tempore Roberts closed the public hearing.

Mayor Pro Tempore Roberts called for a motion for the adoption of Ordinance 13-14 by reading of title only for second and final reading.

HOWARD/LEWIS - SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- F. **Ordinance 13-15**, An Ordinance of the City of Homer, Alaska, Authorizing Harbor Revenue Bonds of the City to be Issued in Series to Finance Harbor Improvements; Creating a Lien Upon Net Revenue of the Harbor for the Payment of the Bonds; and Establishing Covenants of the City Related to the Bonds. City Manager. Introduction April 22, 2013, Public Hearing and Second Reading May 13, 2013.

Mayor Pro Tempore Roberts opened the public hearing. In the absence of public testimony, Mayor Pro Tempore Roberts closed the public hearing.

Mayor Pro Tempore Roberts called for a motion for the adoption of Ordinance 13-15 by reading of title only for second and final reading.

LEWIS/DOLMA - SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- G. **Ordinance 13-16**, An Ordinance of the City of Homer, Alaska, Authorizing the Issuance and Sale of a Series of Harbor Revenue Bonds by the City in the Principal Amount Not to Exceed \$4,200,000 for the Purpose of Financing the Design, Construction, and Acquisition of Harbor and Related Capital Improvements; Establishing the Terms of the Bonds; and Authorizing the Sale of the Bonds. City Manager. Introduction April 22, 2013, Public Hearing and Second Reading May 13, 2013.

Mayor Pro Tempore Roberts opened the public hearing. In the absence of public testimony, Mayor Pro Tempore Roberts closed the public hearing.

Mayor Pro Tempore Roberts called for a motion for the adoption of Ordinance 13-16 by reading of title only for second and final reading.

LEWIS/BURGESS – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ORDINANCE(S)

CITY MANAGER'S REPORT

A. City Manager's Report

1. Memorandum 13-067 from Personnel Director, Re: Report from the Personnel Office.
1. Trip Report: On Thursday and Friday, May 2 and 3, I was up in Anchorage working on several City projects and priorities. On Thursday, the Board of Directors for the Alaska Municipal Bond Bank had its meeting. I am happy to report that the Board approved the City's bond sale application for the harbor projects. The actual sale and closing takes place in June. So we are right on schedule. The Board appeared impressed with the City's fiscal planning and management in preparation for the bond sale. On Friday I had several meetings at the DOT/PF regional office. I met with the Regional Director to discuss the conditional of Lake Street and Pioneer Avenue and their status as STIP projects. The primary focus of the meeting was to be sure the Lake Street rehabilitation project does not slide any further. Later, I got together with the regional planners to talk about implementation of the recently approved TORA on the Deep Water Dock. There are several programmatic steps we must take to get that project rolling.
2. Budget Amendment Ordinance / Gas Conversions for City Buildings: At the next meeting, expect to see a budget amendment ordinance that appropriates funds to pay for service lines, meters, conversion costs estimates, conversion costs, and possible assessments for a variety of City owned buildings.
3. Lillian Walli Estates Assessment District: As you know, the City staff is working on this project with the property owners to see if an assessment district that works can be developed. A City sponsored meeting with the property owners has been scheduled. One thing that needs to be discussed is whether the City will subsidize the SAD or provide matching funds, like it does in other water, sewer, and road, LIDs. The Administration has always assumed that the property owners would pay 100% of the costs, since those costs are normally the responsibility of the developer and in this case, the developer did not perform under the subdivision agreement. However, we are aware that some Council members might be interested in talking about City support since this subdivision agreement is well over 20 years old and the City has an interest in seeing this project move forward. Another component to this discussion is the fact that a mistake was made when the petition letters went out. The letters stated that the City would provide a match and this may have affected the vote. If the Council decides it is not appropriate to provide a match, this petition process would likely need to start over. Finally, at the last meeting I told you that the SAD had very strong support from the property owners. After further review, it turns out that support was at about 59%.
4. Pedestrian Safety: The Council recently received a letter from a concerned citizen who often walks or bikes around town and to and from work. The City can't do much about sand and gravel sweeping on state roads and state maintained bike lanes. However, PW has been working hard to sweep City streets, sidewalks and bike paths and I think they have been doing an excellent job. We have received lots of thank you notes this year,

- especially about Pioneer Avenue and the Spit Trail. I believe we can do more on public education, painting cross-walks, and enforcing the law regarding pedestrians. We will ramp up that effort where we can.
5. Disk Golf: I am aware that Council members are receiving complaints from property owners who live next to the disc golf course at Jack Gist Park. We have contacted the Jack Gist Park Association and the Disc Golf Association and asked them to remind folks about park hours and proper etiquette. The message is that users will have to police themselves and make sure that the privacy and property of local residents is respected.
 6. HERC Building: At the Council's recent workshop on the future of the HERC Building, the possibility of putting something on the October ballot was mentioned several times. Advisory votes and votes on dedicated taxes were both briefly discussed. Jo Johnson pointed out to me that any such ballot proposition would need to be approved by the Department of Justice and in order to provide adequate time for a DOJ's review, we would have to have something ready by the end of May. This means that we would have to have the exact ballot proposition language ready by the next meeting. That does not seem like nearly enough time to me. I think it would also be premature. There are still too many unknowns regarding this building, including whether the effort to create a recreation service area will move forward.
 7. TORA Amendments: At the last meeting the Council approved a TORA agreement with DOT/PF regarding the Deep Water Dock Feasibility Study. Last week I visited DOT/PF to talk about the steps that we would need to take to implement the TORA and get the project moving. As we were discussing this, we came across several relatively minor amendments that needed to be made. For example, we agreed that the City did not have to provide its 10% match until the notice to proceed was issued, rather than within 30 days of the signing of the TORA. I don't think these two or three changes are enough to bring the entire document back to Council again for approval, but I am willing to do so if needed and I wanted you to be aware of this development.
 8. Construction Projects: I wanted to take this opportunity again to be sure the public understands that Homer will be one large construction zone this summer. If you ever dreamed about spending the summer on a sailboat, this might be the year to do it! While all of this activity is seen by most people as a positive, it will definitely cause some inconvenience. By now, I think most folks know that all of the downtown core will be in the gas line distribution construction zone. This means detours and possible road closures. In addition to that, DOT/PF will be repaving the Sterling Highway from Anchor Point to Pioneer Ave. this year. The City of Homer also has a number of paving projects that will occur. Some of that is repaving existing roads and some is paving roads in newly approved road SADs. This is going to require patience and good humor from all of us.
 9. Harbor Construction: Much attention has been placed upon upcoming capital projects in Homer, especially the gas line. However, I think the community should be aware that approximately \$25 Million is about to be invested in the port and harbor in the next two years. This includes completion of the Spit Trail, Cruise Ship Passenger Improvements (restrooms, trails, staging area, etc) , Load and Launch Ramp Upgrades, Improvements at the Deep Water Dock, replacement of Ramp 3, replacement of a number of older floats in the harbor, water and electric for the System 5 float, and a new harbormaster's office, to name a few. These investments will create jobs, help us maintain and improve valuable infrastructure, and provide better services to the City's customers.

City Manager Wrede reported Nick has made the upgrades to the server and will contact Council this week to set up email and get tutorial help. The May 20th Worksession on the HERC building has been cancelled. The Boys and Girls Club is ceasing operations for the time being until further notice. Their decision is due to the uncertainty of HERC, their numbers are down, and they have revenue issues to work on. They hope to open a dialogue with the school district and Council could assist in that.

The Governor's picnic will be held in Homer on Thursday, July 25 from noon to 2:00 p.m. Administrative personnel and the Chamber of Commerce will be working on it. Volunteers will be needed closer to the time. Council already appropriated \$2,000 for the event. The Governor is bringing his entire cabinet. We will begin fundraising for the event with private donors being acknowledged.

There was a big meeting this morning about the gas distribution system. Public Works, Enstar, representatives of all the utilities, and contractors attended. There will be regular meetings as there is a lot to coordinate.

The Lillian Walli Estates property owners attended a community meeting to talk about the possibilities for their subdivision and how the project can move forward and be more affordable. Due to the complicated situation they may or may not end up with a special assessment district.

City Manager Wrede was in Anchorage last week. The bond bank approved the City's loan application. We are on track for a closing and bond sale in June. He met with the Department of Transportation Regional Director about Lake and Pioneer streets. Lake Street is a stip project slated for 2015. Pioneer Avenue falls under the community roads program which has limited funds. We will have to work hard to keep both streets in the headlights.

Item #6 on the Manager's report was clarified: if Council wants to put the HERC building on the fall ballot, a Department of Justice review is not required. If they want, Council still has time for the discussion.

We are going to need patience and good humor this summer due to the construction projects. The natural gas trunk line has been constructed. The pipe on Soundview is the first step in the distribution system. They will be doing 35 miles of road this summer. DOT is repaving the Sterling Highway from Anchor Point to Pioneer Avenue. Public Works has six to eight of their own paving projects. The construction provides economic activity and jobs, but it will be real inconvenient to a lot of folks.

In the next two years the harbor will see \$24M to \$25M improvements and investments.

Councilmember Howard asked that a flyer about the construction be made available for hotels and restaurants to distribute so visitors know we are concerned about the inconveniences. She asked that a storyboard be made for the harbor improvements to tell where the money came from and what is about to be improved. It will educate and inform people and show off our achievements.

Councilmember Howard noted in the outbound lane off the Spit there is one speed sign at the terminal and then there are no signs until the 45mph area. She asked for signs or paint in the pavement to post the speed limit.

Councilmember Burgess suggested painting the crosswalks more clearly to ensure that pedestrians can safely move about.

Councilmember Lewis advised people to pay attention to pedestrians and stop and let them cross.

Councilmember Burgess suggested people use their turn signals and at a four-way stop yield to the right, straight, and left.

Mayor Pro Tempore noted the 150 years of employee experience of employee's anniversaries. She wished departing Police Lieutenant Randy Rosencrans the best of luck.

B. Bid Report

CITY ATTORNEY REPORT

A. City Attorney's Report of April 2013

COMMITTEE REPORT

A. Public Arts Committee

B. Transportation Advisory Committee

C. Permanent Fund Committee

D. Lease Committee

E. Port and Harbor Improvement Committee

F. Employee Committee Report

PENDING BUSINESS

NEW BUSINESS

RESOLUTIONS

- A. **Resolution 13-047**, A Resolution of the Homer City Council Awarding the Contract for Homer Restroom Facilities Improvements 2013 to the Firm of _____ of _____, _____ in the Amount of \$_____ and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk.

Resolution 13-047(S), A Resolution of the Homer City Council Awarding the Contract for Homer Restroom Facilities Improvements 2013 to the Firm of Steiner's North Star Construction, Inc. of Homer, Alaska, in the Amount of \$949,141 and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk.

Memorandum 13-071 from Public Works Project Manager as backup.

Mayor Pro Tempore Roberts called for a motion to substitute Resolution 13-047(S) for Resolution 13-047.

BURGESS/LEWIS - SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mayor Pro Tempore Roberts called for a motion for the adoption of Resolution 13-047(S) by reading of title only.

LEWIS/BURGESS – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- B. **Resolution 13-044**, A Resolution of the Homer City Council Authorizing the Formation of the Webber Subdivision Road Reconstruction and Paving Special Assessment District and Authorizing the City Manager to Proceed with the Preparation and Construction of the Project. City Clerk. Recommend adoption.

Resolution 13-044(S), A Resolution of the Homer City Council Authorizing the Formation of the Webber Subdivision Road Reconstruction and Paving Special Assessment District and Authorizing the City Manager to Proceed with the Preparation and Construction of the Project. City Clerk.

Mayor Pro Tempore Roberts called for a motion to substitute Resolution 13-044(S) for Resolution 13-044.

LEWIS/BURGESS – SO MOVED.

There was no discussion.

VOTE: YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

LEWIS/BURGESS – MOTION TO AMEND LINE 29 TO “TWO” PEOPLE TESTIFIED.

There was no discussion.

VOTE: (amendment) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE: (main motion as amended) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

COMMENTS OF THE AUDIENCE

Roberta Highland thanked Council for their service and commented on Ordinance 13-11(A). The Planning Commission went through a public process, had special workshops, and sent a letter to Spit owners. It was a substantial process.

Kevin Hogan commented Council improperly reconsidered an action tonight because a motion to reconsider has to be made by someone on the prevailing side. The person that offered the motion for reconsideration voted in the affirmative.¹ As to the Governor’s picnic, he does not want fundraising going to the Governor’s reelection campaign.

Mayor Pro Tempore Roberts clarified the fundraising would be to host the Governor’s picnic.

¹ Councilmember Zak voted *no* on the motion to adopt Ordinance 13-11(A). A reconsideration can be moved only by one who voted on the prevailing side, *aye* if the motion involved was adopted, or *no* if the motion was lost.

Kevin Walker, Kachemak City resident, referenced a Kachemak Drive path flyer he submitted to Council. Their group is going to try to build the trail like HoPP with a massive citizen's organization. Although difficult, they think the path can be built for \$50,000 vs. \$374,000 with less fill. They will get it done within the confines of the trails manual.

Carey Meyer, Public Works Director, reminded everyone that now is the appropriate time to contact Enstar about a gas service line to their home or business. People in the central business district who are getting gas this year need to request service by July 1 to guarantee service this summer. After July 1 requests will take second priority and it may be fall or early winter. It is never too early to contact Enstar about your gas service.

COMMENTS OF THE CITY ATTORNEY

City Attorney Klinkner had no comment.

COMMENTS OF THE CITY CLERK

City Clerk Johnson had no comment.

COMMENTS OF THE CITY MANAGER

City Manager Wrede thanked Kevin Hogan for clarification about raising funds for the Governor's picnic. He thanked him for having his back.

COMMENTS OF THE MAYOR

Mayor Pro Tempore Roberts wished Mayor Wythe the best and thanked Council for putting up with her running the meeting.

COMMENTS OF THE CITY COUNCIL

Councilmember Dolma enjoyed Francie running the meeting; she did a good job. As a member of the Planning Commission he did a lot of work and Council disregarded it or didn't understand what the background was. He thought Council made ridiculous decisions. We disregarded the Commission's hard work tonight, and he thinks it was a mistake. It is frustrating to spend hours, weeks, and months reviewing things. Someone makes a flip comment and we run the other direction. We need to be cognizant of it in the future.

Councilmember Burgess thanked Francie for a fine job. He read the Planning Commission's review of Ordinance 13-11. Every piece of backup they provided had nothing to do with

heliports, pipelines, or railroads. There was very little input on those issues. What we passed addressed all of those issues. The complaints he largely hears is that the City is overstepping and overreaching. The sign code, a quarter of what it is could accomplish 90% of what it chooses to do. Those are the kinds of things people get frustrated about when they interface with the City. If there are things we can do to not arbitrarily limit what citizens or businesses can do without a strong record, we should error on the side of caution. It helps us be more business friendly. This is still a CUP permitted activity. We haven't done anything wrong or disgraced the Planning Commission in any way. We went with 99% of what they were recommending because they spent a lot of time and effort. He appreciates their efforts. He congratulated us; Homer has a lot going for us. We heard good stuff about finances and did awesome with the State's budget. There is a lot of construction on Baycrest Hill. It is the first time since he has lived here that he has seen as busy of year coming up. There is economic opportunity for construction, awesome things going on, the Council has done some and the community has done a lot to advance us. He is grateful to live here.

Councilmember Lewis agreed with a lot of what Beau said. Council made no real major changes to the ordinance. Remember this summer to have patience when stuck waiting. Start early. He thanked Ethan and Carson for lasting through most of the meeting. As high school seniors he's sure they felt they had better things to do. He wished both the boys and girls soccer teams good luck at regions this week.

Councilmember Howard offered congratulations to Finance for such a good audit report. It is their report card and was pretty stellar. She thanked Francie for doing a good job tonight and for all the other mayoral duties she has carried on so eloquently.

Councilmember Zak commented just when you think Council has done all the difficult stuff we are faced with Ordinance 13-11. He doesn't know what the outcome will be on the reconsideration. He told Kevin Hogan a good point for bringing that up. Yesterday he had a Safeway paper bag break. He realized he needs to get some of those reusable bags. If people are not happy with the bag ordinance there is a referendum circulating that you can sign to get it on the ballot. Council does listen to the Planning Commission. A lot of the factors brought up here tonight are important. We have a wonderful community and all of us are working and making a living here. It is wonderful to see the economic development. Homer has changed for the good in the last few years, but we can't forget about the beauty that was here before all of us. How can we make this a wonderful place to live for all of us? After Hurricane Sandy they have been spending billions of dollars to rebuild the community. He looks at Homer and thinks we can look back at the Comprehensive Plan and not lose focus. We are talking about a strategic plan and CIP as we move forward. This is a city receiving awards; we do care about our community and city.

ADJOURNMENT

There being no further business to come before the Council, Mayor Pro Tempore Roberts adjourned the meeting at 8:36 p.m. The next Regular Meeting is Tuesday, May 28, 2013 at 6:00 p.m., Committee of the Whole 5:00 p.m., and a Worksession at 4:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

JO JOHNSON, CMC, CITY CLERK

Approved: _____

ORDINANCE REFERENCE SHEET
2013 ORDINANCE
ORDINANCE 13-19

An Ordinance of the City Council of Homer, Alaska, Amending the 2013 Operating Budget to Provide for Natural Gas Conversions to City Buildings by Appropriating \$396,000 from the General Reserve, \$54,000 from the Harbor Reserve, \$48,000 from the Sewer Reserve, and \$28,000 from the Water Reserve Funds.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting May 28, 2013 Introduction

Expenditure:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
156-375(General Reserve Fund)	General Fund Building Gas Conversion	\$396,000
456-380 (Harbor Reserve Fund)	Harbor Fund Building Gas Conversion	\$ 54,000
256-379 (Sewer Reserve Fund)	Sewer Fund Building Gas Conversion	\$ 48,000
256-378 (Water Reserve Fund)	Water Fund Building Gas Conversion	\$ 28,000

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 10th day of June, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

AYES:

NOES:

ABSTAIN:

ABSENT:

First Reading:

Public Reading:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Walt Wrede, City Manager

City Attorney

Date: _____

Date: _____

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 13-049

A RESOLUTION OF THE CITY COUNCIL OF HOMER,
ALASKA, ESTABLISHING A 2013 MIL RATE OF 9.962541
MILS FOR THE OCEAN DRIVE LOOP SPECIAL SERVICE
DISTRICT.

WHEREAS, The City of Homer may by ordinance, establish, alter, and abolish differential tax zones to provide and levy property taxes for services not provided generally in the City, or a differential levy than that generally provided in the City; and

WHEREAS, The City Council adopted Ordinance 11-49(S) to create the Ocean Drive Loop Special Service District to provide special services to the properties along the seawall to include operation, maintenance, repair, reconstruction, improvement, insurance, administration and other related activities conducted in the course of making and keeping the seawall operational for its intended erosion control purpose; and

WHEREAS, The District is funded by a property tax levied on the properties in the Special Service District; and

WHEREAS, HCC 15.10.020 provides that “The City Council shall annually set the mil levy pursuant to Section 9.04.040”; and

WHEREAS, HCC 9.04.040 states that the City Council must establish a mil rate no later than June 15 of each year; and

WHEREAS, The mil rate established herein is in addition to the general real property tax mil rate.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes a 2013 mil rate of 9.962541 mils for the Ocean Drive Loop Special Service District and authorizes the City Manager to so inform the Kenai Peninsula Borough.

PASSED AND ADOPTED by the Homer City Council this 28th day of May, 2013.

CITY OF HOMER

MARY E. WYTHE, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: Revenue \$25,000 Acct. 808-375



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 13-072

TO: Mayor Wythe and Homer City Council

FROM: Walt Wrede

DATE: May 28, 2013

SUBJECT: 2013 Mil Rate / Ocean Drive Loop Special Service District

Ordinance 11-49(S) created the Ocean Drive Loop Special Service District (ODLSSD). HCC 15.10.020 provides that the Mil Rate for a Special Service District shall be set pursuant to Section 9.04.040 of the City Code. HCC 9.04.040 establishes that the Mil Rate must be adopted no later than June 15 of each year. Resolution 12-051(A) set the 2012 MIL Rate for the ODLSSD at 9.6283.

The Mil Rate for 2012 was set at 9.6283 because the Special Service District beginning Fund Balance was zero and a healthy balance needed to be established. The City attempted to raise \$30,000 from property taxes based upon prior seawall repair experience. Unfortunately, this Mil rate only raised \$19,166.82 in 2012, in part, because the City did not fully account for the impact of senior exemptions. So, at the time this memorandum was drafted, the Fund Balance in the ODLSSD maintenance and repair account at the close of 2012 was \$19,166.82. This account contains only the property tax revenues collected. In addition, the City has established a Seawall Depreciation Account to which the Council has made regular transfers. The 2013 budget year transfer of \$10,000 has already been made. The Depreciation Reserve presently has a total balance of \$30,639.58. So, at this point in time, there is \$49,806.40 available for seawall maintenance and repair.

This was a very good year for the seawall. We survived the storm season with little or no damage. The wall is in good shape and at this point, no repairs are anticipated this summer. Given this situation, property owners have asked if the Council would consider lowering the Mil rate this year. I would not recommend doing so, at least not substantially.

There are several factors that enter into this recommendation. First, we were lucky this year that the wall sustained no damage. We cannot assume this will be the "new normal." Experience has shown us that particularly bad storms can result in damage that easily exceeds the amount of funds currently available. It would be wise and prudent to continue to build the fund balance. Second, the Finance Department made another exhaustive search to see if insurance could be obtained for the wall. The result was disappointing once again. Only one company would even discuss insuring it and all they would provide was "catastrophic" insurance related to things like earthquakes and tidal waves. Even then, the premiums and deductibles were unacceptably high. In short, there is no insurance in place, another reason to have a healthy fund balance. Third, the Mil Rate established last year only generated about

two thirds of what was anticipated. We must fully account for the senior exemption and also for the fact that the Council removed the McNamara property from the ODLSSD last year. The recommended Mil Rate (9.962541) is expected to generate about \$25,000 after adjustments are made for exemptions and deletion of the McNamara property.

RECOMMENDATION: Adopt Resolution 13-049 and set the ODLSSD Mil rate at 9.962541.

OCEAN DRIVE LOOP SPECIAL SERVICE DISTRICT

OWNER/ADDRESS	LEGAL DESCRIPTION PARCEL NO.	ASSESSED PROPERTY VALUE	Mil Rate to Collect \$25,000 annually = 9.962541
NEWBY, CHRISTOPHER L. & ANGELA M. P.O. BOX 1124 HOMER, AK 99603 99603-1124	T 6S R 13W SEC 29 SEWARD MERIDIAN HM0003415 OSCAR MUNSON SUB LOT 35 & 36 177-180-19	330,000	1594.01
SZAJKOWSKI, JOHN J. & JANET L. 869 OCEAN DRIVE LOOP HOMER, AK 99603-7920	OSCAR MUNSON SUB.REVISION LOT 37 177-180-1600	316,700	2955.89
MARILYN HUEPER P.O. BOX 301 HOMER, ALASKA 99603	T 6S R 13W SEC 20 SEWARD MERIDIAN HM0003415 OSCAR MUNSON SUB LOT 38 177-177-01	364,000	3427.11
SCHUMACHER, NORMAN W. 963 ADLER DR. CLOVIS, CA 93612-1500	T 6S R 13W SEC 29 SEWARD MERIDIAN HM0003415 OSCAR MUNSON SUB LOT 39 177-177-02	131,600	1311.07
PATRICK L IRWIN 939 OCEAN DRIVE LOOP HOMER AK 99603-7920	T 6S R 13W SEC 29 SEWARD MERIDIAN HM 0003415 OSCAR MUNSON SUB LOT 40 177-177-03	120,000	996.25
MARK E. PFEFFER REVOCABLE TRUST 425 G ST STE 210 ANCHORAGE AK 99501-2169	T 6S R 13W SEC 29 SEWARD MERIDIAN HM 0003415 OSCAR MUNSON SUB LOT 41 177- 177-04	46,100	459.27
FINDLAY ABBOTT P.O. BOX 3000 HOMER, ALASKA 99603	T 6S R 13W SEC 29 SEWARD MERIDIAN HM0003415 OSCAR MUNSON SUB LOT 42 177-177-05	46,700	465.25
CITY OF HOMER 491 E. PIONEER AVE. HOMER, AK 99603	T 6S R 13W SEC 29 SEWARD MERIDIAN HM0003415 OSCAR MUNSON SUB LOT 43 177- 177-06 (997 OCEAN DRIVE LOOP)	800	7.97
CITY OF HOMER 491 E. PIONEER AVE. HOMER, AK 99603	T 6S R 13W SEC 29 SEWARD MERIDIAN HM0003415 OSCAR MUNSON SUB LOT 44 177- 177-07 (1017 OCEAN DRIVE LOOP)	1,000	9.96

OCEAN DRIVE LOOP SPECIAL SERVICE DISTRICT

OWNER/ADDRESS	LEGAL DESCRIPTION PARCEL NO.	ASSESSED PROPERTY VALUE	Mil Rate to Collect \$25,000 annually = 9.962541
JOHN D & CHARLENE A JUMP P.O. BOX 2714 HOMER, ALASKA 99603	T 6S R 13W SEC 20 & 29 SEWARD MERIDIAN HM0850114 OSCAR MUNSON SUB NO 18 LOT 45-A 177- 179-04	166,600	0
LARRY JACK GOODE LIVING TRUST 1065 KRUETH WAY HOMER, ALASKA 99603	T 6S R 13W SEC 21 SEWARD MERIDIAN HM BEGINNING AT CORNER OF SEC 20 21 28 & 29 THENCE N 64 DEG 10 MIN E 50.00 FT THE S 64 DEG 10 MIN E 50.00 FT TH EAST 35.00 FT TH N 0 DEG 05 MIN W 450.00 FT TH WEST 125.00 FT TH S 0 DEG 05 MIN E 450.00 FT TO THE POB 179-230-36	426,200	4246.03
LARRY JACK GOODE LIVING TRUST 1065 KRUETH WAY HOMER, ALASKA 99603	T 6S R 13W SEC 20 & 29 SEWARD MERIDIAN HM0850114 OSCAR MUNSON SUB NO 18 LOT 45B 177-179-03	554,500	5524.23
DOUGLAS W. ALANIVA 1121 SEABREEZE COURT HOMER, ALASKA 99603	T 6S R 13W SEC 21 SEWARD MERIDIAN HM0860087 TAMIAN SUB LOT 1 179-230-26	320,700	2995.74
PAULA & BRAD DICKEY P.O. BOX 2677 HOMER, ALASKA 99603	T 6S R 13W SEC 21 SEWARD MERIDIAN HM0860098 SEABREEZE SUB LOT 5 179-230-28	271,100	1007.21
RIGHT OF WAY	LAKE STREET SOUTH OF OCEAN DRIVE LOOP		
PEDESTRIAN EASEMENT	SOUTH OF OCEAN DRIVE LOOP BETWEEN OSCAR MUNSON SUBDIVISION LOTS 37 & 38		
Total Estimated Assessed Value		3,116,000	25,000

Ocean Drive Loop Special Assessment District for 2013

\$25,000 annually

Owner	parcel ID	Assessed Value	Exemptions	Balance to be taxed	2013 Tax
Newby	177-180-19	\$ 330,000	\$ 170,000	\$ 160,000	\$ 1,594.01
Szajkowski	177-180-16	\$ 316,700	\$ 20,000	\$ 296,700	\$ 2,955.89
Hueper	177-177-01	\$ 364,000	\$ 20,000	\$ 344,000	\$ 3,427.11
Schumacher	177-177-02	\$ 131,600		\$ 131,600	\$ 1,311.07
Irwin	177-177-03	\$ 120,000	\$ 20,000	\$ 100,000	\$ 996.25
Pfeffer	177-177-04	\$ 46,100		\$ 46,100	\$ 459.27
Abbott	177-177-05	\$ 46,700		\$ 46,700	\$ 465.25
City of Homer	177-177-06	\$ 800		\$ 800	\$ 7.97
City of Homer	177-177-07	\$ 1,000		\$ 1,000	\$ 9.96
Jump	177-179-04	\$ 166,600	\$ 170,000		\$ -
Goode	179-230-36	\$ 426,200		\$ 426,200	\$ 4,246.03
Goode	177-179-03	\$ 574,500	\$ 20,000	\$ 554,500	\$ 5,524.23
Alaniva	179-230-26	\$ 320,700	\$ 20,000	\$ 300,700	\$ 2,995.74
Dickey	179-230-28	\$ 271,100	\$ 170,000	\$ 101,100	\$ 1,007.21
		\$ 3,116,000	\$ 610,000	\$ 2,509,400	\$ 25,000.00

Mil Rate 0.009962541
(\$25,000 divided by \$2,509,400)

5/21/2013 15:39

NOTE:	
Senior Exemption	150,000
City Exemption	20,000

**CITY OF HOMER
HOMER, ALASKA**

City Manager, City Attorney

ORDINANCE 11-49(S)

AN ORDINANCE OF THE HOMER CITY COUNCIL ADOPTING HOMER CITY CODE CHAPTER 15.10, OCEAN DRIVE LOOP SPECIAL SERVICE DISTRICT, TO CREATE A DIFFERENTIAL PROPERTY TAX ZONE TO LEVY PROPERTY TAXES TO FUND SPECIAL SERVICES PROVIDED IN THE DISTRICT.

WHEREAS, The City may by ordinance establish, alter, and abolish differential tax zones to provide and levy property taxes for services not provided generally in the City, or a different level of service than that provided generally in the City; and

WHEREAS, The City by Ordinance 06-53(S) established a differential tax zone known as the Ocean Drive Loop Special Service District ("District") for the purpose of providing special services to the properties in the Ocean Drive Loop Bluff Erosion Control Improvement District that are not provided elsewhere in the City; and

WHEREAS, Ordinance 06-53(S) provided for the formation of an association of property owners to receive and expend taxes levied in the District for the purpose of operating and maintaining the seawall that had been constructed in the Ocean Drive Loop Bluff Erosion Control Improvement District; and

WHEREAS, When no association of property owners formed as contemplated by Ordinance 06-53(S), the Council enacted Ordinance 10-19, finding that it would be in the best interest of the City to allow the owners of property in the District to determine among themselves what collective arrangements, if any, to make for funding the operation of the seawall, and abolishing the District; and

WHEREAS, Some property owners in the Ocean Drive Loop Bluff Erosion Control Improvement District continue to assert that the City is responsible for maintaining the seawall, and have induced the Army Corps of Engineers to require the City to repair damage to the seawall under the terms of the permit the Corps issued to the City for the seawall; and

WHEREAS, Until the issue of the City's obligations under the Corps permit can be resolved, it is necessary for the City to have a source of funds to pay costs of repairing the seawall; and

WHEREAS, For the purpose of providing funds required to pay the cost of repairs to the seawall, it is in the best interest of the City to immediately establish a new differential tax zone known as the Ocean Drive Loop Special Service District for the purpose of providing special services to the properties in the Ocean Drive Loop Bluff Erosion Control Improvement District of a special kind and greater level of service than those provided generally in the City.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code Chapter 15.10, Ocean Drive Loop Special Service District, is adopted to read as follows:

Chapter 15.10

OCEAN DRIVE LOOP SPECIAL SERVICE DISTRICT

Sections:

15.10.005 Definitions
15.10.010 Ocean Drive Loop Special Service District established
15.10.020 Property tax levy
15.10.030 Payment in lieu of taxes
15.10.040 Administration
15.10.050 Services authorized
15.10.060 Excess tax revenue

15.10.005 Definitions. As used in this chapter:

"*Improvement District*" means the Ocean Drive Loop Bluff Erosion Control Improvement District previously established by the City as a local improvement district to construct an erosion control seawall.

"*Operate*" and "*Operation*" with respect to the Seawall includes operation, maintenance, repair, reconstruction, improvement, insurance, administration and other related or similar activities conducted in the course of making and keeping the Seawall operational for its intended erosion control purpose for the benefit of the properties in the Improvement District.

"*Seawall*" means the erosion control seawall constructed in the Improvement District.

"*Special Service District*" means the Ocean Drive Loop Special Service District established under this chapter.

15.10.010 Ocean Drive Loop Special Service District established. a. There is established a special service district within the City designated as the "Ocean Drive Loop Special Service District" for the purpose of providing special services to the properties in the Ocean Drive Loop Bluff Erosion Control Improvement/Assessment District that are not provided elsewhere in the City.

b. The Special Service District consists of the properties in the Homer Recording District that are described as follows:

Oscar Munson Subdivision Lot 34

Oscar Munson Subdivision Lot 35

Oscar Munson Subdivision Lot 36

Oscar Munson Subdivision Lot 37

Oscar Munson Subdivision Lot 38

Oscar Munson Subdivision Lot 39

Oscar Munson Subdivision Lot 40

Oscar Munson Subdivision Lot 41

Oscar Munson Subdivision Lot 42

Oscar Munson Subdivision Lot 43

Oscar Munson Subdivision Lot 44

Oscar Munson Subdivision No. 18 Lot 45B

Oscar Munson Subdivision No. 18 Lot 45A

Tamian Subdivision Lot 1

A portion of T6S R13W Section 21, Beginning at corner of Sections 20, 21, 28, and 29; thence N 64 degrees 10 minutes E a distance of 50.00 feet; thence S 64 degrees 10 minutes E a distance of 50.00 feet; thence E a distance of 35.00 feet; thence N 0 degrees 05 minutes W a distance of 450.00 feet; thence W a distance of 125.00 feet; thence S 0 degrees 05 minutes E a distance of 450.00 feet to the point of beginning.

Seabreeze Subdivision Lot 5

Lake St ROW south of Ocean Drive Loop

Pedestrian Easement south of Ocean Drive Loop between Lots 37 and 38, Oscar Munson Subdivision

15.10.020 Property tax levy. a. The Special Service District shall be funded by a property tax levied on the properties in the Special Service District. The City Council shall annually set the mill levy pursuant to Section 9.04.040. The tax shall be assessed and collected as other real property taxes levied by the City.

b. Any property tax levied for the purpose of funding the Special Service District shall be excluded from the calculation of the mill rate contingency set forth in Section 9.16.020 for purpose of determining whether the City's sales tax levy shall remain in effect.

15.10.030 Payment in lieu of taxes. In lieu of paying taxes on tax exempt property owned by the City in the Special Service District, the City will annually appropriate money to the district or perform in-kind services for the district equivalent in value to the amount of taxes that would be levied on the City property if it were taxable.

15.10.040 Administration. The administration of this chapter is a function of the Department of Administration.

15.10.050 Services Authorized. Revenue collected by the City under this chapter may be appropriated and expended for the limited purpose of funding Operation of the Seawall for the benefit of all properties in the Improvement District.

15.10.060 Excess tax revenue. If at any time the City Council determines Special Service District tax revenues exceed the needs of the Special Service District, the City Council may authorize a refund of the excess tax revenues collected under this chapter to the taxpayers in proportion to amounts paid in by such taxpayers.

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

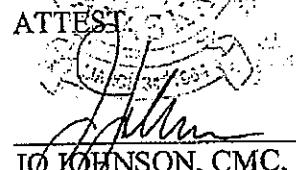
ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 23rd day of

January, 2012.

CITY OF HOMER


JAMES C. HORNADAY, MAYOR

ATTEST


JO JOHNSON, CMC, CITY CLERK

YES: 5

NO: 1

ABSTAIN: 0

ABSENT: 0

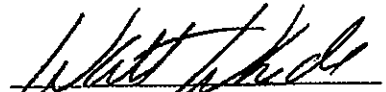
First Reading: 12/19/11

Public Hearing: 1/23/12

Second Reading: 1/23/12

Effective Date: 1/24/12

Reviewed and approved as to form:


Walt E. Wrede, City Manager

Date: 1/25/12


Thomas F. Klinkner, City Attorney

Date: 1-27-12

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 13-050

A RESOLUTION OF THE HOMER CITY COUNCIL
ESTABLISHING THE CITY OF HOMER PROPERTY TAX
MIL LEVY RATE AT 4.5 MILS FOR 2013.

WHEREAS, Homer City Code 9.04.040 states that the City Council must establish a mil rate no later than June 15 of each year; and

WHEREAS, Council set the mil rate at 4.5 mils for 2013 with the adoption of budget Ordinance 12-47(A); and

WHEREAS, The 4.5 mil rate established by Ordinance 12-47(A) will be maintained.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes the City of Homer property tax mil levy rate at 4.5 mils for 2013 and authorizes the City Manager to so inform the Kenai Peninsula Borough.

PASSED AND ADOPTED by the Homer City Council this 28th day of May, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: Estimated revenue \$3,032,069.

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Fire Chief

RESOLUTION 13-051

A RESOLUTION OF THE HOMER CITY COUNCIL
APPROVING AND ADOPTING THE UPDATED CITY OF
HOMER EMERGENCY OPERATIONS PLAN.

WHEREAS, The City of Homer recently obtained an Emergency Management Performance Grant from the Alaska Division of Homeland Security and Emergency Management to update its Emergency Operations Plan (EOP); and

WHEREAS, The Emergency Management Performance Grant was accepted and appropriated via Ordinance 13-04; and

WHEREAS, A committee was formed to review the Emergency Operations Plan in its entirety and to make updates to the EOP; and

WHEREAS, The committee met several times over the course of several months and provided an updated EOP.

NOW, THEREFORE, BE IT RESOLVED, that the Homer City Council hereby approves and adopts the updated City of Homer Emergency Operation Plan as presented on May 28, 2013.

PASSED AND ADOPTED by the Homer City Council this 28th day of March, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: N/A

CITY OF HOMER EMERGENCY OPERATIONS PLAN



2013 Update and Revision

Draft 1.0



City of Homer

491 East Pioneer Avenue

Homer, Alaska 99603

(907) 235-8121

www.cityofhomer-ak.gov

Emergency Operations Plan Letter of Promulgation

This Emergency Operations Plan describes the system that will be used to manage the mitigation of, preparation for, response to, and recovery from natural and man-caused disaster emergencies, including oil spills and hazardous substance releases. It is an all-hazard, all-risk plan based on the National Incident Management System (NIMS) for comprehensive management of disaster emergency relief forces and disaster emergency operations. This Emergency Operations Plan (EOP) consists of fourteen sections, each considering a different element of emergency response.

The city uses an all-hazard disaster emergency management system that encompasses all types of disaster emergencies and enables each level of government to integrate with other levels, public agencies, and with private sector resource providers under the NIMS Incident Command System (ICS). Optimum use and integration of existing skilled personnel, emergency facilities, and emergency equipment across all levels of government and the private sector is encouraged and necessary to the successful implementation of this plan.

This EOP is intended to meet disaster emergency planning requirements of all federal, state, borough, and city agencies and departments having jurisdiction over such matters. It is further intended that this document be used as a reference and training aid for municipal, regional, industry, and other emergency response personnel to ensure efficient and effective response to and management of disaster emergencies. This EOP will be activated whenever there is a disaster emergency that could significantly threaten human health, property or the environment. Upon declaration of a disaster emergency, the designated person responsible for disaster emergency management is authorized to commit the resources necessary to carry out the provisions of this plan.

This plan is considered a living document and should be continuously updated and revised to reflect lessons learned during drills and actual incidents. The City of Homer hereby adopts this Emergency Operations Plan.

The Honorable Mary E. Beth Wythe, Mayor

Date

Walt Wrede, City Manager

Date

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How to Use This Plan

Before a disaster/emergency occurs:

- SECTION 1**
Background & Overview
 - Become familiar with the contents of this plan.
 - Conduct drills and modify the plan to reflect lessons learned.
- SECTION 2**
Emergency Preparedness & Hazards
 - Use the Preparedness information and Hazard Analysis to plan for possible emergencies.

During a disaster/emergency:

- SECTION 3**
Response Actions
 - Use the appropriate Hazard-Specific Response Checklist.
- SECTION 4**
Alert, Warning & Evacuation
 - Initiate alert, warning, and evacuation as appropriate.
- SECTION 5**
Plan Activation & Disaster Declaration
 - Activate IMT, issue disaster declaration, and initiate situation reporting.
- SECTION 6**
Organizing Emergencies
 - Set up EOC and assemble Incident Management Team. Implement ICS.
- SECTION 7**
Public Information & Communications
 - Set up communication networks. Initiate public and media briefings.
- SECTION 8**
Sheltering
 - Establish mass care shelters.

Guidance for managing special incidents:

- SECTION 9**
Public Health & Multicasualty Incidents
 - Multicasualty incidents, public health crises, and emergency medical coordination.
- SECTION 10**
Oil and Hazmat Spills
 - Organizing under a Unified Command; response coordination.
- SECTION 11**
Terrorism & WMD Incidents
 - Preparing for and responding to biological, chemical, and radiological attacks.

After a disaster/emergency has occurred:

- SECTION 12**
Post-incident Actions
 - Complete damage assessment and post-incident review.
 - Implement community healing programs and seek assistance from volunteer relief agencies, as necessary.
- SECTION 13**
Resources & Contact Information
 - Identify local, regional, state, and federal resources.
- SECTION 14**
Appendices
 - Review information in Appendices. Add new appendices as needed.

Originally Developed by:



Plan update developed by the City of Homer EOP Review Committee:

City Manager – Walt Wrede

Councilwoman – Francie Roberts

Fire Chief – Robert Painter

Planning Director – Rick Abboud

Port & Harbor Director – Bryan Hawkins

Library Director – Anne Dixon

Information Technology Manager – Nick Poolos

Homer Police Dept. – Lt. Randy Rosencrans

Support Services Director, South Peninsula Hospital – Glenn Radeke

Public Health Nurse – Sharon Whytal

Seldovia Village Tribe Clinic/Homer – Windy Russ

Emergency Department Coordinator, South Peninsula Hospital – Pam Fredrick

PLAN ORGANIZATION

This Emergency Operations Plan (EOP) is divided into the following sections:

1. BACKGROUND AND OVERVIEW
 - Background and Procedural Information
 - Emergency Management
 - Plan Management
2. EMERGENCY PREPAREDNESS & HAZARD ANALYSIS
 - Disaster/Emergency Preparedness Information for individuals, community
 - Hazard Summary
3. RESPONSE ACTIONS
 - Hazard-specific Response Guides
4. ALERT, WARNING AND EVACUATION
 - EAS, community alert systems, sirens
 - Sample messages for evacuation, shelter in place, other emergency announcements; sample evacuation order
 - Evacuation procedures and routes
 - Special populations `

Introduction

5. PLAN ACTIVATION AND DISASTER DECLARATION

- How to activate the EOP and IMT
- Disaster declaration and reporting

6. ORGANIZING FOR EMERGENCIES

- Duties and responsibilities of city departments in implementing the EOP
- Incident Management Team (IMT) organization, responsibilities, and assignments
- Where to find additional ICS forms and resources
- Emergency Operations Center (EOC) facilities

7. PUBLIC INFORMATION AND COMMUNICATIONS

- Incident communications plan & tactical nets
- Radio communications checklist
- Local radio channels and frequencies
- Public information flow & media guidelines
- Media briefing facilities in the City

Introduction

8. SHELTERING & FEEDING

- General shelter facility requirements
- Services provided at mass care shelters
- Roles and responsibilities for shelter management and operations
- Mass Care Shelter Facilities List & Fallout Shelters
- Pet Shelter Addendum

9. PUBLIC HEALTH AND MULTI-CASUALTY INCIDENTS

- Emergency Medical Services
- Multi-casualty incident management
- Mass casualty incidents
- Pandemic Illness

10. OIL SPILLS AND HAZARDOUS MATERIALS INCIDENTS

- Organizing for oil spills
- Integration with oil spill contingency plans, responders, organizations
- Hazardous materials response organization

11. TERRORISM AND WEAPONS OF MASS DESTRUCTION INCIDENTS

- Preparing for and responding to terrorism & WMD incidents
- Roles and responsibilities of local, state, federal agencies
- Emergency decontamination procedures

12. POST-INCIDENT ACTIONS

- Damage Assessment
- Post-incident Review
- Community Healing Programs

13. RESOURCES AND CONTACT INFORMATION

- Resource management policies and procedures
- Directory of Local Emergency Services, Medical, and Law Enforcement Resources (summary of capabilities and contact information)
- Guide to Additional Resources from Outside Agencies/Organizations

14. APPENDICES

- Appendix A: Forms
- Appendix B: Sensitive Information
- Appendix C: Telephone Directory
- Appendix D: Acronyms & Glossary

Introduction

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Section 1: Background & Overview

Mutual Aid and Interjurisdictional Agreements

The following local, state and federal Mutual Aid Agreements, Cooperative Agreements, Annual Operating Plans, Memorandums of Understanding and agency plans for the purpose of disaster emergency management are an integral part of this plan and are hereby referenced:

- Kachemak Emergency Service Area
- Anchor Point Emergency Service Area
- Seldovia Fire and Rescue
- Port Graham Emergency Medical Services
- Nanwalek Emergency Medical Services
- State of Alaska Division of Forestry
 - Annual Operating Plan
 - Cooperative Agreement
- Alaska State Parks (Kachemak Bay State Park)
- Kachemak City (annual operating contract)
- United States Coast Guard
 - Roanoke Island
 - Hickory
- Alaska State Troopers
- Department of Corrections
- Kenai Peninsula Borough-wide Mutual Aid Agreement (fire departments)
- Homer Electric Association, Bradley Lake Hydroelectric Facility
- Kenai Peninsula Borough 911

Section 1: Background & Overview

Emergency Management Policies

Emergency Response Priorities

The City observes the following response priorities:

- Protection of life and life safety;
- Protection of public health;
- Protection of the environment and natural resources;
- Protection of socioeconomic and cultural resources;
- Protection of public and private property

The City and the State of Alaska encourage all citizens to be prepared in case of emergency and be self-sufficient for at least 7 days should a disaster emergency occur.

Purpose of this Plan

This Emergency Operations Plan serves the following purposes:

- To guide local response in any situation where standard operating procedures or policies are not sufficient to handle the incident.
- To provide policy guidance and operational directives to coordinate and support local response activities.
- To guide local responders in call-out and notification of outside agencies.
- To promote self-sufficiency and to encourage personal responsibility in being prepared for disasters.
- To provide local information and guidance about the City to supplement regional response efforts.
- To identify and plan for the needs of “functional needs” populations.
- To identify a City Incident Management Team (IMT), consisting of representatives for the local government, private industry and other

Section 1: Background & Overview

emergency service organizations.

General Policies

- Essential city services will be maintained as long as conditions permit.
- Access to emergency services shall not be denied on the basis of race, ethnicity, national origin, religious beliefs, sex, age or functional need.
- Government entities implementing this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

Community and Individual Readiness

- Individual and family preparedness is the first step in successful disaster mitigation and response. All community members must remain well informed about local disaster risks.
- All community members must remain well informed about local disaster response plans and policies, including evacuation routes, shelter locations, medical facilities and “shelter in place” procedures.
- When individuals and families cannot respond effectively, it is the responsibility of the local government to protect life from the effects of hazardous events.
- When the emergency exceeds the capabilities of the local government to respond, assistance will be requested from first the Kenai Peninsula Borough, then the State and then the Federal government.

Basic responsibility for disaster emergency planning and response lies first with individuals and heads of households. Community members with assigned emergency response duties should take care of their families first, and then respond as they are able. Visit www.fema.gov for family and personal emergency preparedness planning information.

Section 1: Background & Overview

Local Emergency Management

- This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day-to-day functions.
- It is important to maintain organizational continuity and to assign familiar tasks to personnel, however in large-scale disasters it may be necessary to draw upon peoples' basic capacities and use them in areas of greatest need.
- Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency.
- Local emergency responders usually know the best ways to apply disaster emergency relief resources within their communities.
- State response organizations will coordinate their activities with the local and borough governments so that the State aid is rendered in the most helpful manner.
- Federal assistance should also be supportive of State and local efforts, not a substitute for them.

Direction and Control

Roles of Elected Officials

The Mayor, upon being advised by the City Manager that the City's resources are not sufficient to meet the emergency, can determine and declare that a Disaster exists. The City Manager designated the alternate, has the authority to declare a local disaster in the absence of the Mayor. After the Mayor or designee has declared a Disaster, the Mayor or designee will:

- Ensure that the Declaration is given prompt and general publicity.
- Ensure that a copy of the Declaration is promptly filed with the City Clerk. Ensure a copy is sent to the Kenai Peninsula Borough Office of Emergency Management and the Alaska Division of Homeland Security and Emergency Management to be forwarded to the Governor.
- Act in concert with the Governor's and KPB Mayor's office in addressing resources to meet the disaster.
- Ensure that any order or proclamation continuing or terminating a Disaster is

Section 1: Background & Overview

also filed with the Alaska Division of Homeland Security and Emergency Management and the City Clerk.

Role of the City Manager

The City Manager reserves the right to act as the Emergency Management Coordinator. The Acting City Manager will be the designated alternate Emergency Management Coordinator in the absence of the City Manager. The City Manager is responsible for the oversight of the City's departments and their use of resources. During an emergency/disaster response requiring implementation of this plan, the City Manager will perform the following:

- Any, or all, elements of the Emergency Management Coordinator's role that he/she reserves for him/herself.
- Advisement to Mayor and/or City Council, as appropriate, as to the nature of the response and the necessity for Declaration of Disaster to obtain additional resources.
- Financial planning and management to meet the immediate emergency response and control phase.
- Financial planning and management to meet the needs of the recovery phases.
- Review with legal section proposed actions, beyond immediate emergency response, that may involve legal exposure to the City.
- Liaison with outside agencies as necessary to facilitate acquisition of needed resources.

Responsibilities of Department Heads and Directors

- Department Heads and Directors are responsible for keeping their department's emergency response plans up-to-date and readily available to subordinate supervisors.
- Department Heads and Directors are responsible for keeping emergency equipment properly maintained. They are to be knowledgeable of government, private equipment, resources and personnel that would be available in support of their operations in the event of a major disaster.
- Department Heads and Directors are responsible for training subordinate

Section 1: Background & Overview

supervisors to carry out duties under their response plans.

- Department Heads and Directors are under the general direction and coordination of the Emergency Management Coordinator during disaster responses, unless otherwise directed by the City Manager. However, they are responsible for the use of their personnel and resources. Directions to their personnel are through their chain of command, and use of their resources is in accordance with their policies and procedures. The exception to this is when their personnel or equipment has been assigned to another department's operation.
- Assignment of personnel, equipment, or resources from one department's operations to another department can occur with the consent of the departments involved or at the direction of the City Manager. When this occurs, the supervisor of the operation being performed is in control and responsible for personnel or resources so transferred.

Section 1: Background & Overview

Phases of Disaster Emergency Management

Disaster emergency management planning can be divided into four phases: mitigation, preparedness, response and recovery. Although each phase has tasks assigned to it, the process is dynamic and interconnected. This plan addresses all four phases of disaster emergency management, with a focus on response.

Mitigation

- Mitigation includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster emergency occur.
- Mitigation actions include building codes, special identifications and routing requirements for the movement of hazardous materials, land use, and zoning requirements.
- The City of Homer participates in regular All-Hazard Mitigation Plan development with the State and Kenai Peninsula Borough.

Preparedness

- Preparedness includes actions taken to plan, equip, and train citizens and government personnel to respond to local emergencies.
- Preparedness may include developing City Response Plans and conducting exercises to test them, training in evacuation procedures, and purchase of equipment and supplies needed to respond to the disaster emergency.

Response

- Response includes actions taken to save lives and protect property during a disaster emergency.
- Response may include search and rescue, fire suppression, evacuation, emergency care, feeding and sheltering. It may also include behind-the-scene activities such as activating disaster plans, and opening and staffing Emergency Operations Centers (EOCs).

Recovery

- Recovery includes those procedures required to return the jurisdiction to normal following an emergency.
- Recovery could include reconstruction of roads and public facilities, securing

Section 1: Background & Overview

financial aid for disaster victims, offering community support counseling and psychological support services, and reviewing and critiquing of response activities.

This plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during and after emergency operations.

Section 1: Background & Overview

Levels of Emergency Response

When a disaster emergency requires a coordinated response, the following tiered response flow occurs. The response begins with the first responders on-scene, and depending on the incident specifics, may eventually expand to include local, state and federal government and/or private sector responders, managers and resources.

First Responders

Routine incidents are usually managed by the on-scene first responders who are dispatched to deal with the emergency.

A local emergency responder, usually the person-in-charge from the responding organization, acts as Incident Commander and leads the response effort at the scene. The Incident Commander follows standard operating procedures or guidelines and requests additional assistance as appropriate. The EOP is not activated.

Local

If the incident can be effectively managed by the initial Incident Commander and on-scene personnel, no further local or outside involvement may be required.

For a more serious incident, it may be necessary to activate the local Incident Management Team (IMT) to establish the Emergency Operations Center (EOC), manage emergency operations, coordinate on-scene personnel, and gauge the need to assistance from outside the city. The EOP is activated as needed to manage the multi-agency local response.

Borough

The Kenai Peninsula Borough (KPB) Office of Emergency Management (OEM) has plans and procedures in place to manage region-wide emergencies, or incidents affecting local or tribal jurisdictions within the region or borough.

Under the concept of operations outlined by the State of Alaska, the borough government is the primary liaison between affected communities and the state. Therefore the local IMT should coordinate with the KPB/OEM when seeking support from the state or federal governments.

State

When a disaster response exceeds local capabilities, the City Emergency Manager

Section 1: Background & Overview

may request assistance from the State of Alaska. Typically, such a request would be routed through the KPB/OEM. The State of Alaska intends to have direct contact with the local government only if they are in an unorganized borough.

Multi-agency Coordination (MAC) Group

MAC groups are essential in situations where Federal, State, local and private sector agencies/organizations have significant statutory responsibilities and/or vested interests. The MAC group is made up of top management personnel from responsible agencies, organizations and jurisdictions. MAC group representatives are fully authorized to represent and act on behalf of their parent organizations or agencies.

Federal

When Federal agencies and resources are added to the local response, coordination between local governments and federal agencies is managed by ADHS&EMS for non-spill emergencies and ADEC for oil and hazardous materials spills. During a response with federal agency involvement, a Joint Federal Office (JFO) will be established to coordinate the response. FEMA is typically the lead agency in disaster emergencies.

After completion of a preliminary damage assessment, the director of FEMA will recommend to the President whether to declare an Emergency or Major Disaster. The President will declare an Emergency or Major Disaster and appoint the Federal Coordinator Officer, who serves as the President's representative to the disaster emergency and leads the federal response and recovery efforts from the field office.

If the disaster does not qualify for a Presidential declaration assistance may be available under the statutory authorities of individual federal agencies. The City Emergency Manager may request assistance from the appropriate agencies through the State Emergency Operations Center (SEOC).

Private Sector

In the case of an emergency that originates at a private facility or plant, the person-in-charge of the affected facility will implement the facility emergency plan, activate its own emergency operations center, declare a facility emergency, and communicate with the local response agencies for assistance.

Depending upon the type of incident, the IMT and EOC may be activated to support the response at a private facility, and a Unified Command will be formed, consisting

Section 1: Background & Overview

of a private sector representative and an agency representative.

For certain types of incidents, such as fires and hazardous materials releases, local agencies may maintain incident command to protect public health and safety. Likewise, if the private facility or organization responsible for the incident does not have the planning or personnel in place to support a response, the City IMT and/or EOC may be selectively activated to support the response operations.

Local medical facilities are an important private sector resource to consider during an emergency response. It is important to notify the hospital or clinics when an incident occurs that might result in human casualties.

Section 2: Disaster Preparedness & Hazard Mitigation

Community and Individual Readiness

For information on how individuals and families can prepare for emergencies:

***Contact the American Red Cross to obtain First Aid Manuals and Training Materials for Individuals and Communities.**

www.redcross.org

***Visit the Federal Emergency Management Agency (FEMA) website for family/ personal preparedness brochures: www.fema.gov**

***Visit the Kenai Peninsula Borough Office of Emergency Management "Be Prepared" website at**

<http://www.borough.kenai.ak.us/emergency/prepared/emergency.htm>

City of Homer All-Hazard Mitigation Plan

The Kenai Peninsula Borough has developed an All-Hazard Mitigation Plan to fulfill the FEMA requirement under The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Act), Section 322, Mitigation Planning enacted by Section 104 of the Disaster Mitigation Act of 2000 (DMA) (P.L. 106-390). The Disaster Mitigation Act of 2000 (DMA 2000), Section 322 (a-d), as implemented through 44 CFR Part 201.6 requires that local governments, as a condition of receiving federal disaster mitigation funds, have a mitigation plan that describes the process for identifying hazards, risks and vulnerabilities, identifying and prioritizing mitigation actions, encouraging development of local mitigation and providing technical support for those efforts. The City of Homer All-Hazard Mitigation Plan is Annex A to the KPB All-Hazard Mitigation Plan. It identifies hazards; establishes community goals and objectives and develops mitigation strategies and activities that are appropriate for the City of Homer.

The City of Homer All-Hazard Mitigation Plan is available on-line from the City of Homer Website at <http://www.cityofhomer-ak.gov/>

Section 2: Disaster Preparedness & Hazard Mitigation

City of Homer Hazard Matrix

The City of Homer All-Hazard Mitigation Plan includes a methodology and analysis used to establish a hazard matrix for the types of disasters and severity of risk facing the City. The Hazard Matrix uses the following categorization scheme for identifying hazards and measuring risk:

Hazard Identification:

Y - Hazard is present in jurisdiction but probability unknown

N - Hazard is not present

U - Unknown if the hazard occurs in the jurisdiction

Risk:

L - Hazard is present with a low probability of occurrence

M - Hazard is present with a moderate probability of occurrence

H - Hazard is present with a high probability of occurrence

The following table summarizes the information in the City of Homer All-Hazard Mitigation Plan. In some cases, hazards that are addressed in this response plan were not included in the All-Hazard Mitigation Plan, as indicated below.

Hazard	Identification	Risk
Avalanche	Y	Unknown
Coastal Storm Surge/ Erosion	Y	M
Earthquake	Y	M
Energy Shortage	Y	M
Fire (wildland)	Y	H
Flood	Y	M
Landslide	Y	Unknown
Oil/Hazmat	Y	M
Terrorism/WMD	Y	L

Section 2: Disaster Preparedness & Hazard Mitigation

Hazard	Identification	Risk
Transportation Accident	Y	M (Marine & Air) L (Highway)
Tsunami	Y	M
Volcano	Y	M
Weather Extreme	Y	H

For emergency response actions and checklists specific to each hazard, turn to SECTION 3, RESPONSE ACTIONS.

The City of Homer All-Hazard Mitigation Plan does not address the following types of hazards at this time. However, response checklists for these hazards are included in this EOP. Once the KPB and City of Homer Mitigation Plans have been updated to include these additional analyses, this EOP should be correspondingly updated. If any hazards are found to not be present in the community, then the response checklists for these hazards may be removed from Section 3.

- Energy Shortage
- Oil/Hazardous Materials Release
- Terrorism/Weapons of Mass Destruction
- Transportation Accident

The State of Alaska All-Hazard Mitigation Plan uses the additional categories of "Technological" and "Economic" to categorize potential hazards. However, since these are relatively non-specific terms, they are not included in the response checklists in this EOP. However, the four categories listed above can generally be considered technological disasters. Economic disasters are not considered in a response context, since most economic crises do not have a distinct emergency management phase. However, all disasters have the potential to cause adverse economic consequence; therefore, the response actions required in response to economic impacts are incorporated into the response checklists in Section 3 and the operational procedures throughout this EOP.

Section 2: Disaster Preparedness & Hazard Mitigation

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Section 3: Response Actions

Introduction

This section should serve as a starting point for organizing a disaster response. This section uses simplified action guides (checklists) to help guide local response activities and to identify the types of circumstances and scale of disasters where outside assistance may be necessary.

- While this EOP has been designed to promote the highest possible level of self-sufficiency for disaster response within the City, there will always be some circumstances where regional, state, or federal resources will be necessary to support the response.
- There will also be certain types of disasters where the scale is such that multiple communities are affected and a coordinated, regional response will be necessary.

It is always better to be overly cautious and call for assistance as early on as possible. It will always be possible to scale down the response later, however if you wait too long to make notifications and/or requests for assistance, response time may not occur quickly enough to benefit the City.

Response Checklists

This section contains hazard-specific Response Checklists that offer a means to address the following:

- notifications,
- protective actions,
- special and unique response procedures,
- emergency public information, and
- other response needs generated by a particular hazard.

The checklists are organized by hazard type and focus on the special planning needs and regulatory issues generated by the hazard and identify appropriate outside agencies to contact for assistance in each case.

These checklists are only guides, and all actions may not be appropriate in every situation. All responders and emergency personnel should use their own good judgment and common sense when carrying out the actions in this plan.

Section 3: Response Actions

How to Use the Checklists

The sample checklist below shows how the response checklists are organized.

- Checklist actions are organized by **response phase**: warning, response, and recovery. For some types of incidents (e.g. earthquakes), no warning will occur.
- For each response phase, the checklist identifies **response actions**, which are general actions/activities that may be appropriate or necessary during the type of incident.
- For each response action, there is an **assigned responsibility** that indicates which IMT position/division is most likely to carry out that action. These assignments presume that an IMT has been or is being established. These are guidelines only, and should be adapted to meet the incident needs based on the level of IMT established. An IMT organization chart is in Section 6.
- City departments, state and federal agencies, and other entities that may be able to provide assistance or guidance during the incident are listed in the **contacts** column. Phone numbers are listed in Appendix C in alphabetical order.

SAMPLE RESPONSE CHECKLIST (risk = unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of Incident Exists	Receive information	IC	City Manager KPB OEM DHS&EM
	Identify risks	IC	
	Inventory heavy equipment, vehicles, and vessels to support response.	Public Works	
	Activate incident management team, establish command center.	IC, Logistics	
Response Phase: Incident is occurring	Review Warning checklist.	All Personnel	Police Department Alaska State Troopers) FEMA (disaster relief)
	Disseminate public information	PIO	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Incident has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Arrange for debris clearance.	Public Works	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Public Works	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning, Logistics	
	Perform an incident critique.	IC, with input from all positions	

Section 14 of this plan contains department-specific checklists for city departments to use BEFORE an IMT is established and during transition from their day-to-day roles to their IMT positions.

Section 3: Response Actions

Hazards Included in Checklists

Based on the information in the City of Homer, KPB and State of Alaska All-Hazard Mitigation Plans, the following hazard-specific response checklists are included in this plan:

Hazard Checklist	Page
Avalanche	3-7
Coastal storm surge/erosion	3-11
Earthquake	3-15
Energy Shortage	3-19
Fire (wildland)	3-23
Flood	3-27
Landslide	3-31
Oil/hazardous materials release	3-35
Terrorism/Weapons of mass destruction	3-39
Transportation Accident	3-45
Tsunami	3-49
Volcano	3-53
Weather Extremes	3-59

Section 3: Response Actions

Response Considerations

A number of factors and conditions can impact emergency response and management, particularly in Alaska communities. The following considerations relate to the implementation of the response actions recommended in this EOP.

- Seasonal variations in weather and day length may significantly impact response operations. Significant efficiency losses may occur during the winter season, where cold temperatures, snow cover, shorter day length, and high winds may make certain response activities unsafe or unfeasible.
- Field personnel should always be deployed in pairs or teams.
- Regular check-in procedures (radio telephone) should be used to monitor the safety of field units.
- Incident objectives should always begin with **Safety of responders and the public.**

The response actions listed in this EOP are suggestions and guidelines only. City employees, emergency response personnel, and IMT members should always use their best personal and professional judgment before carrying out any emergency response actions that could potentially endanger themselves or others.

Section 3: Response Actions

Vital Services and Facilities Restoration Sequence

The priorities reflected in this list are general guidelines for stabilizing and restoring vital local infrastructure and services following a major disaster.

Type of Service	Priority 1	Priority 2	Priority 3
Communications	Emergency response EOC Police Dispatch AST Dispatch	Essential phone circuits EAS radio station services	Data and other commercial Non-EAS radio stations
Facilities	EOC Dispatch Center Fire Stations Hospital Shelters Water Treatment Plant Police	Grocery Stores Public Works Sewer Treatment Plant City offices Port/Harbor office State/Federal offices	Schools (non- shelters) Library Businesses
Energy	Power to fuel pumps Power to EOC Power to shelters Power to hospital Power to water treatment plant	Power to sewer treatment Heating/cooking Power to public facilities	Dwellings Businesses
Transportation	Primary routes Evacuation routes Airport	Secondary routes Port facilities	Harbor facilities
Equipment	Emergency generators Emergency response vehicles	Heavy Equipment	Buses
Personnel	ICS staff Emergency response personnel	Workers essential to reconstruction, debris and waste disposal	Personnel necessary for economic recovery
Water	Fire suppression Potable water Sanitation	Industrial processes	

Section 3: Response Actions

Acronyms and Abbreviations

The following abbreviations are commonly used throughout the checklists in this section. A full list of acronyms and abbreviations is included in Appendix D.

IMT	Incident Management Team
IC	Incident Commander
AST	Alaska State Troopers
DHS	United States Department of Homeland Security
DHS&EM	Department of Homeland Security and Emergency Management (Alaska, a division of DMVA)
PIO	Public Information Officer
KPB	Kenai Peninsula Borough
OEM	Office of Emergency Management
ADOTPF	Alaska Department of Transportation & Public Facilities
LE	Law Enforcement
FEMA	Federal Emergency Management Agency
SPH	South Peninsula Hospital

Section 3: Response Actions

Avalanche Response Checklist

While threat of an avalanche within the city limits of Homer is remote, avalanche along the Seward Highway can impact the City of Homer by cutting the distribution of goods and commodities south of Anchorage, requiring that materials be shipped or flown into Homer for use.

Section 3: Response Actions

AVALANCHE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of an Avalanche Exists	Identify areas at risk.	IC/Planning Section	Homer City Manager (Emergency Manager) Homer Police Department Homer Fire Department KPB OEM National Weather Service (for snow forecasts) ADOTPF Central Region Maintenance (if roadways are threatened) KBBI (for public warnings)
	Issue public safety announcements regarding avalanche-prone areas.	Public Information Officer	
	Arrange for public alert and warning.	Safety Officer Operations (LE)	
	Ensure evacuation routes are passable.	Safety/LE	
	Evaluate need for sheltering.	IC	
	Notify local responders of potential need for search & rescue.	IC	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after avalanche.	Logistics (Medical)	
	Arrange for safe delivery of incoming response personnel and supplies.	Logistics	
Response Phase: Avalanche is	Review Warning checklist.	All personnel	South Peninsula Hospital
	Establish command center, if necessary.	Logistics	AST (Anchor Point Post)

Section 3: Response Actions

AVALANCHE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
occurring	Establish a watch/ observation system for future avalanches.	Planning	DHS&EM (disaster relief)
	Launch search & rescue efforts as needed.	Operations (LE) Safety Officer	FEMA (disaster relief)
	Disseminate public information.	PIO Liaison Officer	American Red Cross (disaster relief & relocation/sheltering)
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	Salvation Army AK (disaster relief)
	Account for all persons in affected area.	Operations (LE) Safety Officer	Notify all other organizations listed under WARNING PHASE (above) as appropriate.
	Establish shelters.	Logistics	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Establish safe location for emergency medical care.	Operations (Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Avalanche has occurred.	Review Warning & Response checklists.	All personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with local, state, and federal agencies.	Emergency Manager	
	Identify safety hazards and undertake corrective action.	Safety Officer	

Section 3: Response Actions

AVALANCHE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	IMT RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Arrange for snow and debris clearance.	Operations (Public Works)	
	Restore damaged utilities and transportation systems (air, road, port)	Operations (Public Works, Harbor, Airport Branches)	
	Arrange emergency housing as needed.	Planning	
	Perform damage assessments, post-incident cleanup, and utilities restoration.	Planning	
	Continue to disseminate public information regarding ongoing hazards and relief efforts.	PIO	
	Initiate community healing programs, as needed.	Liaison Officer	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC with input from all positions	

Section 3: Response Actions

Coastal Storm Surge/Erosion Response Checklist

Section 3: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of Coastal Erosion Exists	Identify areas at risk.	IC/Planning	Homer City Manager (Emergency Manager)
	Evaluate need for evacuation.	IC/Operations	KPB OEM
	Identify safe areas suitable for relocating evacuees.	Planning	National Weather Service (for weather forecasts)
	Monitor weather reports/forecasts	Planning IC	ADOTPF Central Region Maintenance (if roadways are threatened)
	Determine whether roadways or transportation facilities are at risk.	Operations (Public Works)	
	Estimate number of evacuees and arrange for relocation.	Planning Operations (LE)	
	Arrange for public alert and warning if necessary.	PIO	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Remove emergency equipment, fuel, and medical supplies from threatened areas.	Logistics	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	

Section 3: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Coastal Erosion is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	Homer Police Department (relocation)
	Activate incident management team, establish command center, and notify the public of the situation.	IC, Logistics, PIO	AST (Anchor Point Post) DHS&EM (disaster relief)
	Establish a watch/ observation system for erosion progression.	Operations Planning	FEMA (disaster relief)
	Continue to disseminate public information.	PIO Liaison Officer	American Red Cross (disaster relief & relocation/sheltering)
	Limit travel/recreation in affected areas.	Operations	Salvation Army AK (disaster relief)
	Facilitate relocation of displaced residents.	Logistics	
	Account for all persons in affected area.	Operations	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations	
	Estimate extent of damage.	Planning	
	If conditions warrant, declare a local disaster emergency and request KPB/state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Coastal	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as
	Coordinate recovery activities with state and federal relief agencies.	Emergency Manager	

Section 3: Response Actions

COASTAL STORM SURGE/EROSION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Erosion has occurred	Identify safety hazards and undertake corrective action.	Operations Safety Officer	appropriate. Community Mental Health
	Arrange for debris clearance.	Operations	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Establish Community Healing Program, if needed.	Liaison	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC with input from all positions	

Section 3: Response Actions

Response Checklist: EARTHQUAKE

WARNING: Earthquakes occur without sufficient warning to undertake incident-specific preparations. A strong earthquake whose epicenter is located a short distance away can generate a “local tsunami” in nearby waters, and the tsunami could reach coastal areas before a warning is issued. Historically, such waves have been the highest, reaching heights of 100 feet or more and up to one mile inland. All coastal areas are considered to have a “local tsunami” hazard. See the Hazard Response Checklist for TSUNAMIS, also in this section.

Section 3: Response Actions

EARTHQUAKE CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Immediately post earthquake	Warn citizens of the dangers of weakened or collapsing buildings.	Operations (LE) Safety Officer/PIO	Homer City Manager (Emergency Manager) Homer Police Department (relocation) AST (Anchor Point Post) South Peninsula Hospital (if human health risks) Alaska Department of Public Health (if human health risks/fatalities) Alaska Tsunami Warning Center DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief) Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Issue evacuation orders as appropriate.	IC	
	Activate IMT & establish command center.	IC Logistics	
	Assess Critical Infrastructure (EOC, Shelters, SPH)	Operations (Fire)	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	Control fires and hazmat releases.	Safety	
	Maintain public order and crowd control.	Operations (LE)	
	Disseminate public information.	PIO	
	Establish shelters.	Logistics	
	Secure evacuated areas.	Operations	
	Establish safe location for emergency medical care and arrange for medical evacuations as necessary.	Operations (Medical)	
	Inventory heavy equipment for use in response and recovery	Operations Logistics	
	Estimate extent of damage.	Operations	
	Establish system to account for response personnel in the field.	Operations Planning	

Section 3: Response Actions

EARTHQUAKE CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Earthquake has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Arrange for debris clearance.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works, Airport, Harbor)	
	Assessment of essential infrastructure for safety of operators/ occupants.	Operations Safety Officer	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention measures.	Operations Safety Officer	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical) Planning	
	Disseminate public information regarding ongoing hazards and relief efforts.	PIO	

Section 3: Response Actions

EARTHQUAKE CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Continue to restore and maintain essential public utilities and facilities.	Operations (Public Works)	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to agencies.	Emergency Manager	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Energy Shortage/Interruption Response Checklist

Section 3: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of an Energy Shortage or Interruption Exists	Identify areas at risk.	IC/Planning	Homer City Manager (Emergency Manager) Homer Police Department AST (Anchor Point Post) Homer Electric Association Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek) Enstar (Natural Gas) Petro Marine Home Run Oil Suburban Propane Amerigas
	Estimate possible consequences.	IC/Planning	
	Inform incident management team as appropriate.	IC/PIO	
	Establish and maintain contact with other affected areas.	IC/Liaison	
	Coordinate with other state and federal agencies.	IC/Liaison	
	Alert public utilities and review emergency shutdown procedures.	Operations (Public Works)	
	Estimate nature & scope of assistance required by City & threatened utilities.	Planning	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Inventory heavy equipment for use in response and recovery.	Operations Logistics	
	Arrange for public announcements via radio, television, newspaper.	PIO	

Section 3: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Energy Shortage or Interruption is occurring Notify all other organizations listed under WARNING PHASE (above) as appropriate.	Review Warning checklist.	All Personnel	DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Activate incident management team, establish command center.	IC Logistics	
	Determine the extent of interruption.	Operations	
	Disseminate public information.	PIO	
	Account for all persons.	Operations (LE) Safety Officer	
	Prepare to activate shelters or locate emergency housing for evacuees.	Planning Logistics	
	Arrange for emergency and backup power for critical services.	Operations (Public Works)	
	Develop energy conservation plan & coordinate with other jurisdictions.	Planning	
	Identify potential "back-up" fuels, such as cut wood, and plan for allocation.	Planning	
	Be ready for problems such as inactivated traffic signals, street lights, heating problems, low water pressure.	Operations (LE, Public Works)	
	Provide special assistance to low income and homeless as needed.	Planning Liaison Officer	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	

Section 3: Response Actions

ENERGY SHORTAGE/INTERRUPTION CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Energy Shortage has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Establish priorities for utility restoration.	Operations	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Fire (Wildland) Response Checklist

Section 3: Response Actions

FIRE CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a Fire Exists	Identify areas at risk.	IC/Planning	Homer City Manager (Emergency Manager) Homer Fire Department American Red Cross (if relocation is required) ADNR Forestry National Weather Service (for rain forecasts) Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Assess staffing – assign additional personnel as needed.	Planning	
	Determine fire readiness of vehicles & equipment.	Safety Officer Operations (LE, Fire)	
	Determine water levels for fire fighting.	Safety Officer Operations (Fire)	
	Check auxiliary generators and other power, lighting, and communications, equipment.	Operations (Public Works)	
	Restrict outdoor burning.	Safety Officer Operations (Fire)	
	Establish contact with fire agencies (local, state, federal).	Safety Officer Operations (Fire)	
	Survey existing communications.	Operations Logistics	
	Inventory heavy equipment for use in response and recovery	Operations Logistics	
	Consider activation of command center	IC	
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	

Section 3: Response Actions

FIRE CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Provide public information and direction.	PIO	
Response Phase: Fire is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	South Peninsula Hospital (if human health risks) Public Health (if human health risks/fatalities) DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Activate incident management team, establish command center.	IC, Logistics	
	Assess and identify affected areas.	Operations Planning	
	Continue to disseminate public information.	PIO	
	Issue evacuation orders, as necessary.	IC	
	Account for all persons in affected area.	Operations	
	Establish shelters.	Planning Logistics (Shelters)	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Inform EMS, hospitals of injuries.	Operations (Medical) Safety Officer	
	Establish facility/safe location for emergency medical care.	Operations (Medical) Safety Officer	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	

Section 3: Response Actions

FIRE CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Fire has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC/Liaison	
	Identify safety hazards and undertake corrective actions.	Operations Safety Officer	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning/Logistics	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	Arrange for emergency housing, as necessary.	Planning	
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Flood Response Checklist

IF WARNING TIME IS EXTREMELY LIMITED, use the procedures in the Alert and Warning Section to notify the public to evacuate and tell them where to go. Evacuate the low-lying areas first, starting with those homes and other buildings nearest the approaching water, and work back toward a safe area. Use the evacuees to help move out the others as they go along.

Section 3: Response Actions

FLOOD CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of Flooding Exists	Receive and evaluate forecasts and predictions.	IC/Planning	Homer City Manager (Emergency Manager) ADOTPF Central Region Maintenance (if roadways are threatened) KPB OEM Army Corps of Engineers National Weather Service (for weather forecasts)
	Identify areas, facilities, infrastructure at risk.	IC/Planning/Operation	
	Develop the following estimates: <ul style="list-style-type: none"> • Anticipated flood levels and timeline; • Areas at risk; • How much warning time will elapse; and • What measures can be taken to eliminate obstructions or otherwise aid the run-off of water in stream channels. 	IC Planning	
	Evaluate status of existing flood control devices and barriers.	Operations (Public Works)	
	Evaluate need for evacuation, relocation and sheltering.	IC	
	Issue public alert and warning if needed.	Safety Officer Operations (LE)	
	Disseminate public information about areas at risk, evacuation routes, and shelters.	Safety Officer Operations (LE)	
	Inventory heavy equipment, vehicles, and vessels to support response.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	

Section 3: Response Actions

FLOOD CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Move emergency equipment, fuel, and medical supplies from threatened areas to higher ground.	Operations (Public Works)	
	Activate incident management team, establish command center.	IC Logistics	
Response Phase: Flood is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate</i>	Review Warning checklist.	All Personnel	Homer Police Department
	Establish a watch/ observation system for flood progression/receding.	Operations Planning	AST (Anchor Point Post)
	Conduct reconnaissance and search/rescue in flooded areas/	Operations	South Peninsula Hospital (if human health risks)
	Continue to disseminate public information.	PIO	DHS&EM (disaster relief)
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	FEMA (disaster relief)
	Account for all persons in affected area.	Operations Safety Officer	American Red Cross (disaster relief & relocation/sheltering)
	Facilitate relocation of displaced residents.	Planning	Salvation Army AK (disaster relief)
	Inform EMS, hospitals of injuries.	Safety Officer Operations (Medical)	
	Establish shelters, if necessary.	Logistics	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Estimate extent of damage.	Operations Planning	
	Keep the City Council informed.	PIO/Liaison	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	

Section 3: Response Actions

FLOOD CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Flood has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works)	
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning Logistics	
	Establish Community Healing Program, if needed.	Liaison	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Landslide Response Checklist

Section 3: Response Actions

LANDSLIDE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a Landslide Exists	Receive and evaluate forecasts of landslide potential.	IC/Planning	Homer City Manager (Emergency Manager) Homer Police Department AST (Anchor Point Post) ADOTPF Central Region Maintenance (if roadways are threatened) American Red Cross (if relocation is required) National Weather Service (for rain forecasts) KBBI (for public warnings)
	Identify areas at risk and potential mitigation measures.	IC/Planning/Operations	
	Activate incident management team, establish command center.	IC Logistics	
	Issue public safety announcements regarding landslide-prone areas, evacuation areas & routes, safety precautions.	PIO	
	Arrange for public alert and warning.	IC/PIO Operations (LE)	
	Ensure evacuation routes are passable.	Safety Officer Operations (LE)	
	Account for all persons in affected area.	Safety Officer Operations (LE)	
	Evaluate need for sheltering.	IC/Planning	
	Evaluate existing landslide control structures/measures.	Operations IC	
	Notify local responders of potential need for search & rescue.	IC Safety Officer Operations (LE)	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	

Section 3: Response Actions

LANDSLIDE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after landslide.	Operations	
	Check auxiliary power supplies.	Operations (Public Works)	
Response Phase: Landslide is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate.</i>	Review Warning checklist.	All Personnel	South Peninsula Hospital DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief & relocation/sheltering) Salvation Army AK (disaster relief)
	Establish a watch/ observation system for future landslides.	Operations	
	Launch search & rescue efforts as needed.	Operations (Fire) Operations (LE)	
	Continue to disseminate public information, warnings & instructions.	PIO	
	Limit travel/recreation in affected areas.	Operations (LE) Safety Officer	
	Establish shelters and care stations.	Logistics Operations (Medical)	
	Secure evacuated areas.	Operations (LE) Safety Officer	
	Inform EMS, hospitals of injuries.	Safety Officer Operations (LE, Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	

Section 3: Response Actions

LANDSLIDE CHECKLIST (Risk = Unknown)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Landslide has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with local, state, and federal agencies.	IC	
	Identify safety hazards and undertake corrective action.	Operations	
	Arrange for debris clearance.	Operations (Public Works)	
	Restore damaged utilities and transportation systems (air, road, port)	Operations (Public Works, airport, harbor)	
	Arrange emergency housing as needed.	Planning Logistics	
	Perform damage assessments, post-incident cleanup, and utilities restoration.	Operations	
	Continue to disseminate public information.	PIO	
	Establish Community Healing Program, if needed.	Liaison	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Oil Spill/Hazardous Materials Release Response Checklist

NATIONAL RESPONSE CENTER 24-HR CONTACT: 1-800-424-8802

The NRC must be contacted whenever an oil discharge enters or threatens to enter navigable waters of the United States or whenever a hazardous substance greater than a reportable quantity is released. Failing to report such releases to the NRC can result in severe fines.

ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION

State law requires all oil and hazardous substance releases to be reported to ADEC.

During normal business hours call or fax a completed spill report form to the nearest ADEC Area Response Team. Outside normal business hours, call 1-800-478-9300

Central Response Team: 269-3063 (ph) 269-7648 (fax)

Only trained responders with the requisite Hazardous Materials certification should take part in tactical oil spill response operations.

Refer to the Unified Plan and Subarea Contingency Plan for additional information on organizing for Oil Spill and Hazardous Materials response and for response strategies and additional notification information.

<http://www.akrrt.org/CIplan/CookInletSCP.shtml>

Section 3: Response Actions

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Oil Spill or Hazardous materials release is occurring	Assess the situation to determine type of release, approximate size, weather factors, etc.	IC/Planning	Homer City Manager (Emergency Manager)
	Secure the area where release has occurred.	Safety Officer Operations (LE)	Homer Fire Department
	If safe to do so, stop the leak and initiate containment.	IC Operations (Fire/Hazmat)	Harbor Master (if vessel/port spill)
	Identify materials involved. Look for information on labels, shipping papers.	Operations (Fire/Hazmat) Safety Officer	South Peninsula Hospital (if human health risks)
	Disseminate public information about evacuation or shelter-in-place.	PIO	National Response Center
	Initiate evacuation, if necessary.	Safety Officer Operations (LE)	ADEC Spill Reporting
	Prepare to activate shelters or locate emergency housing for evacuees.	Planning Logistics (Shelters)	Alaska Chadux (oil spill cleanup)
	Inform EMS, hospitals of injuries.	Operations (EMS) Operations (LE)	CISPRI (oil spill cleanup)
	Activate incident management team, establish command center.	IC, Logistics	Alyeska SERVS (oil spill cleanup)
	Monitor public health & safety and respond to developing hazards.	Safety Officer Operations (Fire/Hazmat/EMS)	U.S. Coast Guard MSD Kenai
	Restore and maintain essential services.	Operations (Public Works)	CHEMTREC

Section 3: Response Actions

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	Call 800 numbers listed on shipping papers/labels.
	Establish system to account for response personnel in the field.	Operations Planning	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
	Refer to the appropriate Facility Response Plan (FRP) or Vessel Response Plan (VRP), or if no plan exists, refer to the Subarea Contingency Plan (SCP).	All Personnel	
Recovery Phase: Oil Spill or Hazardous materials release has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.
	Ensure that all hazardous materials have been disposed of or neutralized.	Operations (Fire/Hazmat) Safety Officer	
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer	
	Perform post-incident cleanup and restore damaged utilities and transportation systems.	Operations	
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Planning	

Section 3: Response Actions

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Establish Community Healing Program, if needed.	Liaison	
	Perform damage assessments.	Operations	
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Terrorism/Weapons of Mass Destruction Response Checklist

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a Terrorist attack Exists	Investigate threats through local, state, federal law enforcement channels. Identify: <ul style="list-style-type: none"> Type of threat; What areas will be impacted and to what extent; How much warning time will elapse; What are possible consequences; and What measures can be taken to mitigate the possible effects. 	IC with support from all functions	Terrorism warnings may come directly from the FBI. If the warning is generated locally, the FBI Terrorism Hotline is the central point of contact for all federal agencies. Alaska 24-hr Terrorism Hotline (FBI) National Terrorism Hotline (NTH) Homer City Manager (Emergency Manager) Homer Police Department Homer Fire Department AST (Anchor Point Post) South Peninsula Hospital Alaska Department of Public Health (if human health risks/fatalities) Other state/federal law enforcement agencies, as needed.
	Estimate the nature and scope of outside assistance that may be required.	IC/Planning	
	Initiate incident communications plan.	IC Logistics	
	Publicize emergency public information to include: <ul style="list-style-type: none"> Description of the situation and identification of areas at risk; Guidelines on the protection of real and personal property; Location of emergency shelters or need to shelter in place; Closures of schools, offices, and other facilities; and Evacuation routes and reception areas and how future warning and evacuation instructions will be disseminated. 	PIO	
	Maintain an alert or standby of personnel as necessary.	All Personnel	

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
Response Phase: Terrorist attack is occurring <i>Notify all other organizations listed under WARNING PHASE (above) as appropriate</i>	Review Warning checklist.	All Personnel	FEMA Rapid Response Information System (RRIS): Biological/chemical FBI Bomb Data Center (if explosive device) CDC (if suspected biological materials) US Army 103 rd Civil Support Team Army National Guard DHS&EM (disaster relief) FEMA (disaster relief) American Red Cross (disaster relief &
	Activate incident management team, establish command center.	IC Logistics	
	Coordinate response with state and federal agencies.	IC	
	In case of attack involving hazardous materials, see Hazmat checklist above.	All Personnel	
	If anthrax suspected, contain substance in double bag and wash hands with soap and water, no decon needed if substance is contained.	Operations (LE, Fire/Hazmat) Safety Officer	
	Maintain order – control crowds, protect property.	Operations (LE) Safety Officer	
	Continue to disseminate public information, including evacuation information, shelter in place, how to get information on victims.	PIO	
	Issue evacuation orders as appropriate. Secure evacuated areas.	Operations (LE) Safety Officer	
	Account for all persons in affected (evacuated) areas.	Operations (LE) Safety Officer	

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Establish crowd control, reconnaissance, rescue, and medical strike teams/task forces with command center communications.	Operations (LE) Operations (Fire/Hazmat)	relocation/sheltering) Salvation Army AK (disaster relief) Mental health support services
	Control fires and the escapement and/or spread of hazardous or toxic substances.	Operations (Fire/Hazmat) Safety Officer	
	Search for secondary devices.	Operations (LE, Fire/Hazmat) Safety Officer	
	Inform EMS, hospitals of injuries, especially if contaminated victims involved.	Operations (LE, Fire/Hazmat) Safety Officer	
	Conduct emergency decontamination.	Operations (Fire/Hazmat) Safety Officer	
	Establish shelters as needed.	Logistics (Shelters)	
	Establish emergency morgues, as necessary.	Logistics	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Terrorist attack has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.	Operations IC Liaison Officer	
	Initiate criminal investigations as needed.	Operations (LE) IC	

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Arrange for emergency housing as necessary.	Planning	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Survey safety hazards and undertake corrective measures, including a health and sanitation survey and disease prevention measures.	Operations (Fire/Hazmat) Safety Officer	
	Arrange for initial debris clearance and restoration of essential public utilities and facilities.	Operations (Public Works)	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical, LE) Liaison Officer	
	Initiate immediate and long range rehabilitation measures and programs.	Liaison Officer IC	
	Continue to disseminate public information regarding ongoing hazards and relief efforts.	PIO	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	
	Take other actions necessary to restore public confidence and to solve problems at the root of the disturbances.	IC PIO	

Section 3: Response Actions

TERRORISM/WMD CHECKLIST (Risk = Low)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate criminal investigations as needed.	Operations (LE)	

Section 3: Response Actions

Transportation Accident Response Checklist

Section 3: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST (Risk = Moderate for marine & air, Low for highway)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Response Phase: Accident is occurring.	Secure the area. Control crowds.	Operations (LE) Safety Officer	Homer City Manager (Emergency Manager)
	Control fires and hazmat releases as necessary. Refer to the appropriate checklist.	Safety Officer Operations (Fire/Hazmat)	Homer Police Department
	Activate IMT, establish EOC	IC Logistics	Homer Fire Department
	Inform EMS, hospital if injuries	Safety Officer Operations (EMS)	AST (Anchor Point Post)
	Evaluate need for evacuation and sheltering	IC	South Peninsula Hospital
	Arrange for public alert and warning.	PIO	
	Account for all persons in affected area.	Operations (LE) Safety Officer	ADOTPF Airport manager/Central Region Maintenance (if roadways impacted)
	Ensure evacuation routes are passable.	Operations (LE) Safety Officer	DHS&EM (disaster relief)
	Establish a radiological monitoring strike teams and/or task force(s) if radioactive materials are believed to be involved.	Planning Operations (Fire/Hazmat)	FEMA (disaster relief)
	Establish shelters as necessary.	Logistics	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical) Logistics	American Red Cross (disaster relief & relocation/sheltering)
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	Salvation Army AK (disaster relief)
	Initiate emergency procurement procedures.	Finance	Social support and mental health services

Section 3: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST (Risk = Moderate for marine & air, Low for highway)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Keep records of actions taken & resources used.	Planning	
	Disseminate public information about shelters, how to find out about victims.	PIO	
	Request AST, Health Department assistance with temporary morgues and burials.	Logistics/Planning	
	Restore and maintain essential services.	Operations (Public Works)	
Recovery Phase: Accident has occurred	Review Response checklist.	All Personnel	Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.
	Maintain scene security.	Operations (LE)	
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	
	Arrange for initial debris clearance and restoration of essential public utilities, facilities, and transportation systems.	Operations (Public Works)	
	Arrange for handling and identification of fatalities and mental health support services.	Operations (Medical) Liaison Officer Logistics	
	Continue to disseminate public information.	PIO	
	Establish Community Healing Program, if needed.	Liaison Officer	

Section 3: Response Actions

TRANSPORTATION ACCIDENT CHECKLIST (Risk = Moderate for marine & air, Low for highway)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Tsunami Response Checklist

PROTECT HUMAN LIFE FIRST! If warning time is limited, activate the tsunami notification system locally. Tell people when to evacuate and where to go. Then evacuate the low-lying areas and worry about other things later. Use the evacuees to help move out the others as they go along.

Section 3: Response Actions

TSUNAMI CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Tsunami watch or warning has been issued.	Confirm reports with AK Tsunami Warning Center and gather as much information as possible.	IC	Alaska Tsunami Warning Center
	Develop the following estimates: <ul style="list-style-type: none"> Wave size and ETA; Estimated inundation area; Amount of warning time. 	IC	Homer City Manager (Emergency Manager)
	Sound alarm/alert system.	Safety Officer Operations (LE)	American Red Cross (if relocation or sheltering is required)
	Attempt to notify outlying populations via VHF radio or SSB (fish camps, fishing vessels, etc., beyond city siren system).	Safety Officer Operations (LE)	Homer Police Department
	Initiate evacuation to high ground. Provide additional assistance to special populations as necessary.	Safety Officer Operations (LE)	Homer Fire Department
	Identify safe location for sheltering evacuees. Establish shelters.	Planning Logistics	Harbor Offices
	Initiate boat evacuations (to deep water), if safe to do so.	Operations (Harbor)	AST (Anchor Point Post)
	Activate incident management team, establish command center.	IC Logistics	Neighboring communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Inform EMS, clinic, hospitals of injuries.	Safety Officer Operations (LE/EMS)	
	Notify local responders of potential need for search & rescue.	Safety Officer Operations (LE)	
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	

Section 3: Response Actions

TSUNAMI CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Initiate emergency procurement procedures.	Finance	
	Keep records of actions taken & resources used.	Planning	
	Preposition emergency equipment, fuel, and medical supplies in safe area.	Operations	
Response Phase: Tsunami is occurring (NOTE: Response and Recovery phases may be simultaneous, as the response period is usually very brief for a tsunami)	Review Warning checklist.	All Personnel	South Peninsula Hospital (if injury or death)
	Continue to monitor situation through Tsunami Warning Center.	IC Planning	DHS&EM (disaster relief)
	Monitor sea conditions (from a safe location).	Operations (Harbor) Planning	FEMA (disaster relief)
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical)	American Red Cross (disaster relief & relocation/sheltering)
	Disseminate public information about shelters, how to find out about victims.	PIO	Salvation Army AK (disaster relief)
	Account for all persons in affected areas.	Operations (LE) Safety Officer	Social support and mental health services Notify all other organizations listed under WARNING PHASE (above) as appropriate.
	Implement emergency utility cutoff as needed.	Operations (Public Works)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works)	
	Arrange for emergency housing and sheltering as necessary.	Planning Logistics	

Section 3: Response Actions

TSUNAMI CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Recovery Phase: Tsunami has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE, Fire/Hazmat) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Operations (Public Works, Airport, Harbor)	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	
	Request AST, Red Cross assistance with temporary morgues and burials.	IC	
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

Volcano Response Checklist

If WARNING TIME IS EXTREMELY LIMITED, there are two conditions that the City should be concerned with regarding volcano activity: EARTHQUAKES AND TSUNAMIS. The second condition, tsunami, is the more emergent one. The threat of “local tsunami” can generate large waves with little or no warning. Historically, such waves have been the highest, reaching heights of 100 feet or more and up to one mile inland. Most of the City’s coastal areas are considered to have a “local tsunami” hazard.

Section 3: Response Actions

VOLCANO CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of a Volcano Exists <i>Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions.</i>	Evaluate forecasts & predictions. Confirm risks with AK Volcano Observatory.	IC/Planning	Alaska Volcano Observatory
	Identify type of risk (mudslide, ash cloud, etc.) and areas at risk.	IC	Alaska Tsunami Warning Center (to find out about tsunami generation)
	Identify high-risk populations who may need special attention or early evacuation.	Safety Officer Operations (LE)	
	Activate incident management team, establish command center.	IC Logistics	National Weather Service
	Identify safe areas suitable for sheltering evacuees. Set up shelters.	Operations (LE) Safety Officer Logistics	Homer City Manager (Emergency Manager)
	Ensure that evacuation routes are passable.	Operations (LE) Safety Officer	
	Arrange for public alert and warning.	Operations (LE) Safety Officer	American Red Cross (if relocation is required)
	Notify public of ash fall safety rules, vehicle travel considerations, and other appropriate information.	PIO	Homer Police Department
	Contact and warn outlying populations, small aircraft, fishing vessels, or others that may be threatened by ash fall.	Operations (LE) Safety Officer	Homer Fire Department
	Inventory heavy equipment for use in response & recovery.	Operations (Public Works)	
	Establish system to account for response personnel in the field.	Operations Safety Officer	AST (Anchor Point Post)
	Initiate emergency procurement procedures.	Finance	Neighboring

Section 3: Response Actions

VOLCANO CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Keep records of actions taken & resources used.	Planning	communities (Seldovia, Halibut Cove, Port Graham, Nanwalek)
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after volcano.	Operations Planning	
	Prepare emergency services for possible need for operations in heavy ash and dust environments.	Operations (Public Works)	
Response Phase: Volcano is occurring Note: NOAA Weather Radio will broadcast periodic updates during volcanic eruptions. Notify all other organizations listed under WARNING PHASE (above) as appropriate.	Review Warning checklist.	All Personnel	South Peninsula Hospital (if injury or death)
	Establish a watch/observation system for volcano activity.	Planning	Public Health Department (if human health risks or fatalities)
	Continue to assess eruption situation.	Planning	
	Continue to disseminate public information.	PIO	ADOTPF Central Region Maintenance (if roadways are threatened)
	Arrange for emergency housing and sheltering as necessary.	Planning Logistics	
	Secure evacuated areas.	Operations (LE) Safety Officer	DHS&EM (disaster relief)
	Account for all persons from affected areas.	Operations (LE) Safety Officer	
	Establish facility/safe location for emergency medical care.	Operations (Medical) Logistics	FEMA (disaster relief)
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical) Logistics	
	Inform EMS, hospitals of injuries.	Operations (Medical)	American Red Cross (disaster relief & relocation/sheltering)
	Disseminate public information about shelters, how to find out about victims.	PIO	
			Salvation Army AK

Section 3: Response Actions

VOLCANO CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Implement emergency utility cutoff as needed.	Operations (Public Works)	(disaster relief)
	Conduct reconnaissance of areas becoming impacted, especially by heavy ash fallout. Be alert to building and structural failure due to increased roof loading from ash and debris	Operations (LE, Fire/Hazmat) Safety Officer	Social support and mental health services
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	Operations (Public Works, Airport, Harbor)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Volcano has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	Operations (LE, Fire/Hazmat) Safety Officer	
	Arrange for debris clearance, especially in culverts/drainage areas.	Operations (Public Works)	
	Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities), if any.	Public Works, Operations (Public Works, Airport, Harbor)	
	Arrange for emergency housing as necessary.	Planning Logistics	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics Liaison Officer	

Section 3: Response Actions

VOLCANO CHECKLIST (Risk = Moderate)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Establish Community Healing Program, if needed.	Liaison Officer	
	Work on monetary damage estimates for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

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Section 3: Response Actions

Weather Extremes Response Checklist

WEATHER EXTREMES CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
Warning Phase: Threat of Extreme Weather/ High Winds Exists	Confirm forecasts with National Weather Service.	IC/Planning	Homer City Manager (Emergency Manager)
	Identify areas at risk.	IC/Planning	AST (Anchor Point Post)
	Disseminate public information.	PIO	ADOTPF Central Region Maintenance (if roadways are threatened)
	Assess current levels of heavy equipment for snow removal, etc.	Operations (Public Works) Planning	Homer Police Department
	Assess fuel levels. Initiate conservation programs as necessary.	Operations (Public Works) Planning	American Red Cross (if relocation is required)
	Check generators and other backup power.	Operations (Public Works)	National Weather Service (for forecasts)
	Preposition emergency equipment, fuel, and medical supplies in safe area for use after extreme weather is over.	Operations (Public Works) Planning	
Response Phase: Extreme weather is occurring <i>Notify all</i>	Review Warning checklist.	All Personnel	ADNR Forestry (for fire risk)
	Continue to monitor forecasts.	IC	South Peninsula Hospital (if injury/death)
	Activate incident management team, establish command center.	IC Logistics	DHS&EM (disaster relief)
	Continue to disseminate public information.	PIO	FEMA (disaster relief)
	Account for all persons from affected areas.	Operations (LE) Safety Officer	American Red Cross

Section 3: Response Actions

WEATHER EXTREMES CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
<i>other organizations listed under WARNING PHASE (above) as appropriate.</i>	Determine the need to establish shelters for those who may be without heat or essential services.	Planning	(disaster relief & relocation/sheltering)
	Keep in communication with state/federal emergency response agencies.	IC	Salvation Army AK (disaster relief)
	Inform EMS, hospitals, clinic of injuries.	Safety Officer Operations (LE, EMS)	
	Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Operations (Medical)	
	If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	Emergency Manager	
Recovery Phase: Extreme Weather has occurred	Review Warning & Response checklists.	All Personnel	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate.
	Coordinate recovery activities with state and federal relief agencies.	IC	
	Provide Storm Damage Report, for forwarding to NWS.	Emergency Manager, delegated as needed	
	Identify safety hazards and undertake corrective action.	Operations	
	Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	Logistics	
	Arrange for snow and debris clearance.	Operations (Public Works)	
	Restore essential public utilities and facilities.	Operations (Public Works)	
	Perform damage assessments.	Operations	
	Establish Community Healing Program, if needed.	Liaison Officer	

Section 3: Response Actions

WEATHER EXTREMES CHECKLIST (Risk = High)			
SITUATION	RESPONSE ACTIONS	RESPONSIBILITY	CONTACTS See Appendix C for phone numbers
	Provide monetary figures necessary to support a request for disaster declaration.	Finance	
	Complete and submit necessary reports and paperwork to appropriate agencies.	Emergency Manager, delegated as needed	
	Perform an incident critique.	IC, with input from all positions	

Section 3: Response Actions

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Section 4: Alert, Warning & Evacuation

City of Homer Alert and Warning Checklist

- Monitor situation and determine need to issue public alert/warning.
 - Receive warnings from ATWC, NOAA, NWS, KPB OEM, AST, others
- Coordinate with KPB OEM if necessary.
- Select one or more of the following alert systems (see operating procedures in this section):
 - "Reverse" 911 phone alert system
 - Siren Alert and Warning Systems (SAWS)
 - All-Hazard Alert Broadcast sirens (AHAB)
 - Emergency Alert System (EAS)
 - Mobile public address
 - Door-to-door alert
- Formulate Alert and Warning Message (sample messages included in this section) to include:
 - Nature of emergency
 - Type of response required (evacuate, shelter in place, etc.)
 - Anticipated time, location, and extent of emergency
 - Where to find additional information (radio stations, website, public briefings, etc.)
- Issue regular updates to initial alert/warning messages.

Section 4: Alert, Warning & Evacuation

City of Homer Evacuation Checklist

- Identify areas at risk and determine extent of evacuation.
- Develop evacuation plan (to be signed by City Manager or designee).
- Issue or communicate evacuation orders or recommendations using one or more alert and warning methods (Reverse 911, EAS, door-to-door contact, mobile public address, sirens).
- Ensure shelters and evacuation centers are set up.
- Activate Logistics Section to assist with transport and sheltering.
 - Activate Red Cross to assist with shelter management.
- Activate Planning Section to document and track resources.
- Activate Operations Section to oversee evacuation process.
- Activate Finance Section to oversee cost accounting and emergency procurement.
- Establish and maintain safety perimeters.
- Coordinate evacuation and sheltering of displaced persons.
 - Police, fire, AST, and emergency services may assist with evacuating persons.
 - Coordinate sheltering with KPBSD, Red Cross.
 - Special care should be taken to ensure that special populations receive evacuation assistance.
- Notify hospitals and medical centers of injuries, fatalities.
- Provide frequent public information and media announcements regarding extent of evacuation, location of shelters, and other developments.
- Conduct surveys to determine when/if evacuated areas are safe for re-entry.
- Notify the public and media when it is safe to reenter evacuated areas.
- Coordinate the repopulation of evacuated areas.

Section 4: Alert, Warning & Evacuation

Introduction

The effectiveness of an alert and warning system depends largely upon the specificity and clarity of the instructions given and whether or not the public perceives the warning entity as credible at the time the warning is issued. Studies have shown that warnings issued in the names of several authorities are more likely to be perceived more credible than those issued under a single authority. For example, an alert issued in response to a hazardous materials incident might be issued in the names of the Incident Commander, Emergency Manager, and the Facility Environmental Coordinator. In addition, messages must be geographically precise, repeated more than once, and presented in more than one medium.

The following methods can be utilized as an alert and warning system:

- Siren Alert System;
 - Coastal communities in the Homer have an All Hazard Alert Broadcast (AHAB) system in place (siren system)
- The local Emergency Alert System (EAS);
 - Presently activated on the State level, with planning ongoing to enable local activation.
- Reverse 911 Phone notification system;
 - KPB OEM and Homer Police Department will activate upon request of IC
- Mobile law enforcement and fire dept. public address systems; and
- Door to door contact.

These methods may be used separately, or in combination to alert and warn the public of an emergency.

General Guidelines

- Upon detection or notification of an emergency condition, the Incident Commander or the Command staff of the department/agency with authority for response shall determine the need for immediate local or regional alert and warning, devise the message and means of delivery, and direct its implementation. This responsibility may be delegated to the Incident Public Information Officer, if the position has been activated.
- Warning information received via telephone should be confirmed by return phone call.
- EAS authorized personnel shall provide preliminary (best available) public safety information to the appropriate EAS station for immediate broadcast.
- OEM will update communities of status of local activation ability as it becomes available.
- Updated information will be given to the public through the methods outlined above, and according to guidance outlined in the Public Information Section.

Section 4: Alert, Warning & Evacuation

- A log of all warnings issued during the incident shall be maintained by the Public Information Officer, or the city or borough official issuing the warning. An example of the warning log form can be found at the end of this section.
- Rumor control may become essential to the public information effort. The phone banks assigned to the Public Information function within the EOC may be activated under the direction of the Public Information Officer to respond to inquiries from the public.

Section 4: Alert, Warning & Evacuation

City of Homer Alert and Warning System

Siren Alert and Warning System (SAWS)

The siren alert and warning system consists of 23 siren stations throughout the Kenai Peninsula Borough, linked together and connected to the Alaska State Troopers in Anchor Point, the Borough Office of Emergency Management, and City Police and Port and Harbor Departments to provide emergency alert and warning to the public. Its primary purpose is to alert and warn coastal areas in the event of a tsunami, however the siren alert system can also be used for alert and warning in other emergency situations, including hazardous substance releases.

- An AHAB system is in place to serve the Homer. This system will provide traditional tsunami and warnings for other emergencies, and will be able to provide emergency voice announcements (Amber Alerts, evacuation routing, other info, etc.).

The following table describes the siren alert system in the City of Homer.

Number/location of fixed sirens in City:	There are six coastal sirens located along the shoreline of Homer beginning with the Homer Harbormasters Office and ending at Bishop's Beach.
Maintenance of SAWS:	Kenai Peninsula Borough Office of Emergency Operations maintains the sirens in Homer. They are continually monitored at the KPB OEM and Homer PD. In addition a weekly audible test is conducted by the National Weather Service.
Authority/responsibility for siren activation:	<p>The following personnel have authority in their own right to activate the AHAB system. However, this should not be done without the knowledge and concurrence of the incident Commander:</p> <ul style="list-style-type: none">• Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor• Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander• City of Homer: City Manager, Mayor, Emergency Manager, Homer PSAP
Manual vs. automatic activation:	The sirens may be either remotely activated by the Borough or state, or through a manual switch. The sirens can be activated individually by inputting the location activation code; sirens can be activated by "sectors" by inputting the sector activation code; sirens can be activated in all locations simultaneously by inputting the all stations activation code.

Section 4: Alert, Warning & Evacuation

Types of emergencies where the sirens would be sounded:	Tsunamis, hazardous substances releases, any other emergency when authorities would need to alert the public, address the public, or warn the public to evacuate.
Siren tones and meaning:	<p>The KPB-sirens have the capability of generating the following tones, which serve the following functions:</p> <ul style="list-style-type: none"> • Alert Tone (Continuous blast for 3 minutes duration): ALERT THE PUBLIC • Public Address Message (Transmits Voice Message): WARN THE PUBLIC • Air Horn blast of any length followed by public address message: ALL CLEAR
Tsunami alert and warning signals and procedures:	If a tsunami is imminent in Homer because an earthquake has occurred which has lasted more than 30 seconds or longer and causes difficulty in standing, or other information has been received that would cause authorities to believe that a tsunami is imminent, the procedure described below should be followed.
Tsunami-Ready Community Participation:	Homer is a NOAA Tsunami-ready Community. Signs designating the Tsunami Evacuation Route are clearly displayed along Homer Spit Road and Kachemak Drive.
Public address capability:	AHAB is capable of transmitting voice messages for public address.
Testing schedule:	This siren system is tested weekly by the NWS.
Other information about siren alert system:	New AHAB are maintained by the KPB annually.

Alaska Tsunami Watch and Warning System

NOAA (National Oceanic and Atmospheric Administration) and the ATWC (Alaska Tsunami Warning Center) have adopted the following standardized terminology for tsunami warnings.

Warning: The highest level of tsunami alert. Warnings are issued by the TWCs due to the imminent threat of a tsunami from a large undersea earthquake, or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions

City of Homer Emergency Operations Plan

Section 4: Alert, Warning & Evacuation

could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep waters. Warnings are updated at least hourly or as conditions warrant to continue, expand, restrict, or end the Warning.

Advisory: The second highest level of tsunami alert. Advisories are issued by the TWCs based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing advance alert to areas that could be impacted by a destructive tsunami. Advisories are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. An advisory for a particular area may be included in the text of the message that disseminates a Warning for another area. Actions include staying clear of coastal areas and beaches and staying alert for changing conditions and ocean currents.

Watch: The third highest level of tsunami alert. Watches are issued by the TWCs to coastal populations within areas not currently in either warning or advisory status when a tsunami warning has been issued for another region of the same ocean. A watch indicates that an area is either outside the current warning and watch regions, or that the tsunami poses no danger to that area. The Center issuing the watch will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the watch will be continued, upgraded or cancelled.

Section 4: Alert, Warning & Evacuation

Procedures for Siren Activation – Tsunami

The siren system may be automatically activated by the Alaska Tsunami Warning Center (AWTC) in the event of an imminent tsunami.

The sirens may be activated locally if local officials believe a local tsunami is IMMINENT due to the fact that the area has experienced a strong earthquake that has lasted for 30 seconds or longer and causes difficulty in standing, or other information provided by credible sources.

- Local authorized personnel should signal a tsunami warning by activating the siren system.
- Local authorized personnel should then WARN THE PUBLIC with a public address message, announcing the following:

TSUNAMI PUBLIC ADDRESS: "Homer, this is a warning for an Imminent Tsunami. Move to high ground."

- Wait ten (10) seconds and then repeat announcement.
 - Wait ten (10) seconds once more and repeat announcement for a third time.
- Local authorized personnel should inform the KPB-OEM and/or the Alaska State Troopers of the siren activation as soon as possible.

Homer Police Dispatch has a Notification List and Procedure for Tsunami Watches and Warnings, which indicates that the following notifications will be made:

***Homer Police, Fire, Harbor, and Public Works departments**

***Seldovia Police**

Section 4: Alert, Warning & Evacuation

General Alert and Warning Procedures – Non-tsunami

The siren system can be activated in other emergencies to notify the public of an immediate threat to public health or safety. The following procedures apply:

- Determine the type of siren and siren signal to be sounded.
- After completing the siren signal tone, use the Public Address function if available. The following is a sample message:

“Homer, this is (warning or notice of immediate evacuation) due to the fact that (describe the situation). Persons are directed to (give instruction i.e. evacuate to...) location (or other instructions).”

- Wait ten (10) seconds. Repeat announcement.
 - Wait ten (10) seconds and repeat announcement for a third time.
- Local siren activation will be by the designated authorized personnel when an emergency situation threatens and/or exists and where notification will protect the public from serious injury or loss of life and property.
- Inform the KPB-OEM and/or the Alaska State Troopers of the siren alert activation as soon as possible.
- “ALL CLEAR” notices should be announced either through the alert/warning public address system or through media or public announcements.

Section 4: Alert, Warning & Evacuation

Emergency Alert System

The Emergency Alert System (EAS) consists of broadcast radio and television stations linked together and to government offices to provide emergency alert and warning to the public. The system may also be used to call duty personnel in the event of phone system failure. EAS warnings are broadcast via radio and television stations; therefore this system is not practical for highly localized emergencies.

The following table describes the EAS in the City of Homer.

EAS messages are broadcast on the following local frequencies:	KFQD is the Common Program Control Station (CPCS-1), and KENI is the CPCS-2 for the region. Both radio stations are located in Anchorage. The Kenai Peninsula Borough Office of Emergency Operations has the ability to remote broadcast emergency messages over radio stations KWWV 103.5 FM and KBBI 890 AM in Homer.
Authority/responsibility for EAS activation:	The following personnel have authority in their own right to activate the EAS. However, this should not be done without the knowledge and concurrence of the incident Commander: <ul style="list-style-type: none">• Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor• Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander• City of Homer: City Manager, Mayor, Emergency Manager
Contact information to request activation of EAS:	To request activation of the KPB-EAS Plan, call KFQD at 907-275-2277 (primary) or KENI at 907-522-1515 (secondary)
How to activate EAS in an event telephones and other communications means are out:	If the telephone and National Warning System radio and High Frequency radio are inoperative, contact the Alaska State Troopers by VHF radio and request they relay the emergency announcement to the Anchorage Alaska State Troopers to broadcast via KFQD or KENI.
Testing schedule:	Testing occurs quarterly. Tests are planned at least 6 to 12 months in advance.
Other information:	KPB OEM is in the process of becoming a "cog" in the EAS activation system to enable interruption of local broadcasts with messages

Section 4: Alert, Warning & Evacuation

Procedures for EAS Activation

To request activation of the EAS Plan, contact the broadcast outlet identified above. Provide authentication (call-back) information so EAS station can authenticate the source and authority. The table above identifies positions within the city with the authority to activate the EAS. This authority may be delegated as needed, although such delegation should be in writing.

Work out broadcast details (i.e. live or recorded, immediate or delayed) with broadcast station personnel. It is recommended that activating officials use the following format when delivering the emergency announcement to the broadcast station.

"THIS IS (Name, Title and Name of Agency), I REQUEST TO ACTIVATE THE AREA EMERGENCY ALERT SYSTEM. I AUTHENTICATE AS FOLLOWS (Your Office or Home Telephone number)."

Furnish the following information:

- Situation Summary (nature of the emergency).
- Action being taken by local authorities.
- Instructions or message to the public.
- Keep the line open if necessary. Declare termination of EAS Plan at completion of alert-warning.

If possible, the Incident Commander should be advised of EAS activation as early as possible.

Section 4: Alert, Warning & Evacuation

Reverse 911 Phone Notification System

The KPB is the first government in the State of Alaska to offer reverse 911 activation. This computerized phone warning system allows the Borough to notify many residents simultaneously of an impending disaster. The Borough joins more than 500 communities across America being served by this state-of-the-art system.

How the AEN system works:	The OEM office can place an emergency call to virtually all phone lines within the Borough in a matter of minutes, or to as few as a single home or neighborhood with a targeted emergency message. Messages are composed by the requesting agency and input & transmitted by OEM.
Authority/responsibility for AEN activation:	<p>The following personnel have authority in their own right to request activation of reverse 911 through OEM. However, this should not be done without the knowledge and concurrence of the incident Commander:</p> <ul style="list-style-type: none">• Alaska State Troopers: Detachment Commander, Deputy Commander, Out Post Supervisor, or Dispatch Supervisor• Kenai Peninsula Borough: Mayor, Emergency Management Coordinator, Incident Commander• City of Homer: City Manager, Mayor, Emergency Management Coordinator
Contact information to request activation of AEN:	OEM Coordinator after hours: 907-398-3533 OEM Office during regular hours: 907-262-4910 Soldotna Comm Center 24-hrs: 907-262-4453
Testing schedule:	Weekly
Other information:	Detailed information on reverse 911 function and local activation is available through the KPB OEM

Section 4: Alert, Warning & Evacuation

Mobile Public Address System

Mobile public address may be used by itself or to supplement fixed sirens or other alert and warning systems. Mobile public address messages should briefly explain the nature of the emergency and the type of public response required.

Available mobile public address system(s):	Every Police and Fire vehicle in the City fleet
Authority to activate the mobile public address system:	Emergency Management Coordinator, Fire Chief, or Chief of Police
Procedure for activating the mobile public address system:	Emergency Manager phones the Fire or Police Chief and requests activation of the Public Address system.

Door-to-Door Alert

Door-to-door alert is the least efficient notification system in an emergency but may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency.

Direction of this activity shall be the responsibility of the Incident Commander through the Operations Section Chief (ordinarily through the Law Enforcement Branch Director). All messages should be approved by the Incident Commander and coordinated with the Public Information Officer to ensure conflicting information is not issued.

Door-to-door alert messages should briefly explain the nature of the emergency and the type of public response required.

Special Populations

Special populations include nursing homes, senior citizen centers, schools, shopping centers, hospitals, day care centers, rehabilitation centers, and other such locations where there may be a large population of persons or populations with special needs. Regardless of the emergency alert and/or warning system used, these special populations may require additional, targeted warnings, especially if evacuation is necessary. The Incident Commander should consider the location and needs of these special populations during the earliest phases of alert and warning.

Evacuation considerations for special populations, including a map showing the location of special populations, are addressed later in this section under EVACUATION.

Section 4: Alert, Warning & Evacuation

Sample Alert and Warning Messages

The following are examples of wording for various types of emergency alert and warning messages.

General Information Message

"At *(time)* today, City of Homer public safety officials reported an *(describe the event, emergency, incident)*. The *(event)* occurred at *(location and time)* today. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request that all persons in the Homer area should listen to the radio or television for further information."

Shelter in Place Message

"At *(time)* today, City of Homer public safety officials reported an industrial accident involving hazardous materials. The accident occurred at *(location and time)* today. The Incident Commander, City Manager/Mayor, and the Chiefs of Police and Fire request that all persons in the Homer area should remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, go indoors and remain inside. Turn off heating, ventilation, and cooling systems and window or attic fans. Close all windows, doors and vents, and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."

Section 4: Alert, Warning & Evacuation

Prepare to Evacuate Message

"At *(time)* today, City of Homer public safety officials reported a potentially serious condition involving *(description of situation)*. The incident is occurring at *(location)*. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in *(affected area)* to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change."

Evacuation Message

"At *(time)* today, City of Homer public safety officials reported an incident involving *(description of situation)*. The incident occurred at *(location and time)*. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in *(names of area)* to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave *(instructions may include shutting off gas and water, etc.)*. Drive or walk toward *(evacuation route)*. Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change."

Section 4: Alert, Warning & Evacuation

Evacuation

Emergencies or disasters may require the evacuation of people from hazard areas to areas of lower risk. During emergencies such as tsunamis, floods, hazardous materials spills or releases, accidents or threats involving nuclear materials, volcanic activity, major fires, dam breaches or failures, and other incidents, local emergency responders or Incident Management Teams may determine that the evacuation of all or part of the city is prudent to minimize loss of life.

The basic approach to evacuation is the same regardless of the type of threat.

- Determine the area at risk, then to compare the risks associated with evacuation with the risks of leaving the threatened population in place.
- Designate appropriate low risk areas, provide automobile or ATV transportation for those without private transportation, open and staff shelter to house and feed the evacuated population, and provide clear and understandable instructions to the public.

KPB OEM has shelter assistance available in cooperation with the Red Cross and Kenai Peninsula Borough School District. Local IC should consider notifying OEM for assistance in sheltering needs.

Evacuation may occur in one of two manners. Local residents may be evacuated from their homes into one or more pre-designated shelters or into the safe homes of neighbors and family. Or, a situation may be severe enough that the most or all of the population will be evacuated outside of the City, either to a neighboring community, a facility such as a cannery, a barge, or other temporary housing structure.

Experience has shown that during most emergency conditions for which there is advanced warning,

- 50% or more residents in threatened areas will evacuate their homes before ordered to do so by public officials.
- 80% of evacuees will seek shelter from relatives or friends rather than use designated public emergency housing facilities.

There is a great need to focus on the problem of treating evacuation not simply as the removal of the population from areas in which they are at risk, but rather the lengthy cycle of removing, relocating, and returning the population to the original area.

For the purposes of this plan, an evacuation is the removal of persons from the path of a threat prior to impact. Removal of victims from an area already impacted by a hazard is considered a rescue, and will be conducted according to local Emergency Services responders' standard operating guidelines.

Section 4: Alert, Warning & Evacuation

In Alaska, the authority for ordering a mandatory evacuation rests with the Governor.

For general Evacuation Considerations and Procedures, see the Kenai Peninsula Borough Emergency Operation Plan

For *Sample Warning Message Log & Sample Evacuation Order*, see Appendix A

City of Homer Evacuation Considerations

Emergency evacuation shelter locations within City:	Homer High School, Access from East Road West Homer Elementary School on West Soundview Homer Middle School, Sterling Hwy across from the Bidarka Best Western Faith Lutheran Church located on West Soundview and the Sterling Highway
Location of evacuation route signs:	Tsunami Evacuation Route Signs exist on Kachemak Drive. See the Homer Tsunami Evacuation Route Map in this section.
Possible locations outside the City where the local population could be evacuated in the event they need to leave the City:	Soldotna would be the closest location to shelter the amount of residents in the Homer area. Combined location shelter occupancy within Soldotna numbers over 3,800.
Who has the authority to sign an evacuation order?	The City Manager, Incident Commander, and Law Enforcement Officer in Charge must all sign the Evacuation Order.
Responsibility for alerting special populations of evacuation and assisting special populations in evacuating:	The Logistics Section of the ICS, with assistance from the Fire Department Operations as requested.

Consider requesting assistance from First Student (school buses).

Section 4: Alert, Warning & Evacuation

Special Populations List

The following special populations have been identified in the City.

Name of Organization	Total # of occupants	Address	Contact information (telephone & alternate contact)	Special needs and other considerations
South Peninsula Hospital	22 beds	4300 Bartlett St.	235-8101	
SPH Long Term Care	25 beds	4300 Bartlett St.	235-0233	
Independent Living Center	Serves 600- 700 clients Peninsula wide	3953 Bartlett St.	235-7911	Developmental Disability clients
Pride Program Supported Living	50	South Peninsula Behavioral Health 3948 Ben Walters Lane	235-7805 x 237	Developmental Disability adult/ child support program
SPH Home Health Care (Homebound Elders)	30-50		235-0369	Acute Care-Homebound
Supported Living CMI, Bear Creek	6	Bear Creek	235-2849	CMI Only
Cruise Ships	0-1/ year 10-30	Homer Harbor	235-3160	
Homeless Population, School Youth Home Liaison	40		235-8130	
Haven House Shelter	15 beds	3776 Lake St.	235-7712	
Fern Ridge, LTC	5	40835 Mclay	235-4345	

Section 4: Alert, Warning & Evacuation

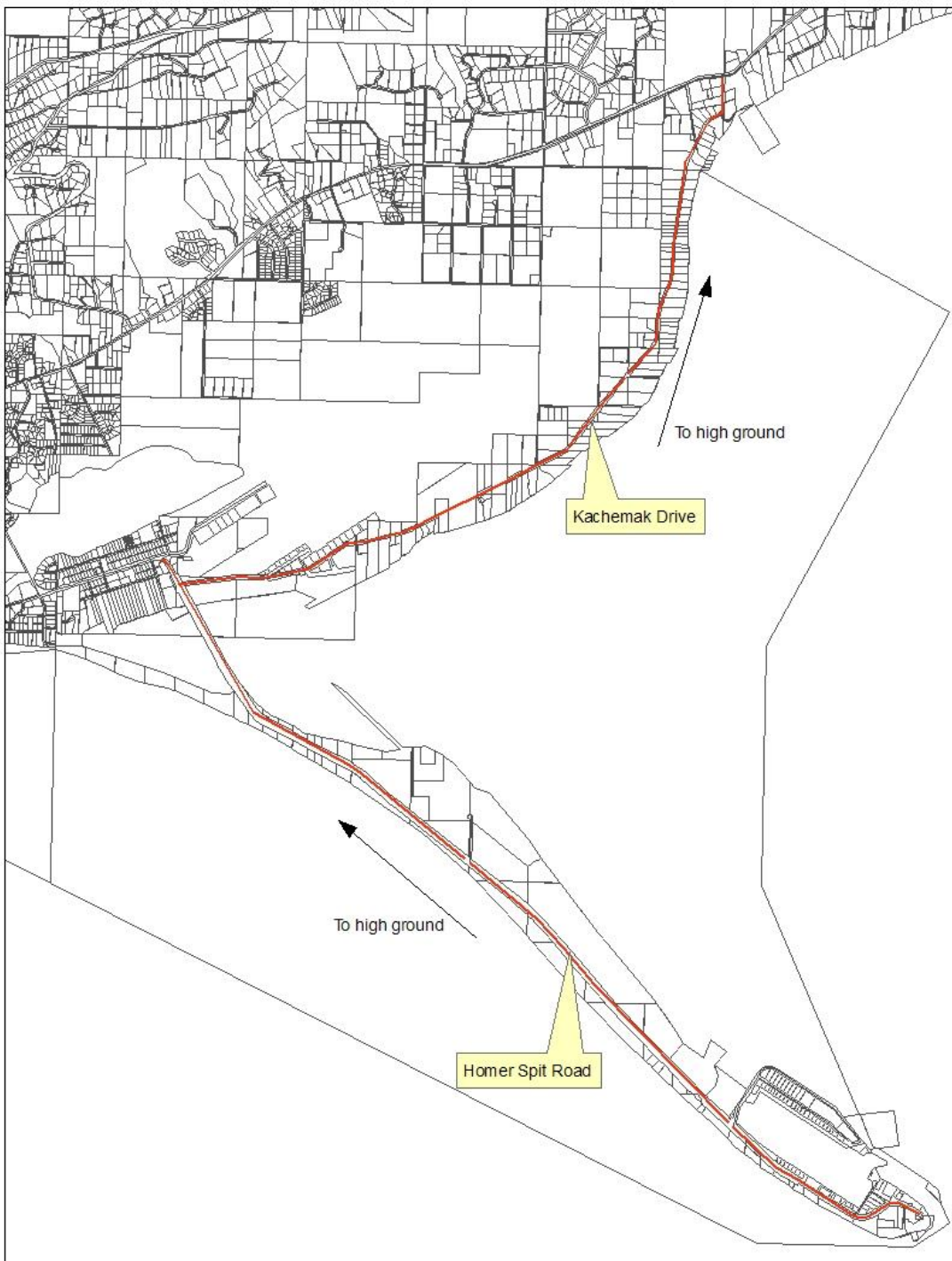
Name of Organization	Total # of occupants	Address	Contact information (telephone & alternate contact)	Special needs and other considerations
Friendship Terrace Assisted Living	40	250 Herndon Dr.	235-6727	
Johnson's Assisted Living	5	4201 Kachemak Way	235-6327	
Living Vessel Ark Assisted Living	6	1152 Seabreeze Ct.	235-7942	
Main Street Assisted Living	4	4136 Main St.	235-6149	
Maria's Majestic View Assisted Living	4	PO Box 3486	235-6413	
Meals on Wheels	4	Homer Senior Center 3935 Svedlund St.	235-7655	Transportation needs

The Department of Public Health and/or local EMS may have additional information about the locations of households with respirator-dependent individuals.

Homer Electric Association also maintains a list of households that are dependent upon electrical power to support respirators.

Section 4: Alert, Warning & Evacuation

Homer Tsunami Evacuation Route Map

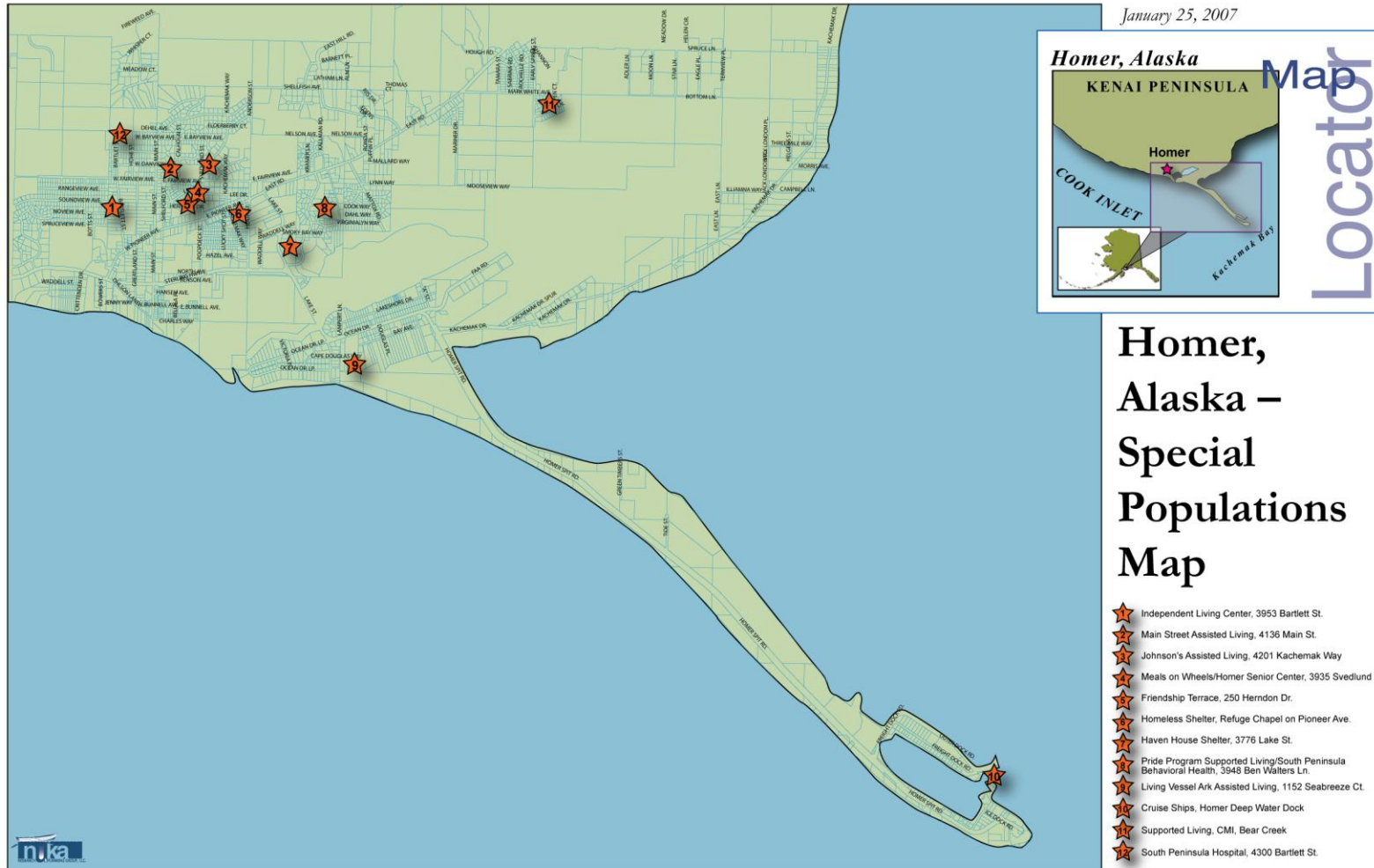


Section 4: Alert, Warning & Evacuation

Tsunami Inundation Map



Section 4: Alert, Warning & Evacuation



Section 5: Plan Activation & Disaster Declaration

Introduction

This section outlines the plan activation, disaster emergency declaration, notification and reporting processes, call out procedures to activate the Incident Management Team, and damage assessment procedures which the Emergency Management Coordinator and Incident Management Team personnel will implement in the event of a disaster emergency. Prompt and thorough reporting of the disaster conditions will enhance disaster assistance from mutual aid agencies and state and federal entities.

Plan Activation

This Emergency Operations Plan shall be activated or selectively applied in those cases where:

- The emergency cannot be effectively managed using department policies and Standard Operating Procedures (SOPs), or
- The emergency directly impacts more than one department's jurisdiction, and a coordinated response under a unified command structure is desirable or necessary, or
- The resources of the city and borough, including resources available through mutual aid agreements, are overwhelmed and the Emergency Management Coordinator or designee declares a local disaster emergency.

Levels of Incidents

Activation of the plan will be based on the following definitions and criteria, which are consistent with the KPB Emergency Operations Plan:

- **Level I Incident** - An incident that can be managed within normal operations of the various city departments and can be managed with department policies and SOP's. May require implementation of the entire or specific sections of the plan and/or individual Incident Management Team positions as requested by the Incident Commander. The EOC may be activated. Shelters may be required. A Level I Incident does not require a disaster declaration; therefore, it does not require emergency procurement or funding.
- **Level II Incident** - An incident where three or more city departments are involved, **or** an incident where the resources of one or more city departments are quickly exhausted, **or** a DECLARED disaster emergency where outside assistance is requested, **or** an incident that has special or unusual characteristics not readily managed by department policies and SOP. The EOC may be activated. Mutual aid may be required. Shelters may be opened.
- **Level III Incident** - A DECLARED disaster emergency that requires the coordinated response of all levels of city government to save lives of a large portion of the population and protect property and the environment. Such a disaster emergency may require the sheltering or relocation of the affected population. The EOC will operate on a 24 hour basis. Outside aid and resources may be required. Assistance from the Borough, the State or federal Agencies may be required. Under such conditions, this plan will be

Section 5: Plan Activation & Disaster Declaration

implemented.

- **Level I or II: In-City Disaster/Emergency:** This plan goes into effect at the direction of the City Manager, or Director of Emergency Services, when the resources of three or more City departments are necessary to respond to a man-made or natural disaster that has destroyed, or threatened, property or citizen safety.
- **Level II or III: Area wide Disaster/Emergency:** This plan, in conjunction with the Kenai Peninsula Borough (KPB) Emergency Response Plan, goes into effect during the following scenarios:
 - at the request of the KPB Emergency Preparedness Director
 - under the direction of the City Manager acting as the South Zone Emergency Preparedness Director
 - under the KPB emergency plan
 - when City resources are necessary to respond to an area wide disaster
 - When this involves use of city resources outside the city
 - Situations under which outside agency resources are necessary to assist the city (This does not include routine emergency police and fire services received and provided under mutual aid or similar agreements.)

Section 6 contains examples of organization charts for Level I, II, and III incidents. The exact positions that will be activated and filled may vary according to the type of incident.

Section 5: Plan Activation & Disaster Declaration

Activation Procedures

Designation of Scene/Incident Commander

The City Manager, or Emergency Management Coordinator, will designate a scene/incident commander. This is an assignment that may change as the City's response to the disaster changes. If the Emergency Management Coordinator is designating the scene/incident commander, the following general guidelines will be applied:

- During a response, or stage of response, when the primary focus of the operation is fire/hazardous materials/rescue, the Fire Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is security/evacuation/body recovery/investigation, the Police Chief, or designee, will perform this role.
- During a response, or stage of response, when the primary focus of the operation is flood control/debris removal/restoration of City services, the Public Works Director, or designee, will perform this role.
- During an operation on the Homer Municipal Airport covered by the Airport Emergency Plan, the official designated in that plan will normally perform this role.

IMT Activation

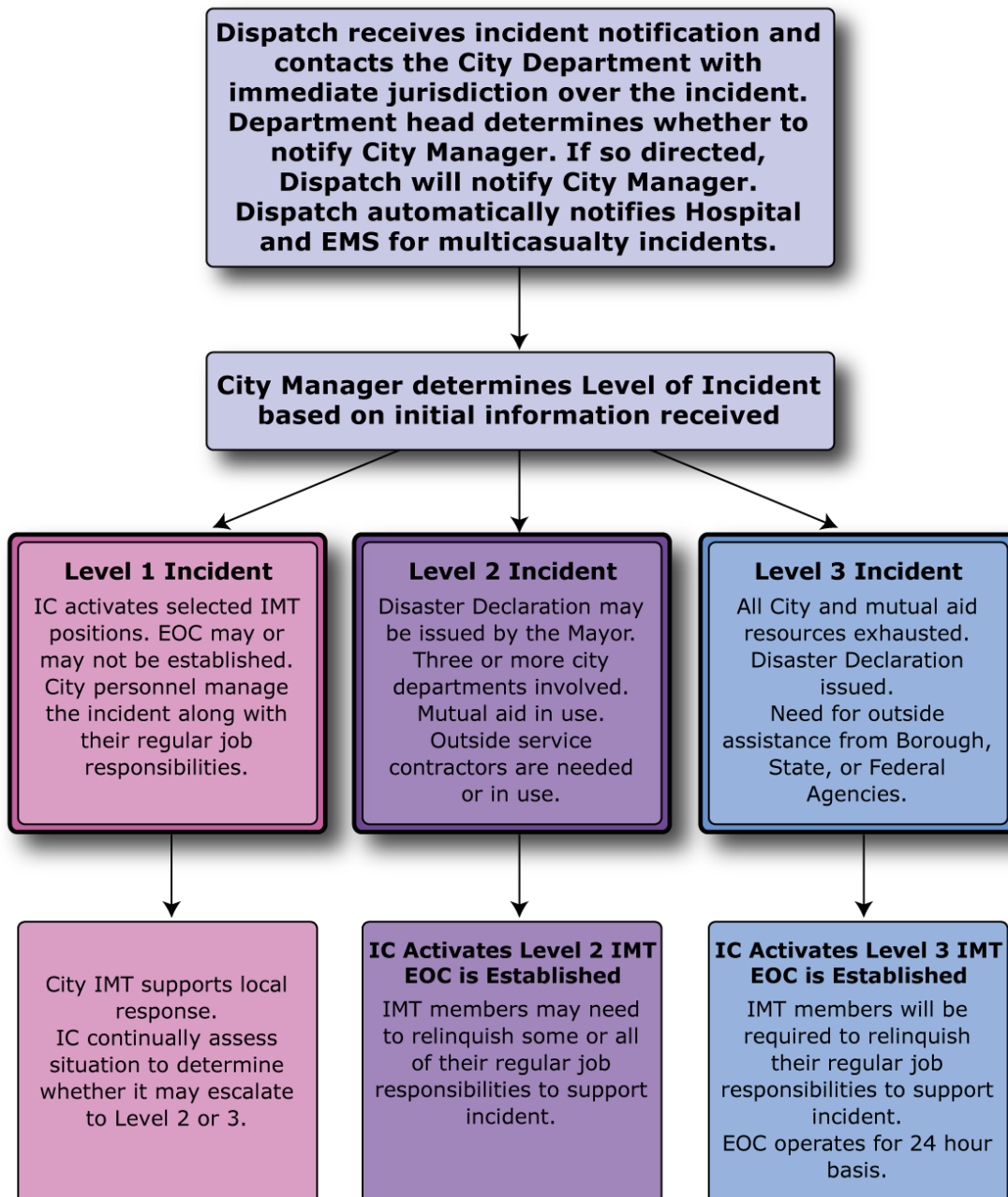
When the City Manager, designee, or Incident Commander determines that EOP activation is necessary, the City of Homer Incident Management Team should be activated and directed to report to the Emergency Operations Center (EOC). The IMT activation procedure is summarized below. IMT activation proceeds through direct notification of at least one qualified person to fill each IMT position. Qualified personnel are listed in the activation table in order of priority. Dispatch uses this list to contact IMT members. Initial activation involves Command and General Staff, other positions will be filled as needed.

IMT members are assigned to one of two functional sections: the EOC or a Field Operations unit. EOC personnel report to the EOC upon activation. Most IMT positions, with the exception of the Operations Section, will report to the EOC. Some Operations Section personnel will report to the scene or to a field command post, while others will perform their duties from the EOC.

Depending upon the type and severity of the incident, not all IMT positions may be needed to manage the response. In this case, the Emergency Preparedness Director or Incident Commander may choose to deactivate certain IMT positions or functions.

Section 5: Plan Activation & Disaster Declaration

Activation Procedure



In most incidents, Dispatch will be responsible for contacting individual IMT members. In an emergency where public address/emergency alert systems are used to alert the public, messages may also be broadcast directing Incident Management Team personnel to report to the EOC. However, public address shall not be used as a primary method of activating the EOC.

Section 5: Plan Activation & Disaster Declaration

Declaration of Local Disaster Emergency

The Mayor has the legal authority to declare a local disaster emergency under City Code HCC 1.08.040, Kenai Peninsula Borough Code Chapter 2.45.020, and AS 26.23.140. While a local disaster emergency declaration is not necessarily required to implement this Emergency Operations Plan, a disaster declaration may be necessary to expedite procurement of city and borough response resources and access state and federal disaster assistance.

If the Mayor is unable to act due to absence or incapacity, the Emergency Management Coordinator (City Manager) or designee will exercise local disaster emergency declaration authority. The declaration of a local disaster emergency must include a description of the situation and existing conditions, must delineate the geographic boundaries, and must outline what special powers are being activated by the city.

In the event that the City of Homer is declaring a local disaster emergency for the purposes of expediting procurement of city or borough response resources or requesting disaster assistance directly from the State of Alaska, use the model declaration forms found in this section. The Alaska Division of Homeland Security and Emergency Management (DHS&EM) makes recommendations on disaster declarations with requests for State assistance and forwards those recommendations to the Governor's Office. The Governor's Disaster Policy Cabinet will also review most declarations before forwarding them, with DHS&EM's recommendations, to the Governor.

Within the Incident Management Team, the Command and General Staffs have the following responsibilities in the declaration process:

- Command: Assist with development of disaster declaration packages.
- Operations: Identify necessary resources, and outline special powers needed to respond to the emergency. Assist in initial damage assessment.
- Planning: Provide situation and resource summaries and initial and preliminary damage assessments.
- Logistics: Compile resource requests.
- Finance: Assist in preliminary damage assessment and coordinate damage survey activities.

Section 5: Plan Activation & Disaster Declaration

Reporting

Accurate incident status summaries are important to decision makers within the Incident Management Team (IMT) staff, as well as to assisting agencies and the public. The State of Alaska "Situation Report" shall be completed as soon as possible after the onset of an emergency, and shall be updated at least every 12 hours thereafter. The State of Alaska Situation Report shall be prepared by the Planning Section and distributed via phone, fax, e-mail, radio, hard copy, etc., to at least the following:

- Alaska Division of Homeland Security and Emergency Management
- Assisting federal and state agencies

The Public Information Officer may also distribute State of Alaska Situation Reports to the media, the public, assisting agencies, adjacent jurisdictions, and volunteer organizations at the direction of the Incident Commander. The State of Alaska Situation Report may also be used by the Emergency Management Coordinator to advise IMT members and department heads of an incident.

Damage Assessment should begin immediately after the onset of a disaster, as preliminary damage assessment information may be crucial to obtaining outside assistance.

For damage assessment procedures, refer to SECTION 12 of this plan.

For Sample Disaster Declarations, the State of Alaska Situation Report, and the Incident Commander's Delegation of Authority Form, see APPENDIX A

Section 6: Organizing for Emergencies

Introduction

This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day-to-day functions. It is important to maintain organizational continuity and to assign familiar tasks to personnel, however in large-scale disasters it may be necessary to draw upon peoples' basic capacities and use them in areas of greatest need.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency.

Local City emergency responders usually know the best ways to apply disaster emergency relief resources within their communities. State response organizations will coordinate their activities with the local and borough governments so that State aid is rendered in the most helpful manner. Federal assistance should also be supportive of State and local efforts, not a substitute for them.

Basic responsibility for disaster emergency planning and response lies first with individuals and heads of households. Community members with assigned emergency response duties should take care of their families FIRST. All first responders should be prepared: See "Ready Responder"

Community and Individual Readiness

Individual and family preparedness is the first step in successful disaster mitigation and response. All community members must remain well informed about local disaster risks.

All community members must remain well informed about local disaster response plans and policies, including evacuation routes, shelters, mass care facilities, and shelter-in-place procedures.

When individuals and families cannot respond effectively, it is the responsibility of the local government to protect life and property from the effects of hazardous events.

When the emergency exceeds the local government's capability to respond, assistance will be requested from the borough government. When the emergency exceeds the borough's capabilities to respond assistance will be sought from the state. The federal government will provide assistance to the state, when appropriate.

Section 6: Organizing for Emergencies

Incident Management Team

Emergency management operations will follow the **Incident Command System (ICS)**. Local personnel will form an initial **Incident Management Team (IMT)**, which will organize under the principles of ICS. During a major incident where outside agencies become involved, the IMT may expand to include representatives of regional, state, and federal agencies and disaster aid organizations.

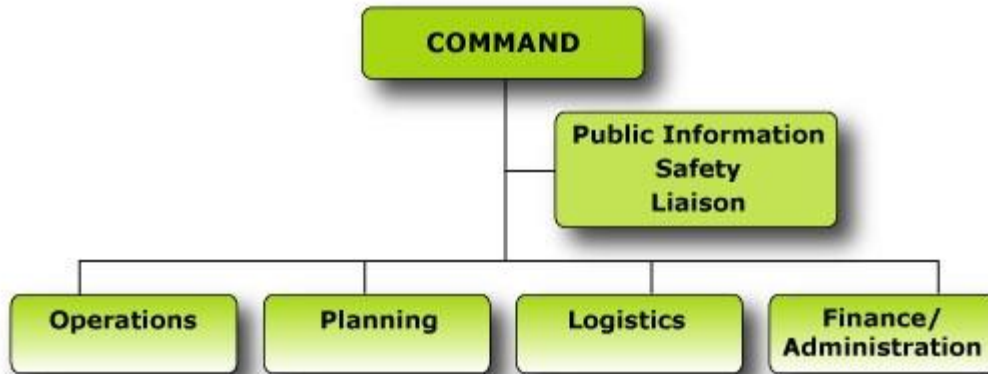
Incident Command System (ICS) is a broad, all hazard emergency management system designed to address mitigation, preparedness, response, and recovery activities. Whenever possible, local responders should organize under the principles of ICS. Understanding this system will also help in coordinating with other regional, state, and federal emergency response entities.

This plan provides a basic overview of ICS for the purpose of orienting local officials with their responsibilities in the City of Homer IMT. For more information on the NIMS ICS system by contacting FEMA.gov

Section 6: Organizing for Emergencies

Incident Command System

The ICS format breaks incident management into five basic functions, as shown below.



For small-scale incidents that can be managed wholly within the resources and capabilities of the City, the local Incident Management Team (IMT) may use the five basic ICS functions to organize incident management and emergency response functions.

For incidents that require supplemental response and/or incident management resources from outside agencies or organizations, the local IMT will form the initial incident command, and this organization will eventually be expanded to a full ICS organization, integrating regional emergency operations plans, Subarea Contingency Plans, and or private facility emergency response or oil discharge prevention and contingency plans.

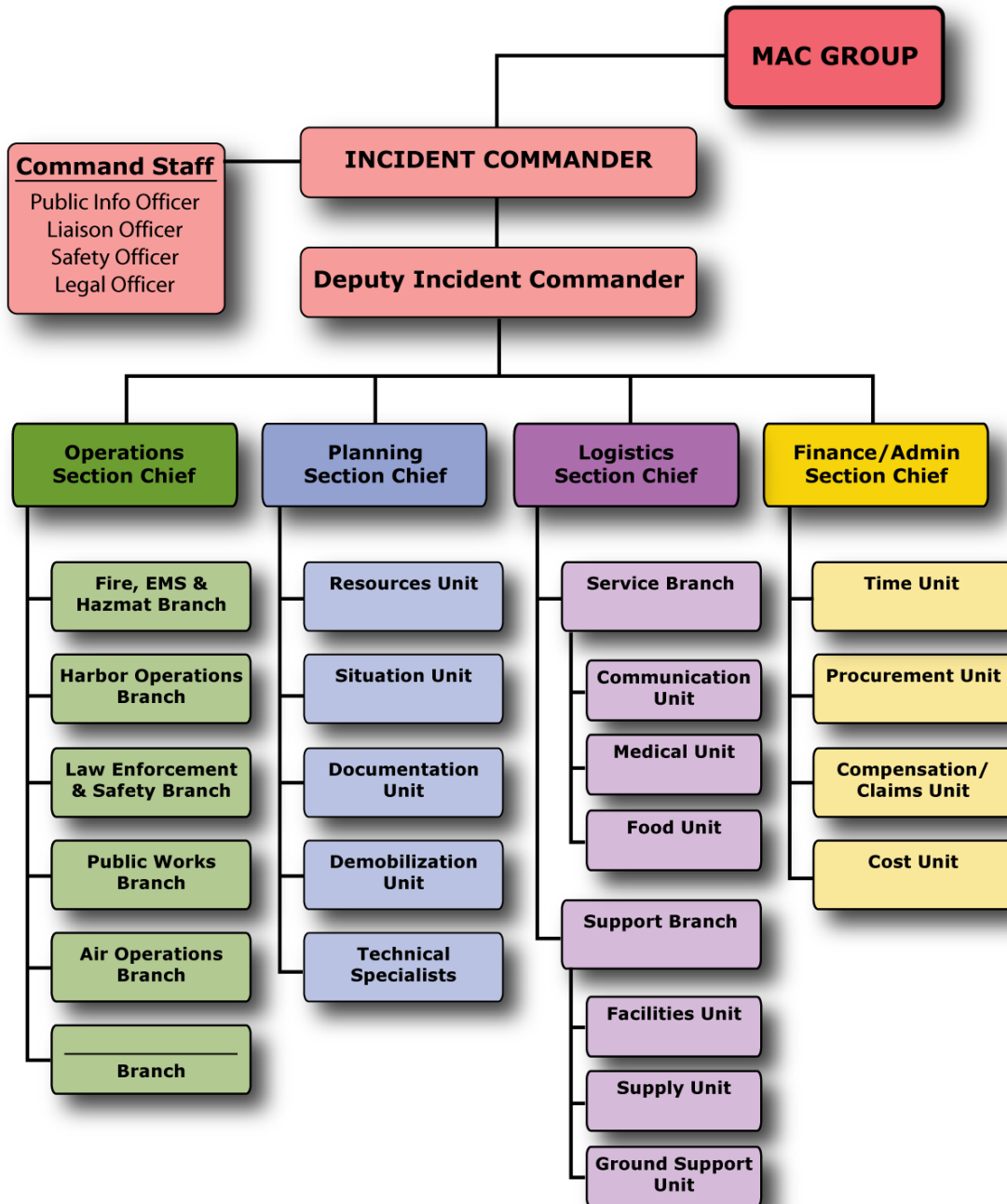
In a regional disaster, local personnel from the IMT may be incorporated into a regional or private industry incident management team organized under one of the plans described above.

The ICS system is FLEXIBLE and positions or functions may be combined or eliminated depending upon the incident. In most cases, the city will not have sufficient personnel to staff a full ICS completely, but will likely activate the major functions. The following organization charts show how a typical ICS may be adapted by the city.

Section 6: Organizing for Emergencies

Full ICS Organization Chart

This organization chart shows a typical ICS structure. The City of Homer may not have the need or the capacity to activate all positions for all incidents.

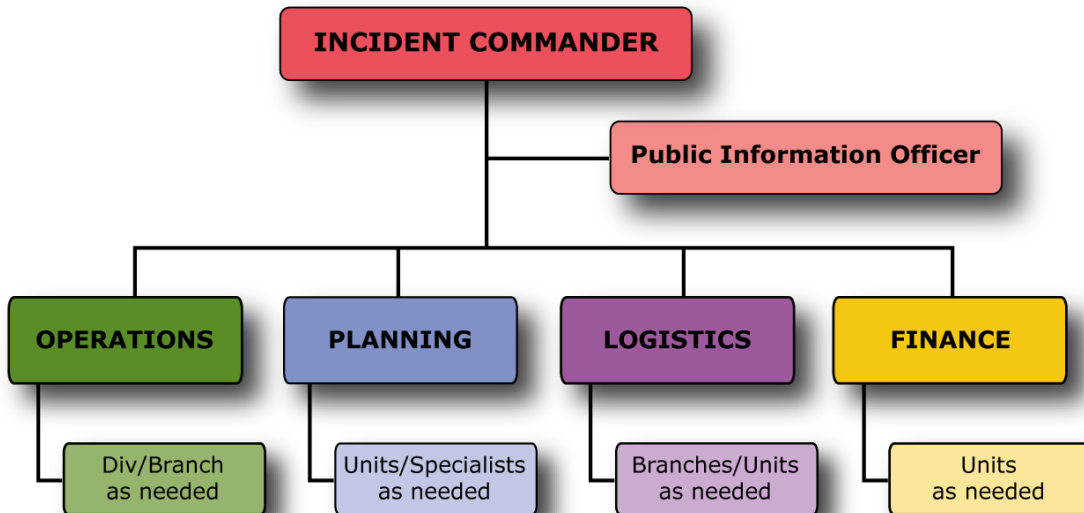


Section 6: Organizing for Emergencies

Typical IMT Organization Charts for Level II and III Incidents

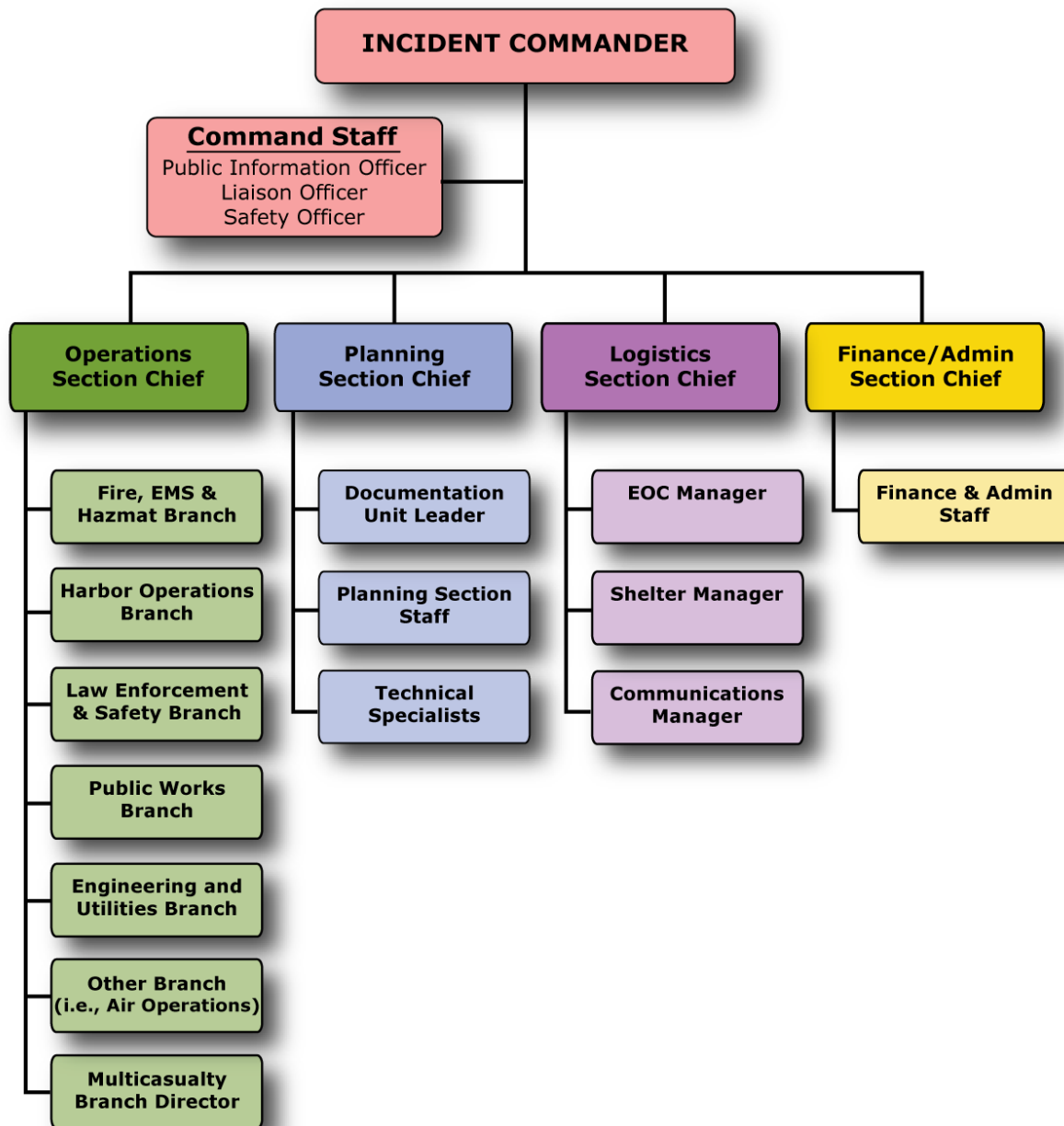
The following organization charts show positions that might typically be activated for Level II and III incidents, based on available personnel and typical functions required to support citywide disaster operations. Levels of incidents are discussed in Section 5.

Example of Level II IMT Organization



Section 6: Organizing for Emergencies

Example of Level III IMT Organization



Section 6: Organizing for Emergencies

Common Responsibilities

All potential Homer IMT personnel have the following responsibilities:

Before an Incident Occurs:

- Ensure that dispatch has up-to-date contact information.
- Inform your immediate supervisor of any out-of-town travel.
- Acquire training to support IMT functions.
- Review and stay familiar with EOP contents.

During a Local Emergency: (Following an event or notification)

- Take care of your family first. Once they are safe and secure, transition to your IMT role.
- Review position responsibilities and ICS checklists.
- Report to EOC or field unit, as directed.
- Perform all job duties as assigned.
- Maintain unit log.

After an Emergency Occurs:

- Turn in all documentation to your immediate supervisor or to Documentation Unit.
- Participate in debriefs and after-action investigations.
- Make recommendations for changes/improvements to EOP or other incident management tools.

Appendix A contains copies of ICS Forms.

Section 6: Organizing for Emergencies

Duties and Responsibilities of City Departments

The following descriptions summarize the assigned duties and responsibilities for certain city departments and employees during a declared emergency. **Most of these individuals will ultimately fill a role on the Incident Management Team.** Unless otherwise specified, these responsibilities are linked to a position (job title) rather than an individual.

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
Emergency Management Coordinator (City Manager)	<ul style="list-style-type: none">• Assist mayor with disaster declaration• Evacuation order• Assume or assign role of Incident Commander• Coordinate recovery activities with borough, state and federal relief agencies• Keep the Mayor & City Council informed	Incident Commander or Liaison or MAC Group
Highest ranking person from city department in charge, as delegated by City Manager	<ul style="list-style-type: none">• Identify areas at risk• Evaluate need for evacuation• Assess staffing – assign additional personnel as needed• Complete and submit necessary reports and paperwork to appropriate agencies• Estimate the nature & scope of outside assistance that may be required	Incident Commander
City PIO	<ul style="list-style-type: none">• Public information releases• Media relations & press releases• Disseminate public information about shelters, how to find out about victims	Public Information Officer

Section 6: Organizing for Emergencies

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
South Peninsula Hospital, EMS	<ul style="list-style-type: none"> • Move medical supplies out of evacuation areas, if threatened • Set up aid centers • Establish safe location for emergency medical care and arrange for medical evacuations as necessary • Arrange for handling and identification of fatalities and mental health support services 	Medical Unit Leader
Police Department, Alaska State Troopers, Fire Department	<ul style="list-style-type: none"> • Evacuate Special Populations • Issue evacuation orders as appropriate • Initiate criminal investigations as needed • Facilitate relocation of displaced residents • Secure evacuated areas • Maintain public order and crowd control • Account for all persons in community 	Law Enforcement and Public Safety Branch Director
Fire Department	<ul style="list-style-type: none"> • Arrange for public alert and warning • Alert public utilities and review emergency shutdown procedures • Assess readiness of firefighting equipment • Control fires and hazmat releases 	Fire, EMS, and Hazmat Branch
Police Department Fire Department	<ul style="list-style-type: none"> • Limit travel/recreation in affected areas • Identify safety hazards and undertake corrective action 	Safety Officer
AST, Police, Fire, or City Administration, depending upon emergency	<ul style="list-style-type: none"> • Estimate extent of damage • Establish and maintain contact with other affected areas • Notify local responders of potential need for search & rescue 	Operations Section

Section 6: Organizing for Emergencies

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
Planning Department	<ul style="list-style-type: none"> • Estimate number of evacuees and arrange for relocation • Keep record of actions taken and resources used • Establish disaster aid centers to process applications for the rehabilitation of individuals and families • Initiate help of volunteer and relief organizations • Provide Storm Damage Report, for forwarding to NWS 	Planning Section
Public Works	<ul style="list-style-type: none"> • Establish EOC • Establish shelters 	Logistics Section – Facilities Unit
Personnel Officer Special Projects Coordinator	<ul style="list-style-type: none"> • Establish Community Healing Program, if needed 	Liaison Officer
Finance Department	<ul style="list-style-type: none"> • Work on monetary damage estimates for disaster declaration 	Finance Section
Harbormaster	<ul style="list-style-type: none"> • Evacuate harbor • Establish materials loading/offloading areas 	Harbor Operations Branch Director
Public Works	<ul style="list-style-type: none"> • Clear roads • Bring utilities back online • Move heavy equipment out of evacuation areas • Arrange for debris clearance • Check generators and other backup power 	Public Works Branch Director

Section 6: Organizing for Emergencies

Position or City Department	Assigned Emergency Response Duties	IMT Position(s)
Public Library Staff	<ul style="list-style-type: none"> • The library director will be available to meet with the team to receive research assignments and report research findings • Provide emergency responder services during times of need (e.g., manage emergency call centers; assist first responders; provide information to the public about relief services) • The library's equipment (e.g., public access workstations; laptops; telephones) may be used by first responders during times of disaster • The library's public computing and Internet access services may be used by the public to access emergency relief services and benefits (i.e., FEMA) during times of disaster • Provide disaster related materials for children, including storybooks for very young children, and fiction and non-fiction for older children 	Library Director and Personnel
American Red Cross personnel, KPB OEM, KPBSD	<ul style="list-style-type: none"> • Open designated shelter and activate shelter plan 	Shelter Manager

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Section 6: Organizing for Emergencies

Homer IMT Roster and Position Descriptions

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Incident Commander	1. City Manager 2. Fire Chief 3. Police Chief 4. By Appointment	MAC/City Council & to Borough or State incident command teams if established	Directly-Command & General Staff; Indirectly - All positions	<ul style="list-style-type: none"> Provides for management and control of the IMT. Declare a disaster, activate the IMT, establish an EOC, and implement the EOP. Determine Incident Objectives and strategy. Establish the immediate priorities. Maintains a continuous assessment of each function of the IMT and the field operations units. Approves all reports, plans, press releases, and other official correspondence or documentation produced during the incident. Authorize release of information to the news media. Order the demobilization of the incident when appropriate.
Public Information Officer	1. City PIO 2. HVFD PIO 3. HPD PIO 4. SPH PIO 5. KPB PIO	Incident Commander	Public information staff	<ul style="list-style-type: none"> Gathers information for release to the general public, news services, radio, and TV. Determine from the Incident Commander if there are any limits on information release. Develops and receives clearance for emergency instruction to the public and to arrange for the expedient release of public information. Control rumors & reassure the public. Develop material for use in public and media briefings. Obtain Incident Commander's approval of media and public releases. Schedule & conduct regular news conferences and public briefings/meetings. Arrange for tours and other interviews or briefings that may be required. Obtain media information that may be useful to incident planning. Maintain current information summaries and/or displays on the incident.
Liaison Officer	1. Personnel Officer 2. Special Projects Coordinator	Incident Commander	Liaison staff	<ul style="list-style-type: none"> Provide a contact point for Agency Representatives. Assist in establishing and coordinating interagency contacts. Keep agencies supporting the incident aware of incident status. Monitor incident operations to identify current or potential Inter-organizational problems. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

Section 6: Organizing for Emergencies

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Safety Officer	1. Incident Safety Officer	Incident Commander	Safety Staff	<ul style="list-style-type: none"> • Participate in planning meetings. • Identify hazardous situations associated with the incident. • Review the Incident Action Plan for safety implications. • Exercise emergency authority to stop and prevent unsafe acts. • Investigate accidents that have occurred within the incident area. • Assign assistants as needed. • Review and approve the medical and safety plans.
Legal Officer	1. City Attorney	Incident Commander	Legal Staff	<ul style="list-style-type: none"> • Monitor phases of operations to assure compliance with city ordinances and emergency declarations. • Provide legal advice and assistance as directed
Operations Section Chief	Various department heads, depending upon type of incident. IC will appoint.	Incident Commander	Operations Section Branches	<ul style="list-style-type: none"> • Manages the field and tactical operations from the local EOC. • Requests resources to support tactical operations. • Maintains a continuous assessment of the environment and effects, as well as the damage and injuries throughout general populace. • Coordinates with Planning Section. • Establishes parameters for safe movement of people and the coordination of essential and emergency activities in the community. • Provide guidance and direction to the private sector for shelter safety, exposure control, and countermeasure operations.
Fire, Hazmat & EMS Branch Director	1. Fire Chief 2. Fire Officer 3. As assigned	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> • Oversee branch operations, including radiological monitoring, decontamination, search and rescue, and evacuation. • Coordinate with Safety Officer on identifying and managing fire and hazardous materials hazards and risks. • Make tactical assignments to field personnel to manage hazardous materials and fire response. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.

Section 6: Organizing for Emergencies

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Harbor Operations Branch Director	1. Harbor Director 2. Deputy Harbor Director 3. By Appointment	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> Oversee branch operations, including on-water containment of spilled oil, water rescue, and marine vessel communications. Coordinate with Safety Officer on identifying and managing hazards to port and vessels. Make tactical assignments to field personnel to manage harbor operations. Assign specific work tasks to division/group supervisors. Request resources as needed to support field operations. Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Public Works Branch Director	1. Public Works Director 2. Public Works personnel 3. By Appointment	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> Oversee branch operations, including heavy equipment operations, and provision of vital services such as potable water and sanitation. Coordinate with Engineering and Electrical Branch on assessing damage to vital facilities and restoring local infrastructure. Make tactical assignments to field personnel to manage public works functions, including heavy equipment operation. Assign specific work tasks to division/group supervisors. Request resources as needed to support field operations. Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Law Enforcement Branch Director	1. Police Chief 2. HPD Lt 3. HPD Sgt.	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> Oversee branch operations, including protection of vital facilities, EOC security, on-scene security, search and rescue support, and evacuation. Coordinate with Fire and EMS Branch. Make tactical assignments to field personnel to manage public safety and law enforcement. Assign specific work tasks to division/group supervisors. Request resources as needed to support field operations. Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.

Section 6: Organizing for Emergencies

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Air Operations Branch Director	1. Airport Manager	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> Oversee branch operations, including management of aircraft and air operations. Make tactical assignments to field personnel to manage air operations. Assign specific work tasks to division/group supervisors. Request resources as needed to support field operations. Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Multicasualty Branch Director	1. South Peninsula Hospital 2. Public Health 3. By Appointment	Operations Section Chief	Field personnel in branch and in divisions/groups within branch	<ul style="list-style-type: none"> Oversee branch operations, including establishment and management of emergency medical services, morgue facilities, mass inoculations, and public health advisories. Coordinate with EMS personnel to estimate casualties and plan for triage/treatment. Make tactical assignments to field personnel to manage medical treatment and public health functions. Assign specific work tasks to division/group supervisors. Request resources as needed to support field operations. Provide regular updates to Operations Section Chief and participate in Planning meetings as directed.
Planning Section Chief	1. Planning Dept. Head 2. Planning Dept. Personnel 3. By Appointment	Incident Commander	All Planning Section Units, Staff, and Technical Specialists	<ul style="list-style-type: none"> Collects, manages, and disseminates information to support incident operations. Provides information to: (1) understand the current situation; (2) predict probable course of incident events; (3) prepare alternative strategies. Supervise preparation of the Incident Action Plan. Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units). Determine need for any specialized resources in support of the incident. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc. Compile and display incident status information. Oversee preparation of Incident demobilization plan.

Section 6: Organizing for Emergencies

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Planning Section Staff (Documentation, Resources, Situation, Demobilization Units)	1. Planning Dept. Staff 2. By Appointment	Planning Section Chief	Staff	<ul style="list-style-type: none"> • Set up work area; begin organization of incident files. • Establish duplication service; respond to requests. • File all official forms and reports. • Review records for accuracy and completeness; inform appropriate units of errors or omissions. • Provide incident documentation as requested. • Store files for post-incident use. Oversee check-in of resources. • Track resources. • Prepare, post, or disseminate resource and situation status information as required, including special requests. • Review incident resource records to determine the likely size and extent of demobilization effort. • Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
Planning Section Technical Staff	Scientific or technical experts (public or private sector)	Planning Section Chief or Unit Leader	Technical support staff	<ul style="list-style-type: none"> • Provide specialized information or analysis as directed.
Logistics Section Chief	1. Public Works Director 2. Public Works Supervisor 3. By Appointment	Incident Commander	All Logistics Section Branches and Units	<ul style="list-style-type: none"> • Manage all incident logistics. • Provide support needs for transportation, equipment maintenance, fueling, feeding, supplies, remote communications, medical services, and sleeping facilities. • May set up & manage a base camp for IMT personnel. • Coordinate with Finance Section for procurement of supplies and services to support the incident. • Provide logistical input to the IC in preparing the Incident Action Plan. • Brief Branch Directors and Unit Leaders as needed. • Identify anticipated and known incident service and support requirements. • Request additional resources as needed.

Section 6: Organizing for Emergencies

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Support Branch Director	1. Fire Services Coordinator 2. As assigned	Logistics Section Chief	Support Branch Units & staff	<ul style="list-style-type: none"> Determine facilities activated in support of the incident. Determine ground support and transportation needs. Determine need for fuel delivery and vehicle support. Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection. Staff Branch appropriately.
Facilities Unit Leader	1. Public Works Personnel 2. As assigned	Support Branch Director (if activated) Logistics Section Chief	Facilities unit staff	<ul style="list-style-type: none"> Determine requirements for each facility to be established: Sanitation, Sleeping, Feeding, Supply area, Medical support, Communications needs, Security needs, Lighting. Coordinate negotiation for rental office or storage space.
EOC Manager	1. IT Director 2. As assigned	Logistics Section Chief Support Branch Director (if activated)	EOC staff	<ul style="list-style-type: none"> Provides support necessary for EOC set up and management, including work space allocation, equipment acquisition, clerical assistance, office supplies, food, sleeping facilities, sanitation requirements, message delivery, and other duties as required.
Services Branch Director	1. Public Works Personnel 2. As assigned	Logistics Section Chief	Service Branch units & staff	<ul style="list-style-type: none"> Determine number of personnel to be fed. Determine communications systems in use. Determine medical support needs of the incident. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: Provide summary of emergency situation & of the communications, food, and medical needs of the incident. Ensure that incident personnel receive adequate food and water. Coordinate with Operations to ensure adequate medical support to incident personnel.

Section 6: Organizing for Emergencies

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Comm. Unit Leader	1. Lead Dispatcher if available 2. IT staff	Logistics Section Chief Services Branch Director (if activated)	Communications Unit Staff	<ul style="list-style-type: none"> Responsible for setting up and operating an expedient communication system to support the incident, including telephone, UHF radio, CB radio, single side band state control hookup, and any other required equipment. Assists in managing the information flow between field units and the EOC, and will dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel. Ensures that radio and phone logs are maintained, logging all entries by time and date. Coordinate radio communications between agencies not equipped for direct interagency communications. Prepare and implement the Incident Radio Communications Plan (ICS Form 205). Establish and supervise the Incident Communications Center and Message Center. Establish telephone, computer links, and public address systems.
Medical Unit Leader	1. Medical Director 2. Lead Medic	Logistics Section Chief Services Branch Director (if activated)	Medical Unit Staff	<ul style="list-style-type: none"> Obtain information on any injuries that occurred during initial response operations. Identify Name and location of Safety Officer. Determine: number and location of aid stations; Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident; Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.; and Medical supplies needed. Respond to requests for medical treatment and transportation. Request/supervise ambulance support. Order through established Incident chain of command. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. This plan should be coordinated with the medical organization within the Operations Section.
Shelters Manager	1. Red Cross Volunteer	Logistics Section Chief Support Branch Director (if activated)	Shelter Staff	<ul style="list-style-type: none"> Responsible for setting up and operating emergency shelters. Identify resource needs to support shelter operations and prepare resource requests. Coordinate with emergency medical and law enforcement personnel to identify incoming injured or displaced persons. Coordinate with Red Cross and other aid organizations. Provide essential shelter services.

Section 6: Organizing for Emergencies

ICS Position	Order of Succession	Reports To:	Supervises	Responsibilities & Authorities
Other Logistics Staff/Functions (i.e. Food, Medical, Supply Units)	Any available city personnel as assigned	Logistics Section Chief	Staff	<ul style="list-style-type: none"> • Provide resource support and supply. • Determine food and water requirements to support IMT, and arrange for catering or food supply. • Coordinate medical support needs with Operations personnel.
Finance/ Administration Section Chief	1. Finance Dir. 2. Dep. Finance Director	Incident Commander	All Finance Section Staff	<ul style="list-style-type: none"> • Manage all financial aspects of an incident. • Arrange for payment of contracted services and supplies. • Review resource request orders and approve or deny. • Review contracts for payment requirements. • Keep track of available city funds and notify IC when operation exceeds capacity of city's funding. • Prepare documentation for emergency disaster assistance. • Advise IMT of feasibility of acquiring requested support services, and financial consequences to overall operations. • Provide financial and cost analysis information as requested. • Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy. • Provide financial input to demobilization planning. • Ensure that all obligation documents initiated at the incident are properly prepared and completed. • Brief agency administrative personnel on all incident-related financial issues needing attention or followup.
Finance/ Admin Section Staff	1. City Finance staff 2. As assigned	Finance Section Chief	Staff	<ul style="list-style-type: none"> • Provide support for the following functions: time tracking, procurement, compensation/claims, and cost accounting. • Maintain records. • Support Finance Section Chief as directed.

Section 6: Organizing for Emergencies

Training Recommendations for IMT Members

ICS training course information and online courses for ICS-100 and ICS-200 are available at FEMA.gov

ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
Emergency Management Coordinator	X	X	X			X	X					X	
Incident Commander/ Deputy IC	X	X	X	X	X	X	X	X	X	X	X	X	
Public Information Officer	X	X	X	X	X			X			X	X	
Liaison Officer	X	X	X	X	X	X	X					X	
Safety Officer	X	X	X	X	X							X	
Legal Officer	X	X	X	X	X							X	
Operations Section Chief	X	X	X	X	X							X	
Fire, Hazmat & EMS Branch Director	X	X	X	X	X								
Harbor Operations Branch Director	X	X	X	X	X								
Public Works Branch Director	X	X	X	X	X								
													Building Assess.

Section 6: Organizing for Emergencies

ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
Law Enforcement Branch Director	X	X	X	X	X								
Air Operations Branch Director	X	X	X	X	X								
Planning Section Chief	X	X	X	X	X				X			X	
Planning Section Unit Leaders	X	X	X	X	X								
Planning Section Technical Staff	X	X	X	X	X								
Logistics Section Chief	X	X	X	X	X					X		X	
Support Branch Director	X	X	X	X	X								
Facilities Unit Leader	X	X	X	X	X								
Shelters Manager	X	X	X	X	X								Shelter Manager
Services Branch Director	X	X	X	X	X								

Section 6: Organizing for Emergencies

ICS Position	Recommended Training												
	EOP *	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	ICS 403	ICS 404	ICS 405	ICS 406	ICS 407	ICS 700	Other
EOC Manager	X	X	X	X	X								
Medical Unit Leader	X	X	X	X	X								
Communications Unit Leader	X	X	X	X	X								
Finance/ Administration Section Chief	X	X	X	X	X					X		X	
Time Unit Leader	X	X	X	X	X								
Procurement Unit Leader	X	X	X	X	X								
Compensation/ Claims Unit Leader	X	X	X	X	X								
Cost Unit Leader	X	X	X	X	x								

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Section 6: Organizing For Emergencies

Incident Management Team Staffing

Whenever possible, the duties and responsibilities assigned to an individual during an emergency response should be related to that person's day-to-day duties and responsibilities.

In small communities, it may be difficult to staff an Incident Management Team with more than a handful of individuals. However, in larger communities, there may be sufficient municipal personnel to assign individual IMT/ICS positions.

Regardless of the level of personnel resources available within the City, it is useful to pre-identify those individuals within the City with a defined emergency response role.

It is recommended that emergency management roles be linked to a specific position within a City rather than to an individual.

The Incident Management Team (IMT) must be trained and experienced with the Incident Command System (ICS) in order to effectively implement this plan. The Incident Command System is adaptable to meet the needs of small to very large incidents as well as for multiple incidents. Factors that determine the complexity of an incident include:

- Size
- Location
- Duration of incident
- Jurisdictions involved
- Political sensitivity
- Organizational complexity
- Resources-at-risk
- Relevant agency policies

The exact moment when an incident shifts from one level of complexity to the next is often a matter of perception. The jurisdictional head or designated representative in charge must assess the complexity of an incident and assign qualified personnel as needed. In situations where multiple agencies and jurisdictions are involved, the determination of complexity and assignment of personnel should be agreed upon jointly.

Guidelines for IMT Shift Scheduling

IMT staffing should be managed using a rotating shift schedule and standardized relief procedures to ensure the following:

- IMT members should receive sufficient rest.
- IMT staffing levels should remain consistent and appropriate to incident needs.

Section 6: Organizing For Emergencies

- Adequate briefings should be held during shift changes so that no information is lost during IMT shift changes.

The following guidelines apply to shift scheduling:

- Establish shift length and rotation schedules early in the response.
- Develop a shift change schedule.
- Hold full team shift change briefing for all incoming and outgoing personnel to summarize incident status and priorities.
- Identify back-up personnel for all activated positions.
- Notify personnel in advance that they are scheduled for upcoming shifts
- Limit shift length to 12 hours, if possible.
- Ensure that rotating shifts overlap (20 to 30 minutes should suffice) to facilitate in/out briefings.
- Encourage Crisis Management Team members to take breaks and rest as needed
- Assign a designated "break room".

Span of Control

"Span of Control" refers to how many organizational elements may be directly managed by another person.

- Maintaining adequate span of control throughout the ICS Organization is very important.
- Span of control may vary from 3 to 7, and a ratio of one to five reporting elements is recommended. If the number of reporting elements falls outside of those ranges, expansion or consolidation of the organization may be necessary.
- There will be exceptions, for example in some applications of ICS, specially trained crews may utilize a larger span of control.

Section 6: Organizing For Emergencies

Emergency Operation Center

The Emergency Operations Center (EOC) is a facility designated for managing disaster emergencies. The Incident Management Team uses the EOC as their center of operations to direct the overall disaster emergency response.

The EOC centralizes incident management and also does the following:

- Provides central points where all information pertaining to the incident is received and analyzed, incident priorities are determined, strategies are developed and critical resources are assigned to tactical operations.
- Provides a central location for planning meetings, tactics meetings, shift briefings, media briefings, press conferences, public information releases and other information dissemination.
- Facilitates efficient and effective communications.
- Enhances coordination between involved agencies by co-locating agency representatives in the EOC, providing for scheduled points of contact, and establishing effective lines of communication to facilitate this coordination.
- Sustains operations during extended periods of time by locating the incident management team in an EOC facility that minimizes disruptions of everyday functions within other organizations and agencies.
- Provides continuity using round-the-clock staffing and a systematic means to brief members of the IMT through shift briefings when shifts change.

EOC Configuration

The layout of the EOC will be determined by several factors, including:

- Number of members of the Incident Management Team.
- Size, shape, and number of the room(s) available for the EOC.
- Location of the communications systems equipment to be utilized.
- Lessons learned from previous incidents.

General elements that should be considered when designing the layout of the EOC include the following:

- IMT functional sections (e.g., command, planning, and logistics) should be positioned adjacent to displays that require their input and posted information that they manage.
- The Incident Commander should be located so that he/she can be easily informed at all times of the current status of the incident.
- IMT members whose functional responsibilities cause them to interact frequently, or have a need to coordinate together should be co-located.

Section 6: Organizing For Emergencies

EOC Facilities

The following facilities have been identified as potential EOC locations within the City of Homer.

Facility	Location	Contact Number	Considerations
Fire Department	604 E. Pioneer Ave	235-3155	Hazard Protected, Standby power
City Hall Council Chambers	491 E. Pioneer Ave	235-8121	Hazard Protected, Standby Power
Public Library	500 Hazel Ave.	235-3180	Many phone lines and computers, no standby power
HERC Building	360 W. Pioneer Ave.	235-8121 (city hall)	Many phone lines, already survived 1964 earthquake

Section 6: Organizing For Emergencies

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Section 7: Incident Communications

Introduction

Incident communications may be the single most important element of a response, and it is an area where problems are common. Effective emergency communications among on-scene responders, Incident Management Team staff, communication points, and the public is vital to the protection of life and property as well as efficient and effective incident management.

The method used to accomplish efficient and effective multi-jurisdictional incident management is in the use of a common communications plan with agreed-upon frequencies designated to various incident functions.

This communications plan will tie together the tactical and support units of the various agencies and organizations and maintain communications discipline.

The EOC should include a designated communications center to serve as the central hub for all incident communications.

All incident communications should be limited to essential information.

Communications Plan

The communications unit of the Incident Management Team (IMT), which works as part of the Logistics Section in the ICS, is responsible for all communications planning at the incident. This will include incident established radio networks, on-site telephone, public address, and off-incident telephone/microwave/radio systems.

An incident communications plan should be developed early in the response, to ensure that effective communications will occur among task forces, strike teams, unit leaders, and the Incident Commander/EOC. The Communications Unit Leader will develop the "comms" plan using ICS Form 205.

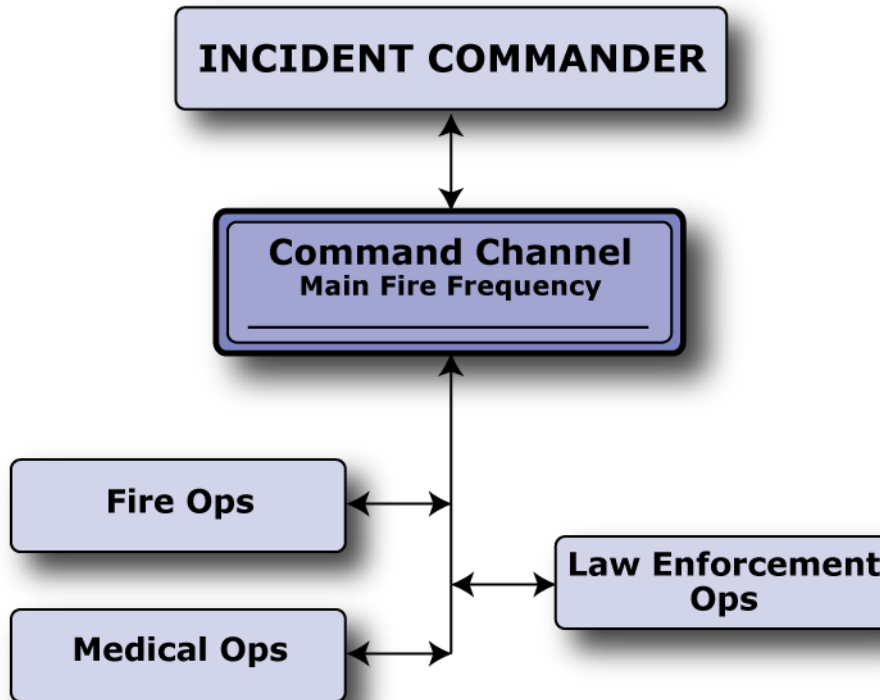
The incident communications plan should identify how each functional unit will communicate internally, and how communications will be coordinated among IMT functions and between field locations and the EOC. It is important to identify common communication channels, especially when dealing with multiple agencies or response organizations. A phone directory should also be developed, identifying the telephone numbers or extensions of all IMT members in the EOC or the field.

Section 7: Incident Communications

Radio Nets

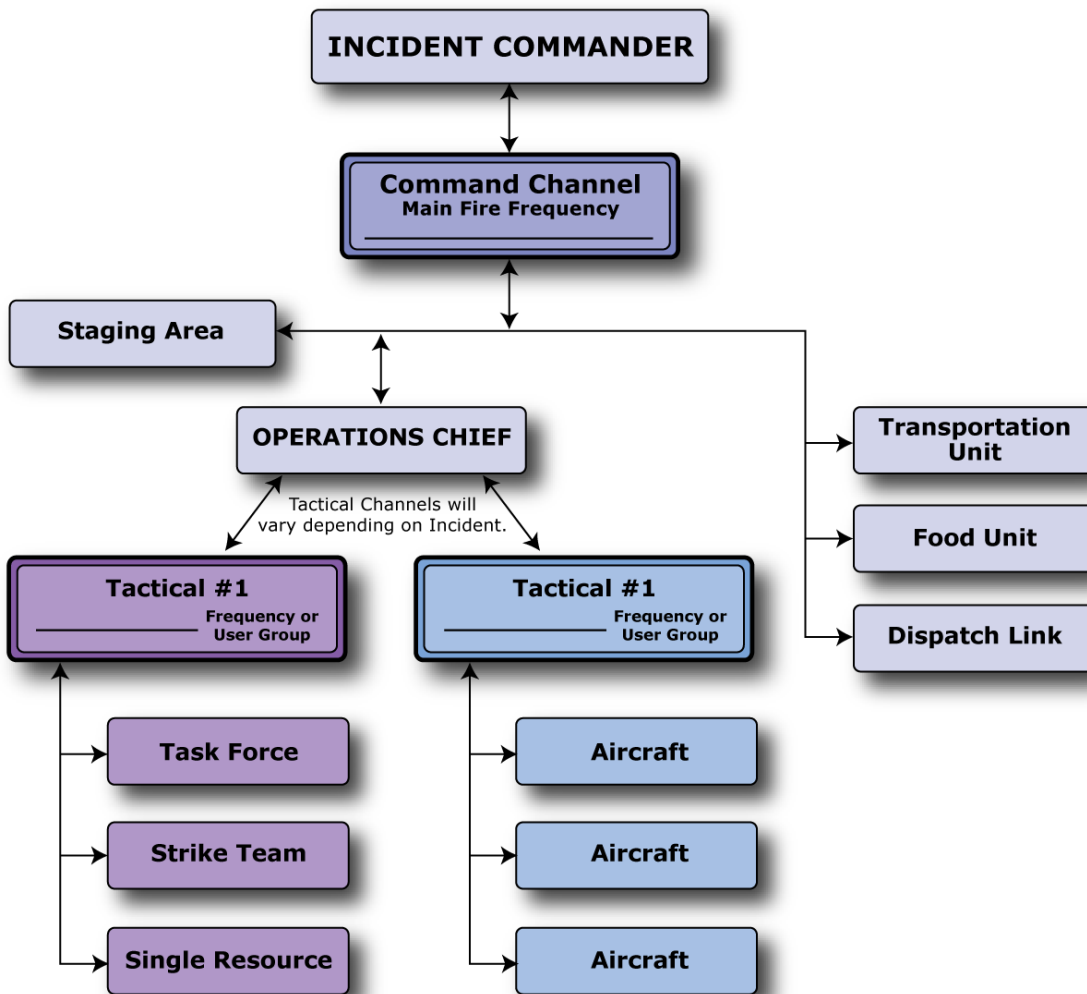
The following diagrams show how small, medium and large-sized radio nets may be organized.

Small Size Radio Net



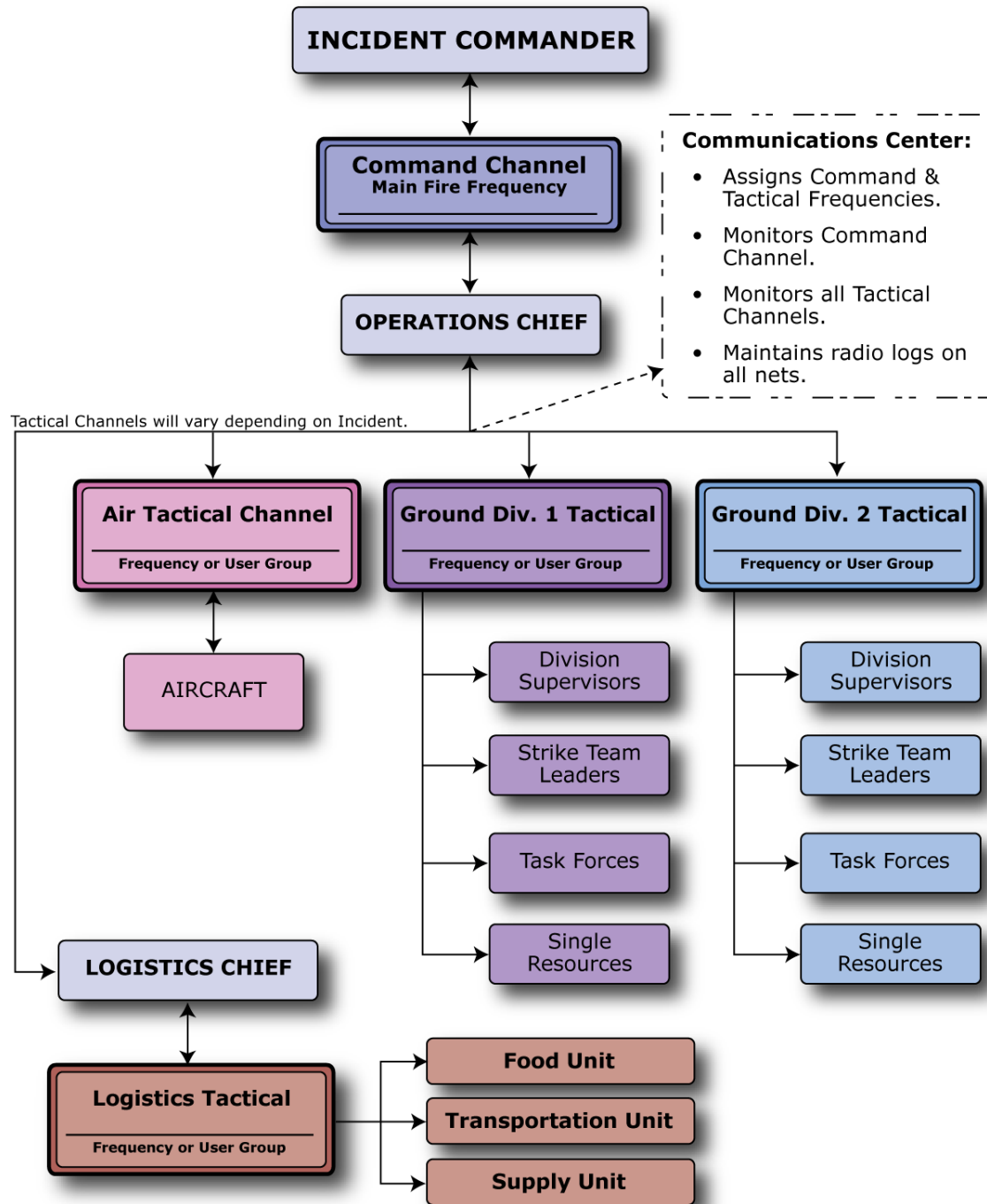
Section 7: Incident Communications

Medium Size Radio Net



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Large Size Radio Net



Section 7: Incident Communications

Basic Radio Communications Checklist

Radio communications during an incidence response is directed by an Incident Radio Communications Plan (See Sample Communications Plan in this Section, or ICS Form 205). Clear and accurate radio communication is critical to a successful response. The following general radio communications checklist has been developed for all response personnel.

- Obtain, review and follow the communications plan.
- Determine your primary and alternate communications channels.
- If you are assigned a radio, check it out and function test all channels.
- Obtain an extra battery and/or charger.
- Establish a communications schedule with your supervisor or dispatch.
- Establish a procedure for failed communications with your supervisor or dispatch.
- Establish a procedure for emergencies with your supervisor or dispatch.
- Use only assigned channels.
- Monitor your radio.
- Keep all communications to essential information
- Use the following system for phonetic spelling:

A - ALPHA
B - BRAVO
C - CHARLIE
D - DELTA
E - ECHO
F - FOXTROT
G - GOLF
H - HOTEL
I - INDIA
J - JULIET
K - KILO
L - LIMA
M - MIKE

N - NOVEMBER
O - OSCAR
P - PAPA
Q - QUEBEC
R - ROMEO
S - SIERRA
T - TANGO
U - UNIFORM
V - VICTOR
W - WHISKEY
X - X-RAY
Y - YANKEE
Z - ZULU

Section 7: Incident Communications

City of Homer Radio Frequencies List

**The DISASTER/EMERGENCY frequency monitored at the EOC is:
Homer Volunteer Fire Department Main Frequency**

Common Emergency Channels

CB: CH 9 **Marine VHF:** CH 6 & 16 **SSB:** 4125 kHz

Local Agency / Department Assigned Frequencies

Description	Transmit Frequency	Receive Frequency
City of Homer Police Dept. #1	158.7900	155.3100
City of Homer Police Dept. #2	158.7350	155.6250
Alaska State Troopers Statewide	155.2500	155.2500
Alaska State Troopers Repeater	161.010	155.4150
Homer Volunteer Fire Dept. #1	153.8900	154.4150
Homer Volunteer Fire Dept. #2	153.8300	154.3700
HVFD Simplex	154.4150	154.4150
PUBLIC WORKS	158.9400	153.9050
PORT & HARBOR	156.0000	156.0000
KESA	155.0850	154.0850
AST SIMPLEX	155.2500	155.2500
WEATHER BROADCAST (NOAA)		162.400
EMS Repeater (EMS 3)	158.8950	151.2050
Ambulance Inbound	154.0250	154.0250
State Forestry (DELTA)	159.3450	151.2800
Marine VHF-16	156.800	156.800
Marine VHF-10	156.500	156.500
Interagency (TAC) 1	159.3750	159.3750
TAC 2	172.225	172.225
Anchor Point VFD	158.865	153.950
VTAC 11	151.1375	151.1375
VTAC 12	154.4525	154.4525
VTAC 13	158.7375	158.7375
VTAC 14	159.4725	159.4725

Section 7: Incident Communications

Marine VHF Frequencies

Frequency	User
156.8000	Homer Harbor Standby (16)
156.5000	Homer Harbor Talk (10)
156.425	Channel 68
157.1000	Channel 22
157.0500	Channel 21
162.4000	Marine Weather

Section 7: Incident Communications

Public Information

During a regional emergency that involves the activation of the Incident Management Team, a Public Information Officer (PIO) should be appointed to coordinate the dissemination of information about the incident. The Public Information Officer is responsible for the formulation and release of information about the incident to the public, the news media and other appropriate agencies and organizations.

Public Information Flow

During an emergency, it is important to quickly disseminate information in order to orchestrate an effective, community-wide response.

The timely and effective distribution of public information can enhance respect and understanding of local government, galvanize public support, and aid in response to emergencies.

The following flow of incident information should be observed whenever possible.



Section 7: Incident Communications

Media Guidelines

Consider the following guidelines before releasing information to the media.

- Provide accurate and consistent information. Release only those facts which can be confirmed. If little information is available, indicate this fact and schedule future briefings as information comes in.
- Release only approved, specific and verified information, such as:
 - Nature and extent of emergency occurrence.
 - Impacted or potentially affected areas of the community.
 - Advice on emergency safety procedures, if any.
 - Mitigation activities being conducted by responders.
 - Procedures for reporting emergency conditions to the EOC.
- Control rumors. Correct any inaccurate information published by the media.
- Do not release information which might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety.
- Do not allow media access to the EOC except under limited, controlled circumstances, and only with the prior approval of the Incident Commander.
- Keep logs and, if possible, tape recordings of public information briefings, releases, interviews, and warnings.

Media Briefing Facilities

In the event of a major, protracted incident, it may be more convenient for the EOC and more efficient for the media for briefings to take place at a conference room or banquet facilities in a local hotel, where public information activities will not interfere with the conduct of the incident.

If possible, the public information staff may assist the media in such logistical support as finding hotel rooms, providing coffee and refreshments for early morning briefings, making arrangements for additional phones, etc.

The following have been identified as potential media briefing facilities during a local emergency:

Facility	Location	Point of Contact
City of Homer Council Chambers	491 E. Pioneer Ave.	City Clerks Office 235-8121
Homer Public Library	500 Hazel Ave.	Library Director 235-3180

A list of local media contacts can be found in SECTION 13 of this plan. It includes area radio stations, major television stations, and newspapers. It does not include all area media representatives.

Section 7: Incident Communications

Media Access to the Scene

In cooperation with on-scene personnel, media representatives may be allowed restricted access to the scene, depending on the nature and location of the incident. This should be done only after considering the safety of media personnel, the impact on response, and the wishes and concerns of the victims. Media representatives who are allowed access to the scene must be accompanied by a member of the Public Information staff. A release of liability should be signed by all media representatives before they visit the scene.

If it is not safe or practical to admit all media representatives to the scene, a media “pool” may be created, where media representatives select one camera crew to take footage for all. If even such controlled access is impractical, a “staged” photo opportunity to tape response vehicles or support activities may satisfy the media’s need for video footage.

Protect response personnel from unwanted media intrusion. Off shift personnel should be provided uninterrupted rest in an area free from media access. It may be necessary to provide security to fire stations or other “home bases” for responders and allow them to disconnect telephones to ensure privacy.

Victims and families should have access to public officials without having to face the media. Try to provide a secure entrance to briefing areas, or arrange a meeting/interview room away from the press.

The media may be allowed access to response personnel at the discretion of the Public Information Officer, the Operations Section Chief, and the Incident Commander, only if such an interview does not interfere with the response effort. City, borough and agency personnel should not comment on the incident without the knowledge and consent of the personnel listed above.

Rumor Control and Public Assistance

The Public Information Officer may establish a separate “Branch” to deal with providing emergency information to the public through the EAS (emergency alert system) and public information/rumor control lines. Public information numbers may be published via the media. Release will result in fewer non-emergency calls to 911 and the EOC General Staff, will aid in information gathering, and will offer the public a means of getting valid information about the incident, rather than potentially harmful rumors.

Requests for non-emergency assistance received by the public information staff should be routed to the appropriate EOC staff.

Intra-Agency Communications

Agency staff (city and borough) not directly involved in the emergency response, especially switchboard operators, must receive updated and accurate information about the incident. This information should include the phone numbers for public information/rumor control lines, in case the public attempts to contact city or borough agencies/departments directly seeking information on the incident.

Joint Information Centers

In a very large incident involving all levels of government, the Public Information Officer may become a member of, or feed information to, a Joint Information Center (JIC). A JIC may be set up in a central location, and is designed to allow Public

Section 7: Incident Communications

Information Officers from involved response and recovery agencies to coordinate information released to the media and the public.

Incident Websites

During incidents where electrical power is uninterrupted, an Incident website may be developed as a tool to disseminate information to the media and the public. Incident websites may include the following types of information:

- Situation reports issued by the City, the Unified Command, or other agencies with jurisdiction
- Public information messages about evacuation, shelters, disaster assistance, public health advisories, etc.
- Photographs of the incident scene
- Information for families of potential victims
- Public media/media briefing schedules
- Phone numbers or web links for additional information

Public Information Forms

The following forms or documents have been developed to assist in overall public information coordination. All of the following forms will become part of the final incident package.

Incident Status Summary (ICS Form 209)

The Planning Section or the official requesting activation of this plan will complete this form. The information contained is a brief analysis of the type of incident, damage, injuries or deaths, and initial response.

Incident Action Plan

The Planning Section will complete this document for complex incidents. It contains more detailed information about the incident, responders, and plans for control. With the approval of the Incident Commander, portions of the Incident Action Plan may be used to brief, or be released to the media.

Unit Log (ICS Form 214)

The unit log is used to document action taken, instructions to unit staff, and occurrences significant to the unit. *All units activated in the EOC will maintain unit logs.*

Warning Message Log

The Warning Message Log is used to document time, method and nature of warnings to the public, and is maintained by the public information staff.

ICS and other Forms are located in Appendix A.

Section 7: Incident Communications

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Section 8: Sheltering & Feeding

Basic Homer Shelter Plan

This plan summarizes the major actions necessary to establish shelter(s) in Homer. Depending on the incident, multiple facilities may be opened, or a single shelter may be designated.

☐ **Contact the KPB/OEM and ARC to open shelters.**

- Homer High School 235-4600
- West Homer Elementary School 235-5750

☐ **Determine which shelters to open.**

Each facility has different resources, and the type, location and severity of the incident will all affect the choice of shelter(s). Follow these general guidelines in selecting a shelter, recognizing that no buildings should be used as shelters if they have suffered structural damage. See **Mass Care Facilities List**, this section, for additional information on each potential shelter. **Before designating a shelter facility, ensure that the structure has been inspected and designated as safe by qualified engineers or building inspectors.**

City of Homer: (Prioritize based on need, in fully fire sprinklered buildings)

- 1st Homer High School
- 2nd West Homer Elementary School

Alternate/Supplementary Facilities:

- Paul Banks Elementary School
- Homer Middle School
- Faith Lutheran Church
- HERC Building

Other possible shelters:

- All KPBSD facilities
- State Ferries, Tour Vessels
- Local hotels/motels

Section 8: Sheltering & Feeding

☐ **Assign a shelter manager(s) for each shelter.**

Both the KPB/OEM and the Red Cross have staff trained in mass care and shelter operations.

☐ **Locate shelter kit (Should be provided by ARC)**

The shelter kit contains the following items necessary to establish/start up one shelter:

- Laminated Red Cross signs (to designate shelter)
- Bathroom supplies (paper towels, toilet paper, tissues, etc.)
- Office Supplies (clipboards, index cards, legal pads, pencils, staples, markers, name badges, etc.)
- Flashlights
- Radio (battery powered)
- Batteries
- All-purpose cleaner
- Red cross shelter books & registration forms
- Whistle, orange tape, and other misc. items

NOTE: It is EXTREMELY IMPORTANT that potential shelter facilities be inspected for stability before they are opened as shelters. Multistory buildings are particularly at risk.

Section 8: Sheltering & Feeding

Sheltering and Feeding

Establishing and managing shelters is first and foremost a local function; however, outside agencies and organizations are often able to support shelter operations. In Homer, the American Red Cross is the primary outside organization that will support shelter operations, including providing shelter resources and staff.

Services provided at the shelter include:

- Food
- Individual assistance and counseling
- Emergency medical services (provided by Public Health and local medical services)
- Space for sleeping
- Child care (provided by other agencies)
- Recreational services (provided by other agencies)
- Bathing and bathroom facilities
- A system for keeping track of shelter occupants

Equipment needed in a shelter includes cots and blankets, chairs, tables, drinking cups, hot plates for warming baby formula, brooms, trash cans, emergency equipment such as candles, lanterns, flashlights, and generators, and a telephone.

Necessary shelter supplies include soap, towels, toilet tissue, disposable diapers, and cleaning items such as detergent and soap.

Office supplies needed include a telephone, carbon paper, disaster forms, cards, file folders, paper, paper clips, and pencils.

Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees. For information on temporary reception areas, see SECTION 4 (Evacuation).

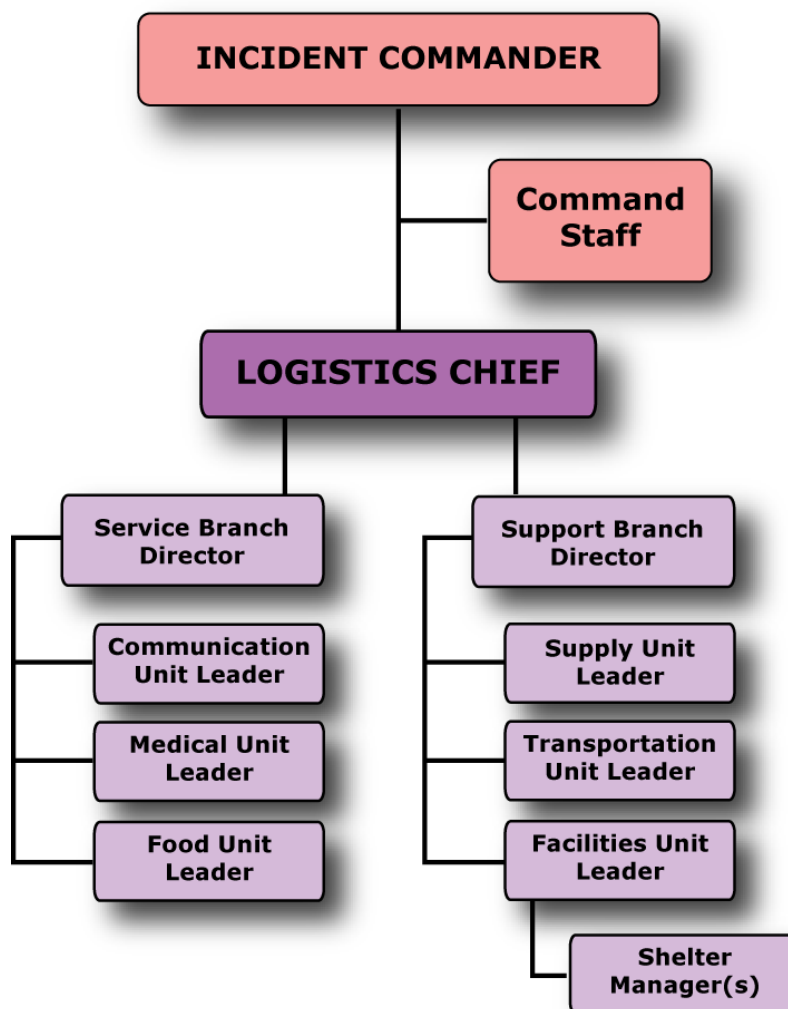
Every shelter should have a shelter manager on duty 24-hours a day.

Shelter residents can and should do a large proportion of the work associated with shelter management, including administrative duties, cooking, cleaning, maintenance, childcare, and other duties.

Section 8: Sheltering & Feeding

Shelter Organization within the City of Homer Incident Management Team

The following organization shows where the Shelter Manager would be located in a fully-developed ICS organization. For the Homer IMT, due to limited numbers of personnel to staff the response, the Logistics Section may be collapsed so that the unit and/or branch functions are combined or absorbed by other positions. In some cases, the Shelter Manager may report directly to the Support Branch Director and/or to the Logistics Section Chief.



Section 8: Sheltering & Feeding

City of Homer Shelter Operations

The Kenai Peninsula Borough and American Red Cross have assumed joint responsibility to provide mass care services for local citizens in the event of a disaster emergency.

The requirements for mass care services vary depending upon the nature and phase of the disaster emergency. In Homer, local officials must be ready to provide different types of support in response to the unique nature of the situation. Shelter planning must not only provide for the need to shelter citizens in the local community, but must also plan to shelter individuals who are not from the local community but have been displaced by a disaster emergency and transported to Homer.

Shelters will be under the direction of Shelter Managers who report to the Facilities Unit Leader under the Logistics Section in the Incident Command System. Shelter Managers are responsible to provide non-technical coordination for all Incident Command System functional units operating within the shelter. Functional Units assigned to shelters will be determined by the Incident Management Team general staff.

American Red Cross Contracted Shelters

The Kenai Peninsula Borough OEM maintains primary responsibility for operating shelters in local public schools. The KPBSD has worked cooperatively with the Alaska Chapter of the American Red Cross to coordinate sheltering and mass care resources in Homer, and the School District relies on Red Cross resources, such as cots and blankets, to operate the shelters. It is very important that the Shelters Manager coordinates all efforts with the Red Cross, the Salvation Army, and the National Guard. During an incident where sheltering needs are significant, the American Red Cross may step in to manage or operate a shelter under its own authority as a non-governmental "sheltering organization." All American Red Cross managed facilities will report to a central American Red Cross location. As data are gathered, analyzed, and confirmed, it will be shared on a timely basis with the local City Emergency Operations Center.

The Incident Commander or other authorized IMT personnel may request that a Red Cross managed shelter be opened by calling the nearest chapter of the American Red Cross.

It is important to note that a few suitable shelter facilities other than the public schools have been identified for use in case the school facilities cannot be used as shelters for one reason or another. Other facilities that should be considered as potential shelters include churches, community centers, senior centers, federal, state, and city buildings, etc. Several of these alternate facilities are identified in this section, with information including location, contact person and telephone numbers, kitchen facilities, emergency power and heat, and number of people that can be fed and housed. Shelter resources are also identified in SECTION 13.

Section 8: Sheltering & Feeding

Emergency Response Personnel

Arrangements for the feeding and sheltering of Incident Management Team personnel are the responsibility of the Logistics Section of the IMT staff. If practical, response personnel will be released to their homes or stations to sleep. If returning home is not practical, space may be arranged in a shelter. It is important that IMT and response personnel have separate sleeping and eating facilities within a shelter. Whenever possible, IMT personnel accommodations should be separated from the general population in a shelter, in order to preserve morale among IMT personnel and ensure that they are able to get sufficient rest during off hours.

The Incident Management Team may establish purchase agreements with local restaurants; these may be used to provide for lunches and dinners for response and IMT personnel. Relief agencies such as The American Red Cross and the Salvation Army will generally feed disaster workers in their feeding and shelter operations, as well as providing coffee and snacks to on-scene personnel. Efforts to feed and shelter response and IMT personnel should be coordinated with relief agencies as much as possible.

Shelter Management Assignments and Responsibilities

Identify local persons (either by name or position) who are qualified to fill the following roles in managing the emergency shelter. In smaller communities or for disasters that only impact a small portion of the population, it may be feasible to assign the same person to multiple roles.

Role	Name/Position of Community Member Assigned	Duties and Responsibilities
Shelter Manager:	American Red Cross Shelter Manager Volunteer (<i>See Appendix C for Red Cross phone numbers</i>)	Establish shelter Manage shelter operations Coordinate with volunteer relief agencies Duties as assigned
Assistant Shelter Manager:	American Red Cross Shelter Manager Assist. Volunteer (<i>See Appendix C for Red Cross phone numbers</i>)	Assist shelter manager Fill in for shelter manager if unavailable Provide alternate for 24-hr staffing Duties as assigned

Section 8: Sheltering & Feeding

Role	Name/Position of Community Member Assigned	Duties and Responsibilities
Nurse/medical officer:	Contact Local Public Health and work hand in hand with local medical personnel.	Move medical supplies to shelter, if needed Triage, first aid Human health services
Administration:	American Red Cross Volunteer (<i>See Appendix C for Red Cross phone numbers</i>)	Registration Record keeping Duties as assigned
Food Staff:	American Red Cross Volunteers (<i>See Appendix C for Red Cross phone numbers</i>)	Prepare and serve meals Duties as assigned, such as cleaning up
Social services:	American Red Cross Volunteers (<i>See Appendix C for Red Cross phone numbers</i>)	Assist shelter residents in accessing social and family services Liaison to other social service agencies/organizations Duties as assigned
Liaison/Public Information officer:	COH and KPB both have PIO's that may be available.	Disseminate information to the public and media Work hand in hand with Borough PIO
Maintenance and sanitation:	American Red Cross Volunteers (<i>See Appendix C for Red Cross phone numbers</i>)	Maintain and clean facilities Duties as assigned

Section 8: Sheltering & Feeding

City of Homer Mass Care Shelter Facilities List

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Location and Contact (907-)	600 East Fairview Ave. 235-4600	3719 Soundview Ave. 235-55750	1340 East Rd. 226-1801	500 Sterling Hwy. 235-5700	3634 Soundview Ave. 235-7600
Shelter Type	Primary	Primary	Primary	Primary	Secondary
Maximum Occupancy	517	413	372	182	64
Red Cross Agreement	Yes	Yes	Yes	Yes	Yes
Potential Staffing	school faculty/ staff	School faculty/ staff	School faculty/ staff	School faculty/ staff	Paid Staff & Congregation
# of usable rooms	21	22	19	9	3
Total usable space (ft²)	20,695	16,500	14,896	7,290	2,500

Section 8: Sheltering & Feeding

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Kitchen Facilities & equipment	Full Commercial	Full Commercial	Refrigerator, walk-in freezer, griddle, 2 ovens, 2 convection ovens, microwaves	None	Full residential
Food Serving Area	Muilti-purpose room	Multi-purpose room	Multi-purpose room		Sanctuary
Max Seating Capacity	416	300	200	100	100
# Meals served at one time	2000 daily	350	300	0	100
Heating & cooking fuels	Fuel oil/ LP Gas	Fuel Oil/ Electric	Fuel Oil/ Electric	Fuel Oil/ none	Fuel Oil/ Electric
Water Source	Municipal	Municipal	Municipal	Municipal	Municipal
Swimming Pool	Yes	No	No	No	No

Section 8: Sheltering & Feeding

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Radio Comms	No	No	No	Yes, programmable	No
Generator	Yes	Yes	Yes	Yes	No
Emergency Power	Lighting, Heating, Kitchen	Boilers, Kitchen, Emergency Lighting	Essential Services only	Essential services only	No
Health Care Beds	4	3	2	1	0
Handicap Accessible & Handicap Bathrooms?	Yes & Yes	Yes & Yes	Yes & Yes	Yes & Yes	Yes & Yes
Total toilets	59 (32 M, 27 F)	24 (8 M, 14 F, 2 Unisex)	14 (5 M, 9 F)	21 (7 M, 14 F)	4 (1 M, 2 F, 1 Unisex)
Total wash basins	27 (13 M, 14 F)	14 (6 M, 6 F, 2 Unisex)	12 (6 M, 6 F)	12 (6 M, 6 F)	4 (1 M, 2 F, 1 Unisex)
Total showers	84 (42 M, 42 F)	2 Unisex	0	26 (12 M, 14 F)	1 Unisex
Nursery Area	No	No	No	No	Yes

Section 8: Sheltering & Feeding

	Homer High School	West Homer Elementary School	Paul Banks Elementary School	Homer Middle School	Faith Lutheran Church
Office Space	Yes	Yes	Yes	Yes	Yes
Additional Rooms	Library, auditorium, gymnasium, home economics room	Multi-purpose room, teachers lounge, library, 2 conference rooms	Multi-purpose room, teachers lounge, library	Library, teachers lounge, gymnasium, home economics room	Multipurpose room, sanctuary
Outdoor Areas	Athletic fields, fenced courts	Playground areas, fenced grounds	Playground areas, athletic fields, fenced courts	Athletic fields, fenced courts	Fenced court, playground
Vehicles in Parking Area	600	107	150	150	75
Facility Limitations	May not be accessible in all types of disasters	May not be accessible in all types of disasters	May not be accessible in all types of disasters	May not be accessible in all types of disasters	May not be accessible in a power outage.

Section 8: Sheltering & Feeding

All of the shelters listed above are considered “non-operational” and “expedient”, meaning they lack some capability necessary to serve as a fallout shelter, but the missing capability can be remedied or constructed during the warning phase. Contact the Alaska Division of Homeland Security and Emergency Management for assistance and guidance regarding fallout shelter maintenance.

Section 8: Sheltering & Feeding

Pet Sheltering Plan Addendum

I. Purpose

Emergency pet sheltering, also referred to as pet-accessible shelters, is designed to meet the needs of people and their small animals that are displaced from their homes during emergencies and disasters. Animal owners are primarily responsible for their animals, and should have disaster and emergency plans prepared for their animals. However there will be situations where pet owners decide to evacuate with their pets and require assistance in sheltering the pets.

II. Authority

The Pets Evacuation and Transportation Standards Act (Public Law 109-308) requires that local governments plan for the sheltering and care of household pets and service animals during emergencies where shelters are established. This plan will address both the American Red Cross and American Disabilities Act (ADA) standards and will take into consideration the needs of pet owners and the safety of the public and health considerations of all citizens.

III. Situations and Assumptions

- A. Situation. Over 60% of all households own a pet. This implies during large-scale disasters, pet ownership may affect the behavior of large segments of the population at risk. Awareness of local and borough plans for sheltering pets in conjunction with people shelters will encourage some pet owners to evacuate as opposed to sheltering in place. If displaced persons shelters are established during and incident, establishing a corresponding pet shelter may be considered.
- B. Protection of human life is the immediate concern of first responders. During a disaster, first responders are not responsible for, but may assist with the rescue, evacuation, sheltering or welfare of animals.
- C. Assumptions.
 - a. Through public education, animal owners should know how to prepare themselves and their animals for an emergency.
 - b. Coordination of pet evacuation and sheltering is primarily the responsibility of the pet owner with assistance, when needed, by the local jurisdiction. The KPB will assist local shelters requests for assistance as required and resources allow.
 - c. The plan assumes that suitable locations for pet shelters are available following a disaster, or may become available with time and coordination of local and borough resources.
 - d. If a local emergency incapacitates local veterinary and animal care resources of if such resources are found to be insufficient to meet the

Section 8: Sheltering & Feeding

animal care needs the COH may request additional resources from the Borough, State or Federal agencies.

IV. Concept of Operations

- A. When a decision is made by local authorities to open emergency shelters, supporting agencies will be notified and should be ready to activate a pet shelter.
- B. Animal owners should be prepared to evacuate and provide shelter for their pets and service animals in the event of an emergency requiring evacuation. Livestock owners are solely responsible for transportation and sheltering of their livestock.
- C. The COH and KPB will support the movement of evacuees transporting domestic household pets provided that residents are able to evacuate their pets in a manner that does not threaten the safety or welfare of first responders or other evacuees. All animals must be restrained or kenneled and no person shall be allowed to transport more animals than they can control. Priority will be given to service animals.
- D. Animals addressed in this plan include:
 - a. Service Animals: As defined by the ADA any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are NOT considered to be service animals. The works or tasks performed by a service animal must be directly related to the individual's disability. In addition to the provisions about service dogs, the revised ADA regulations have a new separate provision regarding miniature horses that have been individually trained to do work or perform tasks for people with disabilities.
 - b. Under the ADA, State and Local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.
 - c. Household Pets: Household pets are domestic animals such as dogs, cats, rabbits, rodents, or turtles that are traditionally kept in the home for pleasure rather than for commercial purposes. They can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles) amphibians, fish, insects/arachnids, farm animals (except miniature horses trained as service animals), and animals kept for racing purposes. Household pets cannot be admitted into the human shelter.

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E. Evacuation:

- a. The COH cannot mandate an evacuation. Owners are expected to evacuate their pets from hazardous areas. The COH will protect human life over protecting animals and therefore may determine that it is unsafe for citizens to enter or re-enter a disaster area to rescue animals. The Incident Commander is the authority regulating access to the evacuated areas.
- b. Pet owners must provide supplies for each pet including a collar or harness with ID tag, leach, water and food bowls, bedding, food and any necessary medications. Owners are encouraged to have access to and bring any pet medical records with them when they evacuate.
- c. Every attempt will be made to identify each pet with their owner's information, so that if separated they can be reunited at a later date or time.

F. Pet Shelter Operations:

- a. A pet shelter will be considered anytime a human shelter is established. When the Homer Animal Shelter is at capacity or not available the COH may request additional resources from the KPB, other animal shelters, volunteer animal rescue agencies or the state.
- b. The size of the pet shelter will be determined based on need.
- c. Pet owners are primarily responsible for the care and feeding of their pets while being sheltered. Pet owners will have access to the pet shelter whenever necessary.
- d. Pets must accompany the owner when the owner leaves the shelter.
- e. Pets that are uncontrollable, or present a danger to shelter operators of the public may be denied admittance or removed from the shelter. Pets that bite any persons shall be quarantined at the Homer Animal Shelter until such time as their vaccination status can be verified.

Section 9: Public Health & Multi-Casualty Incidents

Introduction

Public Health Services, as defined in this EOP, includes those activities associated with lifesaving; transport, evacuation, and treatment of the injured; disposition of the dead; and disease control activities related to sanitation, preventing contamination of water and food supplies, etc., during response operations and recovery operations. It focuses on health and medical problems under emergency conditions of varying scopes.

This section describes medical resources and approaches for addressing public health problems in the City of Homer.

For a detailed description of Public Health and Multi-casualty Incident Management, see the Kenai Peninsula Borough Emergency Operations Plan

Emergency Medical Services

The Homer Volunteer Fire Department provides emergency medical services (EMS) and ambulance transport services within the city limits of Homer and Kachemak City. Anchor Point Volunteer Fire Department and Kachemak Emergency Service Area (KESA) also offers EMS and transport services to the surrounding areas. During a disaster emergency, one or more of the available emergency services providers would provide emergency medical services as needed. Mutual aid agreements exist among the fire departments to ensure adequate resources are available for a major or multi-jurisdictional disaster, within the scope of their capability. Additional state and federal government emergency medical resources can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance.

The Homer Volunteer Fire Department will be the agency responsible for establishing the on-scene Incident Command Post utilizing the NIMS Incident Command System, special ICS structure for a multi-casualty incident, using either single or unified command as appropriate (See the Kenai Peninsula Borough Emergency Operations Plan for more information.)

A triage system will be initiated with initial care provided in the field and secondary care provided at the South Peninsula Hospital (SPH). SPH has an emergency response plan, which should be integrated with IMT health and medical service activities to the maximum extent possible. The SPH is looking at using their portable classroom (conference room 3), as an off-site triage area for disaster emergencies. There are 3 "negative pressure" rooms available at SPH for patient isolation; 1 in the emergency department and 2 in Acute Care. However, all designations for triage/treatment will be incident-specific depending upon the type and scope of local emergency.

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In the event that the hospital is overwhelmed with patients, provisions for the transfer of patients to the appropriate medical facility would be the responsibility of the hospital in "coordination" with the Incident Management Team commanding the incident.

Because medical resources are limited in Homer, a local emergency that involves more than 5 critically injured patients is considered a multi-casualty event.

Refer to SECTION 13 of this plan for additional information about Emergency Medical Resources in Homer.

Fatality Management

At present, the South Peninsula Hospital has morgue facilities for 2 deceased patients. There is one private facility in Homer, Homer Funeral Home (235-6861). However, for most multi-fatality incidents, it will be necessary to set up a temporary morgue. The ice rink on the Homer Spit, airplane hangars, and refrigeration trucks would all be options in a multi-fatality emergency; however the bags must be procured through the Alaska State Troopers or other sources. The State Medical Examiner is responsible for the collection, identification, and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. Both the State Medical Examiner and FEMA DMORT can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance.

It is important that temporary morgues are set up at a reasonable distance from human shelters, in order to avoid any negative psychological impacts associated with viewing deceased patients.

The State Medical Examiner's Office can provide assistance with fatality management and temporary morgues: 1-888-332-3273 (1-888-DECEASE)

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Public Health

The Alaska Department of Health and Social Services/Public Health Service has a local office in Homer. DHSS/Public Health's purpose is to assist local agencies in responding to and mitigating any type of public health event. Public health concerns during a disaster emergency include identifying and controlling environmental health hazards, issuing health advisories to the public on emergency water supplies, waste disposal, disease vectors, food monitoring at mass care facilities, immunizations and disinfections would be the responsibility of the State of Alaska Department of Health and Social Services which can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance.

Persons exposed to, or ill with, a contagious ailment will be directed to remain in isolation at home in order to prevent overloading at the hospital, unless they are so ill as to require hospitalization. Refer to the City of Homer Pandemic Flu Emergency Response Plan for more information about isolation during a contagious disease incident.

All decisions regarding patient routing and isolation should be made by the Incident Commander/Unified Command based on incident-specific concerns.

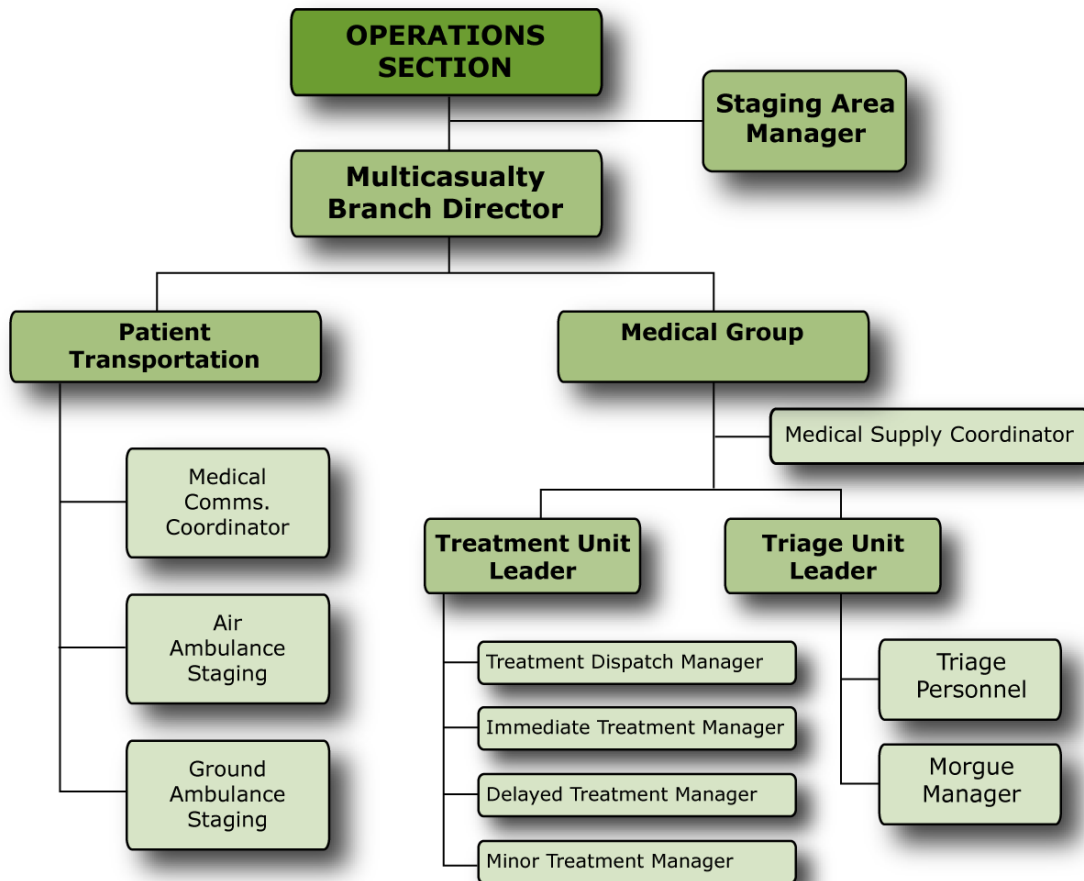
Mental Health

Mental health services in Homer are provided by the South Peninsula Community Mental Health Center and several private practitioners. To access those services, the Mental Health Center's Community Support Program can be contacted directly during normal business hours (907-235-7701). There is a clinician on-call for after hours contact; contact the SPH for the on-call list. Other agencies such as the American Red Cross, The Salvation Army, various religious clergy and private mental health professionals can provide personnel and counselors to aid in delivering mental health support to victims and families affected by a disaster emergency. In addition, state mental health services can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management and requesting assistance. Critical incident stress treatment for responders is also available through the channels identified above.

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Multi-casualty Branch Organization

The following organization chart shows how a Multicasualty Branch would be organized in a large-scale emergency. In the City of Homer, it may not be possible to fill every position, so one or more functions or groups may be combined.



Section 9: Public Health & Multi-Casualty Incidents

I. INTRODUCTION

Unlike influenza epidemics, which occur seasonally and result in an average of 36,000 deaths in the U.S. each year, influenza pandemics (global epidemics) occur sporadically, and have the potential to result in hundreds of thousands of deaths nationally over the course of one year. During the 20th century there were three influenza pandemics, the most severe of which occurred in 1918-19 and caused over 500,000 deaths in the U.S. and more than 50 million deaths worldwide.

Influenza pandemics occur when there is a major change in the structure of a strain of influenza virus such that most (or all) of the world's population is susceptible to infection. These major changes emerge by at least two mechanisms: genetic recombination and adaptive mutation. Of the three influenza pandemics in the 20th century, two (1957 and 1968) occurred as a result of major changes in the genetic composition of the virus through the recombination of genetic elements from novel and human influenza strains, and one (1918) occurred as a result of adaptive mutations that allowed the virus to be efficiently transmitted first from birds to humans and then from person-to-person.

At some point in the future, the world will be faced with another pandemic caused by a strain of influenza virus that spreads rapidly and causes extraordinarily high rates of illness and death higher, in fact, than virtually any other natural health threat. Because novel influenza viruses have the potential to spread rapidly, high levels of absenteeism in the workforce can quickly jeopardize essential community services, including healthcare services throughout affected regions. Furthermore, it is currently estimated that it will only take one to six months from the time the pandemic is identified to the time that the first outbreak will occur in Alaska, provided the pandemic does not start in Alaska. Because no one can predict exactly when or where the next influenza pandemic will occur, and little time will be available to prepare after the pandemic is first identified, it is critically important for us to promptly maximize our ability to respond effectively to this imminent threat.

As Alaskans we understand that we live in a remote portion of the world. As Alaskans living in the Kenai Peninsula of Alaska we understand that we are even more remote. One of Alaska's attractions is the low population density. Due to the remoteness, and relatively small population we are writing this plan with the assumption that we can expect little to no help from the outside world. This plan uses the resources available to us here in South-Central Alaska. It is understood that we will need help from the outside.

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Obviously we can't produce our own vaccines or anti-viral medications. Until such time as we get the necessary resources we will have to rely on our own.

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Based upon estimates from the State of Alaska Division of Public Health, Alaska might see the following impact **based on a 30% attack rate**.

	State of Alaska (Pop. 650,000)	Anchorage Area (Pop. 350,000)	Kenai Peninsula Borough (Pop.51,000)	Smaller Alaskan Community (Pop.5,000)
Up to 30% of pop. will become ill with flu	195,000	105,000	15,300	1,500
Up to 15% of pop. will require out- patient visits	97,500	52,500	7,650	750
Up to 0.3% of pop. will require hospitalization	1,950	1,050	153	15
Up to 0.1% of pop. will die of flu related causes	650	350	51	5

Based upon estimates from the State of Alaska Division of Public Health, Alaska might see the following impact **based on a 50% attack rate**.

	State of Alaska (Pop. 650,000)	Anchorage Area (Pop. 350,000)	Kenai Peninsula Borough (Pop.51,000)	Smaller Alaskan Community (Pop.5,000)
Up to 50% of pop. will become ill with flu	325,000	175,000	25,500	2,500
Up to 25% of pop. will require out- patient visits	162,500	87,500	12,750	1,250
Up to 3% of pop. will require hospitalization	19,500	10,500	1,530	150
Up to 2.5% of pop. will die of flu related causes	16,250	8,700	1,275	125

There are several characteristics of influenza pandemic that differentiate it from other public health emergencies.

- It has the potential to suddenly cause illness in a very large number of people, who could easily overwhelm the health care system throughout the nation.

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- A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce.
- It is likely that vaccines against the new virus will not be available for six months or longer following the emergence of the virus.
- Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities, could be disrupted during a pandemic.
- Pandemics, unlike other emergency events, could last for several weeks, or more likely, several months.

Summary of Key Pandemic Preparedness and Response Principles Addressed in this Plan

A. Monitor statewide disease surveillance programs and coordinate with state and federal agencies to detect pandemic influenza strains in humans and animals.

1. Global surveillance networks identify circulating influenza strains, including novel strains that have the potential for causing pandemic outbreaks among domestic animals and persons in several countries.
2. State, national and international surveillance efforts and laboratory testing, serves as an early warning system for potential pandemics and a critical component of pandemic response plans.

B. Ensure mass vaccination plans and protocols are in place to rapidly administer vaccine and monitor in collaboration with State and Federal agencies vaccine effectiveness and safety.

1. Demand for vaccine will significantly exceed supply during the pandemic, and may not be available at all for the first six months or longer after the initial outbreak. Therefore, priority groups have been established by the City of Homer (See Appendix A), based on national recommendations from the U.S. Department of Health and Human Services (DHHS) and in collaboration with the State Division of Public Health, to provide guidance regarding the use and distribution of vaccine in the Kenai Peninsula Borough (KPB) when supplies become available. During a pandemic, however, The City of Homer and KPB will consider national guidelines and local epidemiological data to adjust and finalize priority groups as necessary.

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2. As vaccine supplies increase, the City of Homer and KPB will, in collaboration with the State Division of Public Health, coordinate to vaccinate the population in accordance with the Mass Vaccination Plan adopted by the KPB and State of Alaska.
3. Develop Mass Dispensing Plan in cooperation with SOA PHD, South Peninsula Hospital and other area clinics and health providers.
4. Develop protocols to allow EMS providers to assist with delivery of public health vaccines in certain circumstances such as training drill, mass vaccination clinics and declared public health emergencies.

C. Establish guidelines for the utilization of antiviral medications by medical staff for treatment and prevention of influenza.

1. Antiviral medications can both prevent and treat influenza infection. Prophylaxis of individuals would need to continue throughout the period of exposure, possibly weeks to months. Treatment can decrease the severity of illness and resulting complications of infection. For optimal impact, treatment needs to be started as soon as possible, preferably within 48 hours of the onset of illness.
2. The current supply of influenza antiviral medications is extremely limited and production cannot be rapidly expanded.
3. Educating health care workers before and during the pandemic on the appropriate use of antiviral drugs will be important to maximize the effectiveness of antiviral medications.
4. Local protocols for prioritizing the use of antiviral medicines have been developed by the City of Homer and KPB (See Appendix B) in consultation with the State Division of Public Health, and were based on federal guidelines from the Centers for Disease Control (CDC).

D. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the Southern Kenai Peninsula Borough as guided by the epidemiology of the pandemic.

1. Emphasizing infection control measures (hand washing, using alcohol hand gel, respiratory etiquette, staying home when sick, and avoiding unnecessary contact with other persons during a pandemic) in health care facilities, including hospitals, out-patient care settings and long-term care facilities, as well as workplaces, other community settings and the home can limit the spread of influenza among high-risk populations and health care workers.

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2. Voluntary isolation of ill persons at home is an infection control measure that will be implemented throughout all stages of a pandemic.
3. Due to the fact that influenza is highly infectious and can be transmitted by people who appear to be well, voluntary home quarantine of exposed individuals is likely to be a viable strategy for preventing the spread of the disease in the community during the first stages of a pandemic.
4. Social distancing measures such as limiting public gatherings, closing schools, churches, and recreational facilities, and restricting the use of public transportation systems are intended to decrease opportunities for close contact among persons in the community, thereby decreasing the potential for influenza transmission among the population and possibly slowing the spread of a pandemic. Decision makers must consider the scope of their legal authorities, social and economic impacts, anticipated effectiveness and current epidemiology of the pandemic prior to implementing these measures.

E. Assist Local Health Care Providers (LHCP), emergency responders, elected leaders, the business community, and community based organizations with pandemic preparedness planning aimed at maintaining the provision of health care services, sustaining essential community services, and limiting the spread of disease throughout the duration of a pandemic.

1. An influenza pandemic will place a substantial burden on inpatient and outpatient health care services. Demands for medical supplies, equipment, and hospital beds may exceed available resources for several weeks or months.
2. Strategies to increase hospital bed availability during a pandemic include deferring elective procedures, implementing more stringent criteria for hospital admission, earlier discharge of patients with follow-up by home health care personnel, and establishing alternate care facilities in nontraditional sites.
3. As demands for health care resources and services increase sharply, illness and absenteeism among health care workers will further strain the ability to provide quality care.
4. Absenteeism during a pandemic among critical infrastructure agencies, businesses, and community based organizations must be accounted for in business continuity plans.

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F. Communicate with and educate the public, LHCP (Local Hospital, Clinics and Practitioners), local government, community leaders, other Kachemak Bay and South Kenai Peninsula communities, and the media about the consequences of influenza pandemic and what each person can do to prepare.

1. Influencing public behavior toward basic infection control measures will be a key factor in limiting the spread of influenza during a pandemic.
2. Communicating clear, concise and accurate information about influenza, the course of the pandemic, and response activities will increase awareness, limit public panic and speculation, and sustain confidence in the public health system.

G. Coordinate with Law Enforcement Professionals to ensure security of community.

1. Protecting the peace during civil disturbances that may be the result of food shortages, long lines at vaccination clinics, etc...
2. Provide security during the transport of vaccines during shortages.
3. Coordinate efforts with the Alaska State Defense Force

II. PURPOSE OF THIS PLAN

The Pandemic Influenza Response Plan for the City of Homer provides guidance to local government officials regarding detection, response and recovery from an influenza pandemic. The Plan describes the unique challenges posed by a pandemic that may necessitate specific leadership decisions, response actions, and communication mechanisms. Specifically, the purpose of the plan is to:

1. Define preparedness activities that should be undertaken before a pandemic occurs that will enhance the effectiveness of response measures.
2. Describe the response, coordination and decision making structure that will incorporate City of Homer, the health care system within the Kenai Peninsula Borough, other emergency response agencies, and state and federal agencies during a pandemic.
3. Define roles and responsibilities for Homer, LHCP and emergency response agencies during all phases of a pandemic.

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4. Coordinate the dissemination of information and resources with the entire Kachemak Bay area and Southern Kenai Peninsula.
5. Describe expectations of the Homer Public Health Center staff in a pandemic response and the purpose of the local plan.
6. Serve as a guide for LHCP, emergency response agencies and businesses in the development of pandemic influenza response plans.
7. Provide technical support and information on which preparedness and response actions are based.
8. During an influenza pandemic, the City of Homer and community leaders will utilize the plan to achieve the following goals:
 - a. Limit the number of illnesses and deaths
 - b. Preserve continuity of essential government functions
 - c. Minimize social disruption
 - d. Minimize economic losses
9. The plan will be coordinated with other City of Homer preparedness plans and activities, and with the plans of community, Borough, State and Federal providers.

III. SCOPE OF THE PLAN

This Plan is an Annex to the City of Homer Emergency Operations Plan. This Plan primarily focuses on the roles, responsibilities, and activities of the City of Homer. However, specific responsibilities for key response providers are included to highlight points of coordination between agencies during a pandemic. It is expected that health care facilities and health care professionals, essential service providers, local government officials, and business leaders will develop and incorporate procedures and protocols addressing influenza preparedness and response activities into their emergency response plans.

Federal and state departments of agriculture are primarily responsible for surveillance and control of influenza outbreaks in domestic animals, although

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agricultural control measures interface with public health actions to prevent transmission into humans. This plan primarily addresses planning and response activities related to Human pandemic issues. Bird outbreaks, surveillance and control measures are the primary responsibility of the following agencies: USFW, SOA F&G, USDA. Homer will collaborate with and support these Federal and State agencies.

IV. PLANNING ASSUMPTIONS

1. Influenza pandemic will result in the rapid spread of the infection with outbreaks throughout the world. Communities across the state and the country may be impacted simultaneously.
2. There will be a need for heightened global, national and local surveillance.
3. Novel influenza strains may arrive and cause outbreaks in the Kenai Peninsula Borough prior to the onset of a pandemic, including those that could significantly impact local domestic poultry, wild and exotic birds, and other species. These strains can develop in domestic birds as well.
4. Homer and KPB will not be able to rely on timely State or Federal assistance to support local pandemic flu response efforts.
5. Antiviral medications will be in extremely short supply. Local supplies of antiviral medications will be prioritized by the City of Homer and KPB for use in hospitalized influenza patients, health care workers providing care for patients, and other priority groups based on current national guidelines and in consultation with the State Division of Public Health. (See Appendix B)
6. A vaccine for the pandemic influenza strain will not likely be available for six months or longer following the emergence of a novel virus.
 - a. As vaccine becomes available, it will be in short supply and may require two doses. Any vaccines will be typically distributed and administered by the State Division of Public Health based on SOA DPH MDC plans.
 - b. Insufficient supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies and public education to control the spread of the disease in community.

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7. The number of ill people requiring outpatient medical care and hospitalization will likely overwhelm the local health care system.
 - a. Hospitals and clinics will have to modify their operational structure to respond to high patient volumes and maintain functionality of critical systems.
 - b. The local health care system and emergency responders may have to respond to increased demands for service while their workforces experience 25-35% absenteeism due to illness.
 - c. Demand for inpatient beds and ventilators could increase by 25% or more, and prioritization criteria for access to limited services and resources will be needed.
 - d. There will be tremendous demand for urgent medical care services.
 - e. Infection control measures specific to the management of influenza patients will need to be developed and implemented at health care facilities, outpatient care settings and long-term care facilities.
 - f. Local health care systems will need to develop alternative care sites (designated “flu clinics”) to relieve demand on hospital emergency rooms and care for persons not ill enough to merit hospitalization but who cannot be cared for at home.
 - g. The number of fatalities experienced during the first few weeks of a pandemic could overwhelm the resources of the State Medical Examiner’s Office, hospital morgues, and funeral homes.
 - h. The demand for home care and social services will increase dramatically.
8. There could be significant disruption of public and privately owned critical infrastructure including; transportation, commerce, utilities, public safety, agriculture and communications.
9. Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers, and other public gathering points and canceling public events may be implemented during a pandemic.

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10. Some persons will be unable or unwilling to comply with isolation directives. For others, social distancing strategies may be less feasible (for example, homeless populations who live in congregate settings). It will be important to develop and disseminate strategies for infection control appropriate for these environments and populations.
11. The general public, LHCP, emergency response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps the City of Homer and KPB are taking to address the incident, and steps response providers and the public can take to protect themselves.

V. GOVERNMENTAL ROLES

A. FEDERAL GOVERNMENTS ROLE

An influenza pandemic will represent a national health emergency requiring a coordinated response. The Department of Homeland Security has the primary responsibility for coordinating domestic incident management and will coordinate all non-medical support and response actions across all federal departments and agencies. The U.S. Department of Health and Human Services (DHHS) will coordinate the overall public health and medical emergency response efforts across all federal departments and agencies. Authorities exist under the Public Health Service Act for the DHHS Secretary to declare a public health emergency and to coordinate response functions. In addition, the President can declare an emergency and activate the Federal Response Plan, in accordance with the Stafford Act, under which HHS has lead authority for Emergency Support Function #8 (ESF8).

DHHS response activities will be coordinated in the Office of the Assistant Secretary for Public Health Emergency Preparedness in collaboration with the Office of the Assistant Secretary for Public Health and Science and will be directed through the Secretary's Command Center. The Command Center will maintain communication with DHHS agency emergency operations centers and with other Departments. DHHS agencies will coordinate activities in their areas of expertise. Chartered advisory committees will provide recommendations and advice. Expert reviews and guidance also may be obtained from committees established by the National Academy of Sciences, Institute of Medicine or in other forums.

B. STATE GOVERNMENTS ROLE

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1. States are individually responsible for coordination of the pandemic influenza response within and between their jurisdictions. Specific Alaska Division of Public Health responsibilities include:
 - a. Identification of public and private sector providers needed for effective planning and response.
 - b. Development of key components of pandemic influenza preparedness plan; surveillance and investigation, distribution of vaccine and antivirals, health care systems including infection control, social distancing, isolation, quarantine, and communications.
 - c. Integration of pandemic influenza planning with other planning activities conducted under CDC, and Health Resources & Services Administration (HRSA) bioterrorism preparedness cooperative agreements with states.
 - d. Coordination to ensure development of local plans as called for by the state plan and to provide resources, such as templates to assist in the planning process.
 - e. Coordination with the Kenai Peninsula Borough (KPB), City of Homer and health care facilities in planning pandemic services and activities.
 - f. Coordination with the Department of Environmental Conservation (DEC) for animal health issues related to pandemic influenza.
 - g. Development of data management systems needed to implement components of the plan.
 - h. Assistance to local areas, the Alaska State Hospital and Nursing Home Association (ASHNHA) Preparedness Program, and other organizations in exercising plans.
 - i. Coordination with the adjoining jurisdictions of British Columbia, Yukon Territory, and Washington State.
2. The State Division of Homeland Security and Emergency Management have the following non-medical responsibilities:
 - a. Coordinate the state's efforts in all non-medical response issues.

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- b. Work with local government funding/planning/recovery
- c. Contact point to the State Governor
- d. Access to SECC in Anchorage
- e. Liaison to Federal Government

C. LOCAL GOVERNMENTS ROLE

The Kenai Peninsula Borough and City of Homer are ultimately responsible for response to disasters within the geographic boundaries of the Borough and City. It is the residents of this borough and city who are at the greatest risk, and it is those residents who have the greatest interest in its well-being. We recognize that aid will be coming from State and Federal agencies. We also recognize that aid may not arrive in a timely manner. So, it is incumbent upon us to plan and prepare to handle these situations with little or no help from outside agencies.

1. The City of Homer will activate the Emergency Operations Center (EOC) to assist with accomplishing tasks outlined in this annex. Per Presidential Directive #5 NIMS ICS (National Incident Management System Incident Command System) will be used.
2. A unified command will be formed between the City, Borough, and the State Division of Public Health.
3. Facilitate the planning activities being accomplished at all levels of the city. This includes governmental and non-governmental agencies, LHCP, critical infrastructure, private business, and private citizens.
4. Coordinate and collaborate with SOA DPH with the public information campaign to educate the citizens of the City of Homer and the community members of the Southern KPB to the Pandemic Flu Plan and assist them in developing their own plans.
5. Gather information from State and Federal agencies that are conducting surveillance activities within Alaska to use when making decisions regarding pandemic flu.
6. Monitor progression of pandemics and potential pandemics wherever they may be occurring.

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7. The Homer Public Information Officer (PIO) will coordinate, through a Joint Information Center (JIC), all information being disseminated to city and borough residents.
8. Coordinate social distancing procedures as they become necessary.
9. Provide logistical support to the LHCP to assist them in meeting their goals.
10. Facilitate exercises of this plan.
11. Coordinate, as needed or requested, with other small Kachemak Bay community officials and tribal health organizations to ensure equitable delivery of medications, vaccine, resources, personnel and other health services.

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VI. PHASES OF A PANDEMIC

The World Health Organization (WHO) has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General of the WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures the WHO will take, and recommends actions that countries around the world should implement.

Pandemic Period	World Events	Phase of Pandemic
Inter- Pandemic Period New virus in animals no human cases	Low Risk of Human Cases	1
	Higher Risk of Human Cases	2
Pandemic Alert Period New Virus causes human cases	No or very limited human to human transmission	3
	Evidence of increased human to human transmission	4
	Evidence of significant human to human transmission	5
Pandemic Period	Efficient and sustained human to human transmission	6

In accordance with the U.S. Department of Health and Human Services Pandemic Influenza Strategic Plan, DHHS will determine and communicate the pandemic phase level for the U.S. based on the global pandemic phase and the extent of disease spread throughout the country.

VII. CONCEPT OF OPERATIONS

A. Overview

1. KPB and its entities, and City of Homer will coordinate the local health and medical response to a pandemic with State, Federal, and local agencies and officials.
2. The City of Homer will respond under the auspices of the City of Homer Emergency Operations Plan and this annex.

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3. The Borough and City of Homer response actions will emphasize disease surveillance and investigation, social distancing measures to reduce the spread of infection, and providing frequent communication and education to the public about the pandemic, the SOA DPH response and/or HPHC response, and steps the public can take to reduce the risks of infection.

B. Direction and Control

1. The SOA DPH response will be managed per the guidance and protocols included in the State "PanFlu" Plan in coordination with this Plan and the City of Homer Emergency Operations Plan.
2. Homer and all response providers will operate under the NIMS Incident Command System throughout the duration of the pandemic response.
3. Homer will activate their Emergency Operations Center to coordinate and monitor the borough-wide public health and medical response during a pandemic.
4. During Pandemic Phases 1, 2 and 3, where Homer and the Kenai Peninsula Borough are not directly affected, Homer will participate in health system preparedness efforts and assist with education efforts in conjunction with the State of Alaska Division of Public Health for pandemic response.
5. During Pandemic Phases 4, 5 and 6 Homer will communicate with LHCP to coordinate management of health care system resources and information.
6. Homer, KPB, and the State Division of Public Health will assess the viability of social distancing measures and establish criteria for their implementation.

C. Communications

The City of Homer, in conjunction with the State of Alaska Division of Public Health, will serve as the lead agency in the City for risk communication messaging and public education regarding pandemic influenza. All LHCP, State, Federal, and Borough agencies PIO's will coordinate information dissemination through the Joint Information Center (JIC). Communications with the public and LHCP will be a critical component of the pandemic response, including managing the utilization of health care services.

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D. Mitigation

Mitigation activities are taken in advance of an influenza pandemic to prevent or temper its impact. Mitigation efforts should occur primarily during pandemic phases 1-3. Homer's pre-event mitigation activities include:

1. Workshops/public meetings to discuss current issues.
2. Press releases to local media outlets as new information become available.
3. Continued planning and exercising.
4. Assist LHCP with their preparations.

E. Surveillance

Surveillance is to be conducted across the State of Alaska by State and Federal agencies. The City of Homer Director of Emergency Services will remain in close communication with these agencies and use relevant surveillance information while planning for a response to a potential pandemic.

F. Public Education

Public education through all phases of a pandemic may involve any or all of the following elements:

1. Dissemination of printed and web-based information.
2. Frequent use of radio, television and print media.
3. Coordination with other health care providers and caregivers to ensure consistent messaging.
4. Implementation of public information call center.

G. Vaccine and Antiviral Medications

The City of Homer will work with the State of Alaska Department of Public Health's Mass Vaccination Plan and the State's Strategic

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National Stockpile distribution plan to get the necessary vaccines and antiviral medications to the residents.

H. Isolation and Quarantine

During all phases of a pandemic; persons exposed to, or ill with, a novel influenza virus will be directed to remain in isolation at home, to the extent possible. Hospitals should implement isolation protocols for all patients suspected of being infected with pandemic influenza based on case definitions obtained from State of Alaska (SOA DPH) Section of Epidemiology. Alternate care facilities will be identified and activated to serve as alternate medical treatment facilities to hospitals. Once person-to-person transmission is established locally, quarantine of individuals exposed to influenza cases will be of limited value in preventing further spread of the disease. Quarantine of contacts of influenza cases may be beneficial during the earliest phases of a pandemic, and in response to an influenza virus that has not achieved the ability to spread easily from person-to-person.

I. Social Distancing Strategies

1. Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include:
 - a. Closing public and private schools, colleges and universities.
 - b. Closing non-essential government functions.
 - c. Implementing emergency staffing plans for the public and private sector including increasing telecommuting and flex scheduling.
 - d. Closing public gathering places including stadiums, theaters, churches, community centers and other facilities.
2. Decisions regarding the implementation of social distancing measures including suspending large public gatherings and closing stadiums, theaters, churches, community centers, and other facilities where large numbers of people gather will be made jointly and concurrently by the State Public Health Officer, and the Kenai Peninsula Borough Mayor and coordinated with the Mayor of the City of Homer.

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3. Decisions regarding the closing of all public schools will be made by the State Public Health Officer, the KPB Superintendent of Schools, the Kenai Peninsula Borough Mayor, in consultation with local officials and emergency managers.
4. Decisions regarding the closing of private schools, community colleges in the Kenai Peninsula Borough will be made by the State Public Health Officer, KPB Mayor and City of Homer Mayor after consultation with local chancellors or other school officials as appropriate.

VIII. MITIGATION AND PLANNING RESPONSIBILITIES

A. Borough Residents

1. Stay well informed of current world events concerning pandemics
2. Help prevent the spread of disease:
 - a. Practice good hygiene, wash hands frequently. (Teach your children good hygiene)
 - b. Practice proper respiratory etiquette. Cover mouth and nose when coughing or sneezing, preferably with a handkerchief.
 - c. If you are sick, stay at home. Don't share your illness with co-workers and the general public.
 - d. Eat healthy, drink plenty of water, exercise and get plenty of rest. If you live a healthy life-style you will be less likely to get sick. If you do get sick your body will be stronger and better able to recover.
3. Maintain an emergency cache of supplies that would be necessary to sustain you and your family for up to two weeks. See Appendix F for a checklist designed to help you be prepared for almost any disaster.
4. Discuss your workplace pandemic preparedness plan with your employer. Find out what your role is and be prepared to perform it.

B. Business Community

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1. Stay well informed of current world events concerning pandemics.
2. Develop a plan under which your business can operate / survive a 35% reduction in workforce. This plan should include:
 - a. provisions to assist employees with their individual plans
 - b. a liberal sick leave policy for pandemic events
 - c. differential scheduling to reduce the amount of employees that come into contact with each other
 - d. considerations for telecommuting where possible
 - e. considerations for helping your customers with pandemic issues
 - f. considerations for helping your vendors / suppliers with pandemic issues
 - g. considerations for significant reductions in business potential during pandemic flu and those economic impacts on your business viability
3. Work with local Civic Groups and Chambers of Commerce while developing your plan.
4. Further information and a checklist of activities can be found at www.pandemicflu.gov

C. All Federal, State, Local Agencies and LHCP

1. Identify mission critical functions that must be maintained during all hazards including a pandemic.
2. Identify staff that can be cross-trained to perform emergency response functions.
3. Identify functions that could be temporarily discontinued or performed via telecommuting for several weeks.

D. City of Homer

1. Facilitate pandemic planning and response activities with emergency response agencies, 911 dispatch centers, South Peninsula Hospital, Homer Public Health Center, and other health care facilities/clinics.

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2. Conduct training, drills and evaluated exercises to enhance Homer's readiness to respond to a pandemic.
3. Coordinate planning and response activities with the various stakeholders within the Greater Homer Community including: Homer Public Health Center, South Peninsula Hospital and other LHCPs.
4. Collaborate with HPHC regarding the potential social and economic impacts of social distancing measures, and the extent to which implementation of such measures are feasible.
5. Coordinate, in conjunction with the State of Alaska Division of Public Health, city-wide pandemic planning, education and outreach efforts with:
 - a. school systems
 - b. business community
 - c. community based organizations
6. Coordinate with economic development agencies and chambers of commerce regarding the economic consequences of a pandemic.
7. Educate the public, response providers, businesses, community based organizations and elected leaders about influenza pandemics, expected impacts and consequences, and preventive measures on the community.
8. Through liaison with agriculture and wildlife agencies, monitor surveillance data.
9. Coordinate, with State Division of Public Health and Kenai Peninsula Borough planning for and implementation of disease containment strategies and authorities.
10. Support the LHCP planning and response efforts for medical surge capacity including mass casualty and mass fatality incidents.
11. Provide effective communications to the public, the media, elected officials, LHCP, religious based organizations, business and community leaders throughout public health emergencies.

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12. Develop procedures in conjunction with the State of Alaska and Kenai Peninsula Borough for the storage and disposition of the deceased during a pandemic when traditional methods are overwhelmed.
13. Homer Public Information Officer (PIO)
 - a. Provide accurate, timely information to the public regarding preparations for a pandemic, the impacts of the outbreak, local response actions and disease control recommendations.
 - b. Educate the public on how they can protect themselves from becoming infected and infecting others.

E. Local Health Care Providers (LHCP)

1. The LHCP will work in conjunction with the Borough and City to maximize the health care system's ability to provide medical care during a pandemic. Specific steps include:
 - a. Hospitals and health care organizations will develop pandemic influenza response plans.
 - b. Identify and prioritize response issues affecting the borough-wide LHCP during a pandemic.
 - c. Develop mechanisms to efficiently share information and resources between LHCP, and to communicate with the Emergency Operations Center, as appropriate.
2. Hospitals and other health care facilities will develop pandemic response plans consistent with the health care planning guidance contained in the U.S. Department of Health and Human Services Pandemic Influenza Plan. Health care facility pandemic response plans will address medical surge capacity to sustain health care delivery capabilities when routine systems are overwhelmed.
3. LHCP should participate in local influenza surveillance activities.
4. Hospitals will develop infection control plans to triage and isolate infectious patients and protect staff from disease transmission.

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F. American Red Cross

1. Assist with pre-response and mitigation planning efforts.

G. School District

1. Monitor School absenteeism and report levels approaching over 7.5% to the KPB Office of Emergency Management and to the SOA Section of Epidemiology.
2. Educate parents and guardians on the importance of having sick children stay at home.
3. Maintain a Pandemic Flu Plan for the School District. Provide training to faculty and staff on this plan.

H. Law Enforcement

1. Assist with pre-response planning efforts.
2. Provide security, as needed to protect strategic stockpiles of vaccines and medications at various storage and dispensing sites in the City.
3. Assist with maintaining order and compliance with legally issued orders of quarantine, closures or other social distancing measures deemed necessary for public health and safety.

I. Local Emergency Planning Committee (LEPC)

1. Assist in development of Pandemic Flu Response Plan.
2. Develop and conduct exercises to test this plan.
3. Perform other duties as requested by the IC.

J. State Division of Public Health

1. Participate in planning activities focused to develop capacity for community-based influenza evaluation and treatment clinics. Plan coordination between communities and hospitals to develop Alternate Care site plans.

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2. Develop infection control plans with technical assistance from the Center for Disease Control (CDC), to protect staff and clients.
3. Educate health care providers about influenza pandemics and involve them in community pandemic response planning through the local health care facilities.
4. Communicate and coordinate directly with Homer's Public Safety Departments or, if activated, through the EOC, regarding pandemic preparedness and response activities
5. Coordinate statewide pandemic planning and preparedness efforts.
6. Coordinate statewide surveillance activities.
7. Operate a CDC Laboratory Response Network public health reference laboratory for novel influenza virus testing.

K. State Division of Homeland Security and Emergency Management

Through the State Emergency Coordination Center (SECC) provide response guidance and technical resources for planning and exercise coordination.

L. State Medical Examiner's Office

1. Lead mass fatality planning efforts.
2. Incorporate funeral home directors into planning efforts for pandemic response.

M. United States Department of Health and Human Services

1. Provide overall guidance on pandemic influenza planning within the United States.
2. Provide guidance and tools to promote pandemic preparedness planning and coordination for states and local jurisdictions.
3. Provide guidance to state and local health departments regarding prioritization of limited supplies of antiviral medications and vaccines.

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4. Determine and communicate the pandemic phase for the U.S. based on the global pandemic phase (established by WHO) and the extent of disease spread throughout the country.

N. United States Center for Disease Control and Prevention (CDC)

1. Conduct national and international disease surveillance.
2. Carry out statewide surveillance, epidemiological investigation and disease control activities.
3. Develop reference strains for vaccines and conduct research to understand transmission and pathogenicity of viruses with pandemic potential.
4. Develop, evaluate, and modify disease control and prevention strategies.
5. Support vaccination programs.
6. Monitor the nation-wide impact of a pandemic.
7. Coordinate the stockpiling of antiviral drugs and other essential materials within the Strategic National Stockpile (SNS).

O. World Health Organization

1. Monitor global pandemic conditions and provide information updates.
2. Facilitate enhanced global pandemic preparedness, surveillance, vaccine development, and health response.
3. Declare global pandemic phase and adjust phases based on current outbreak conditions.

IX. RESPONSE RESPONSIBILITIES

A. Residents

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1. Stay well informed of current world events concerning pandemics.
2. Monitor the appropriate KPB OEM or Homer website, local radio and television for important local news regarding pandemic response.
3. Maintain an emergency cache of supplies that would be necessary to sustain you and your family for up to two weeks. See Appendix F for a checklist designed to help you be prepared for almost any disaster.
4. If you have children:
Stay in contact with your children's schools. Be prepared to either care for or have alternate care for your children during the day should the schools be closed.
If your child is sick, keep him/her at home.
Educate yourself on mental health care for your children during an event.
5. Follow the directives issued by the State Division of Public Health, KPB and City of Homer. Follow recommended social distancing measures as closely as possible.
6. If you have pets, plan for their care and feeding if you were to become incapacitated for any length of time.

B. Community

1. Stay well informed of current world events concerning pandemics.
2. As needed follow your pandemic response plan to keep your business going.
3. Monitor local radio and television for important local news regarding pandemic response.
4. Follow directives issued by the Director of Emergency Services, KPB Office of Emergency Management and the State Division of Public Health. Follow recommended social distancing measures as closely as possible.

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C. All Federal, State, Local Agencies and LHCP

1. Mobilize all necessary staff to support the Homer pandemic influenza response, as directed by the Incident Commander (IC).
2. Maintain or become proficient in the National Incident Management System and Incident Command System courses; IS700 and ICS100 minimum for all potential responders.

D. Kenai Peninsula Borough & City of Homer

1. Coordinate response to a flu pandemic with the State Emergency Coordination Center (SECC), and the State Division of Homeland Security and Emergency Management.
2. Coordinate activation and management of the KPB and Homer Emergency Operations Center(s) as necessary.
3. Provide advice to the local State Public Health Officer regarding the potential social and economic impacts of social distancing measures, and the extent to which implementation of such measures is feasible.
4. During a pandemic, KPB/City of Homer may suspend routine borough operations to provide staff for flu clinics, call centers, or to fulfill other duties as necessary.
5. The Borough/City will work in conjunction with the LHCP to maximize the health care system's ability to provide medical care during a pandemic.
6. Coordinate the community's emergency response through the KPB and Homer Emergency Operations Plan.
7. Monitor state-wide surveillance to track the spread of the human disease and its impact on the community. Through liaison with agriculture and wildlife agencies, facilitate influenza surveillance in animals in the Borough and monitor surveillance data.
8. Coordinate with the State Division of Public Health planning for and implementation of disease containment strategies and authorities.

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9. Support the LHCP planning and response efforts for medical surge capacity including mass casualty and mass fatality incidents.
10. Provide effective communications to the public, the media, elected officials, LHCP, religious based organizations, business and community leaders throughout public health emergencies.
11. **Public Information Officer (PIO)**
 - a. Provide accurate, timely information to the public regarding preparations for a pandemic, the impacts of the outbreak, local response actions and disease control recommendations.
 - b. During pandemic establish a Joint Information Center (JIC) to ensure the public is getting the most accurate and current information possible.
 - c. Activate and direct the management of public information call centers focused on providing health information to the public.
 - d. Communications during Pandemic Phases 1, 2, 3;
 - a) The PIO will:
 - Assess the information needs of health care providers.
 - Assess the information needs of the general public.
 - Identify any logistical constraints to effective communications, such as communications staffing and equipment needs, and public information call center staffing and capacity.
 - Intensify public education efforts about influenza pandemics, animal influenza and steps that can be taken to reduce exposure to infection. Information may be disseminated via web site postings, newspaper editorials, flyers and billboards, television and radio broadcasts.

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- Coordinate with CDC, and State Division of Public Health to develop common health messages and education materials.
- b) The PIO will work with the local State Public Health Department PIO and other appropriate agencies to develop a communications strategy for vulnerable populations including identifying appropriate community providers for reaching and educating diverse communities such as limited English speaking and homeless citizens.
- e. Communications during Phases 4, 5, 6;
 - a) Public Information Officer (PIO) will evaluate the need to establish a Joint Information Center (JIC) in conjunction with appropriate health system and response providers. A JIC will be activated when Incident Command (IC) deems it necessary based on specific characteristics of the pandemic.
 - b) The IC will evaluate the need to establish a public information call center to respond to public inquiries.
 - c) The PIO will work with the LHCP and the State Division of Public Health to develop public information messages related to the utilization of the health care system and other resources (call centers, etc).
 - d) As the pandemic expands, the PIO will provide timely updates on the pandemic and will organize regular media briefings.
 - e) The PIO will keep the public informed about steps that should be taken to protect against infection, treatment options for individuals who are infected, the status of the spread of the outbreak in the community, and the disease control and containment strategies that are being implemented.

E. Local Health Care Providers (LHCP)

1. The LHCP will work in conjunction with the Borough and City to maximize the health care system's ability to provide medical care during a pandemic. Specific steps include:

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- a. Coordinate with the local State Public Health Officer regarding policy level decisions regarding the operations of the local health system.
 - b. Assure that relevant communications from LHCP and the HPHC to the Borough and City are accomplished in a timely manner.
2. During a pandemic impacting Homer, all efforts will be employed to sustain the functionality of the health care system while maintaining an acceptable level of medical care. In order to accomplish this, LHCP may need to:
 - a. Limit the provision of health care services to patients with urgent, health problems requiring immediate hospitalization.
 - b. Take steps to increase hospital bed capacity to care for the extreme numbers of influenza patients.
 - c. Mobilize and deploy staff between medical institutions to address critical, staffing issues.
 - d. Implement pandemic-specific patient triage and management procedures.
3. During a pandemic, alternate care facilities will be identified and activated to serve as alternate medical treatment facilities to hospitals.
 - a) These facilities will add to the existing bed capacity in the borough and provide supportive care to influenza patients, or will serve as flu clinics to relieve the burden on hospital emergency departments.
 - b) Locating, staffing and supplying these sites will be accomplished through a coordinated effort between Borough, City, and LHCP and the State of Alaska Division of Public Health.
 - c) Available sites that could be used are to be identified.

F. American Red Cross

1. Supply cots and bedding as available and needed for Alternate Treatment Sites.

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2. Coordinate, recruit and support volunteers for use throughout the borough.
3. Perform other duties as requested by the IC.

G. School District

1. Assist in making the determination on when to close the schools.
2. Reassign staff as needed and requested by the EOC.

H. Law Enforcement

1. Assist with crowd and traffic control at flu treatment centers.
2. Perform other law enforcement activities as requested by the IC.
3. Provide additional staff as available and requested by the EOC.

I. Amateur Radio Group

1. Assist with communications network to connect all parties to this response.
4. Perform other duties as requested by the IC.

J. State Division of Public Health (SOA DPH)

1. Provide/designate a local PHN liaison.
2. Lead and coordinate all mass dispensing clinic response activities.
3. Communicate and coordinate directly with the Borough and City, and if activated, through the EOC, regarding pandemic preparedness and response activities.
4. Coordinate directly with LHCP and make decisions regarding strategies, thresholds and methods for reallocating resources and temporary restructuring of health system operations in response to a pandemic.

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5. Communicate public health directives regarding social distancing strategies and other protective actions to elected leaders, the business community, schools, the LHCP through the EOC.
6. Coordinate statewide surveillance activities.
7. Operate a CDC Laboratory Response Network public health reference laboratory for novel influenza virus testing.
8. Coordinate submission of pandemic epidemiological and dissemination of statewide data and situation updates to LHCP and the EOC.
9. Coordinate development and implementation of disease containment strategies across multiple borough and regions within the state.
10. Request federal assistance to support the local health and medical response, including antiviral medicines and vaccines from the Strategic National Stockpile (SNS), when local and state resources are exceeded.
11. Through the JIC, educate and inform the public on the course of the pandemic and preventive measures.

K. State Division of Homeland Security and Emergency Management

1. Through the State Emergency Coordination Center (SECC) provide response guidance and technical resources for response to a pandemic situation in the Borough.
2. Provide access to the Governor of the State of Alaska
3. When appropriate, request assistance from the federal government
4. Provide through state and federal grants.

L. State Medical Examiner's Office

1. Lead mass fatality planning and response efforts.
2. Coordinate with and support hospitals regarding mass fatalities planning and response.

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M. United States Department of Health and Human Services

1. Coordinate the national response to an influenza pandemic.
2. Determine and communicate the pandemic phase for the U.S. based on the global pandemic phase (established by WHO) and the extent of disease spread throughout the country.

N. United States Center for Disease Control and Prevention (CDC)

1. Conduct national and international disease surveillance.
2. Carry out state-wide surveillance, epidemiological investigation and disease control activities in coordination with SOA DPH.
3. Provide information and technical support on surveillance, epidemiology and clinical issues, including case identification, laboratory testing, management, and infection control to LHCP and facilities and the KPB Office of Emergency Management.
4. Make recommendations regarding the need for individual and group isolation and quarantine.
5. Work with the PIO to develop and disseminate risk communications messages to the public.
6. Provide recommendations to the local State Public Health Officer regarding measures to sustain the functionality of the local health care system.
7. Coordinate receipt of vaccines in conjunction with the State Public Health Officer, and develop strategies for storage, distribution and allocation of vaccines among LHCP.
8. Serve as a liaison to the WHO.
9. Support vaccination programs and monitor vaccine safety.
10. Investigate pandemic outbreaks and define the epidemiology of the disease.
11. Monitor the nation-wide impact of a pandemic.

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12. Coordinate the stockpiling of antiviral drugs and other essential materials within the Strategic National Stockpile (SNS).
13. Coordinate the implementation of international and U.S. travel restrictions.

O. World Health Organization

Monitor global pandemic conditions and provide information updates.

Facilitate enhanced global pandemic preparedness, surveillance, vaccine development, and health response.

Declare global pandemic phase and adjust phases based on current outbreak conditions.

X. MAINTENANCE OF ESSENTIAL SERVICES

- A.** One of the critical needs during a flu pandemic will be to maintain essential community services.
 1. With the possibility that 25-35% of the workforce could be absent due to illness, it may be difficult to maintain adequate staffing for certain critical functions.
 2. There is the possibility that services could be disrupted if significant numbers of public health, law enforcement, fire and emergency response, medical care, transportation, communications, and public utility personnel are unable to carry out critical functions due to illness.
- B.** Government agencies and private businesses, particularly those that provide essential services to the public, must develop and maintain continuity of operations plans and protocols that address the unique consequences of a pandemic.
- C.** The Director of Emergency Services in conjunction with the City Managers office will lead continuity of government efforts as referenced in the Emergency Operations Plan.
- D.** The Director of Emergency Services will participate in and support logistical and non-medical infrastructure planning with hospital facilities.

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XI. RECOVERY

1. Recovery from an influenza pandemic will begin when it is determined that adequate supplies, resources and response system capacity exist to manage ongoing activities without continued assistance from pandemic response systems.
2. In consultation with the KPB, City of Homer, health care facilities, and tribal entities, SOA DPH will recommend specific actions to be taken to return the health care system and government functions to pre-event status.
3. KPB OEM will assess the impact of the pandemic on the community's health as measured by morbidity and mortality and report findings to all response providers.
4. KPB OEM will assist health care and business community members in assessing the economic impact of the pandemic.
5. The City of Homer and KPB OEM will conduct an after-action evaluation of the pandemic response in collaboration with State, Federal agencies and LHCPs. The evaluation will include recommendations for amendments to the Pandemic Influenza Response Annex.
6. The City and Borough Administration will determine what the economic impact to the community has been.

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Appendix A

The City/Borough Priority Groups for Influenza Vaccination during a Pandemic

This appendix is based on State Recommendations. Vaccinations will be administered in sequential order. Tier 1 will receive vaccinations first until the entire Tier has been completed, followed by Tier 2, 3, and 4. Within each Tier, individuals in Sub-tier A will be vaccinated first until completed, then Sub-tiers B, C, and D.

Tier 1	Sub-tier A	Sub-tier B	Sub-tier C
Description	<ul style="list-style-type: none"> ➤ Health care workers (HCW's) providing direct patient care ➤ Essential healthcare support personnel ➤ Vaccinators ➤ Public Safety workers including EMS, police, fire, 911 dispatchers ➤ Other Public health emergency responders ➤ All family members of Sub-tier A ➤ Critical transportation workers (air taxi pilots, etc.) 	<ul style="list-style-type: none"> ➤ High-risk patients 65 years old or older with one high risk condition ➤ Patients 6 months to 64 years old with two high risk conditions ➤ Patients 6 months or older hospitalized in the past year for influenza, pneumonia, or a high-risk condition ➤ Utility workers essential for maintenance of power, water, and sewage system ➤ Key government leaders ➤ All EOC personnel ➤ Mental Health Care Providers 	<ul style="list-style-type: none"> ➤ Pregnant women ➤ Household contacts of people who are severely immunocompromised ➤ Household contacts of children less than 6 months old ➤ Transportation workers transporting fuel, water, food and medical supplies as well as public ground transportation
Total Number	TBD	TBD	TBD

Tier 2	Sub-tier A	Sub-tier B
Description	<ul style="list-style-type: none"> ➤ All healthy people 65 years old and older ➤ People 6 months to 64 years old with one high risk condition ➤ Healthy children 6 to 23 months old 	<ul style="list-style-type: none"> ➤ Correctional facility staff ➤ Telecommunications workers for essential network operations and maintenance
Total Number	TBD	TBD

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Appendix A (continued)

The City/Borough Priority Groups for Influenza Vaccination during a Pandemic

Tier 3	Sub-tier A
Description	<ul style="list-style-type: none">➤ Key government health decision-makers➤ Funeral home directors and embalmers
Total Number	TBD

Tier 4	Sub-tier A
Description	<ul style="list-style-type: none">➤ Healthy people 2 to 64 years old not included in the categories above
Total Number	TBD

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APPENDIX B

City/Borough Priority Groups for Receiving Antiviral Medications during a Pandemic

This appendix is based on State Recommendations. If antiviral supplies are limited, treatment and prophylaxis during a pandemic will be prioritized as follows:

1. Treat patients hospitalized with influenza.
 - Note: Antiviral Medications are most effective either before or within 24 – 48 hours of onset of symptoms of influenza. Depending on quantities of antiviral medications rationing based on onset of symptoms may be necessary. After 48 hours the effectiveness of antiviral medications is greatly reduced.
2. Treat health care workers with direct patient contact and Emergency Medical System workers.
3. Treat highest risk outpatients disease based on medical determination i.e. immunocompromised patients and pregnant women.
4. Treat pandemic health responders, public safety, key government decision makers and critical transportation workers.
5. Treat increased risk populations – young children 12 – 23 months old, people over 65, and people with underlying medical conditions.
7. Provide post-exposure prophylaxis in certain environments (e.g., nursing homes and other residential settings).
8. Provide prophylaxis for Emergency Medical System and health care workers and in emergency rooms, Intensive Care Units, and dialysis centers.
9. Treat critical infrastructure responders and health care workers without direct patient contact.
10. Treat other outpatients not included in categories above.
11. Provide prophylaxis to highest risk outpatients (immunocompromised and pregnant women).
12. Provide prophylaxis for other health care workers with direct patient contact.

Section 9: Public Health & Multi-Casualty Incidents

*Based on guidelines included in the
Department of Health and Human Services Pandemic Influenza Plan, 2005*

Section 9: Public Health & Multi-Casualty Incidents

APPENDIX C

Pandemic Response Checklist

OPERATIONAL CHECKLIST	Interpandemic & Pandemic Alert Periods	Pandemic Alert Periods			Pandemic Period
Pandemic Influenza Response Plan	Phases 1 & 2	Phase 3	Phase 4	Phase 5	Phase 6
Monitor virology surveillance / Brief City Administration as needed					
Monitor influenza activity statewide / Brief City Administration as needed					
Educate the public concerning influenza pandemics and prevention measures (In conjunction with State Division of Public Health)					
Develop and update web page containing most current information available					
Educate the public concerning social distancing measures and voluntary isolation (In conjunction with State Division of Public Health)					
Educate public concerning priority groups for vaccines and prophylaxis.					
Provide information to the general public to assist them in developing individual plans for their families. (In conjunction with State Division of Public Health)					
Work with business community assisting them to develop specific plans for their business. (In conjunction with State Division of Public Health)					
Educate public concerning travel to countries impacted by influenza (In conjunction with CDC as necessary)					
Coordinate mitigation and response planning efforts with KPB School District					
Conduct training and pandemic flu response evaluated drills with LHCP, the military, KPB School District, and emergency response agencies.					
Activate and manage the Homer Emergency Operations Center					
Coordinate response efforts with State Emergency Coordination Center and the State Division of Homeland Security and Emergency Management					
Assess public information needs and provide to the public regarding Homer preparations and response					
Coordinate with State Division of Public Health and CDC to develop common health messages					
Review Continuity of Government section of the Homer Emergency Operations Plan and take appropriate actions.					
Upon request from SPH open alternate treatment facility					
Evaluate need for JIC based on specific characteristics					

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of the pandemic					
Establish a public information call center					

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APPENDIX C (continued)

Pandemic Response Checklist

OPERATIONAL CHECKLIST	Interpandemic & Pandemic Alert Periods	Pandemic Alert Periods			Pandemic Period
Pandemic Influenza Response Plan	Phases 1 & 2	Phase 3	Phase 4	Phase 5	Phase 6
Consider activating Community Wide Notification System to disseminate any critical information.					
Consider suspending routine borough activities and reassign personnel					
Implement Social Distancing Measures as needed					
Consider closing Schools					
Review priority groups for mass vaccination and prophylaxis clinics					
Assist in the preparation of mass vaccination / prophylaxis clinics					
Establish mass vaccination / prophylaxis clinics as medications become available					
Assist the State Division of Public Health with the activation of the Strategic National Stockpile (SNS) as outlined in the Homer EOP.					

Currently being accomplished	
Consider implementing	

Section 9: Public Health & Multi-Casualty Incidents

APPENDIX D

Recommended Protective Measures to Reduce the Spread of Pandemic Influenza

		Phase of Pandemic					
		1	2	3	4	5	6
Protective Measures	Public Information and education campaign						
	Individual isolation of influenza cases						
	Quarantine close contacts of influenza cases						
	Recommend the public defer travel to countries impacted by pandemic						
	Close all public and private schools, colleges and universities						
	Encourage public and private sector to implement pandemic emergency staffing plans						
	Suspend government functions not dedicated to pandemic response or critical continuity						
	Suspend large gatherings (sports events, concerts)						
	Close churches, theaters and other places where crowds gather						
	Encourage use of public transit only for essential travel						

Consider implementing protective measures	
Implement protective measure	

Section 9: Public Health & Multi-Casualty Incidents

APPENDIX F

PANDEMIC FLU PLANNING CHECKLIST OF INDIVIDUALS & FAMILIES

1. To plan for a pandemic:

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

2. To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water, and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues or handkerchief, and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work or school if sick.

3. Items to have on hand for an extended stay at home:

Examples of food and non-perishables

- ☐ Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups
- ☐ Protein or fruit bars

Section 9: Public Health & Multi-Casualty Incidents

- ☐ Dry cereal or granola
- ☐ Peanut butter or nuts
- ☐ Dried fruit
- ☐ Crackers
- ☐ Canned juices
- ☐ Bottled water
- ☐ Canned or jarred baby food and formula
- ☐ Pet food
- ☐ Other non-perishable foods

Examples of medical, health, and emergency supplies

- ☐ Prescribed medical supplies such as glucose and blood-pressure equipment
- ☐ Soap and water, or alcohol based hand wash
- ☐ Medicines for fever, such as acetaminophen or ibuprofen
- ☐ Thermometer
- ☐ Anti-diarrhea medication
- ☐ Vitamins
- ☐ Fluid with electrolytes
- ☐ Cleansing agent/soap
- ☐ Flashlight and spare batteries
- ☐ Portable radio
- ☐ Manual can opener
- ☐ Garbage bags
- ☐ Toiletries

Section 10: Oil Spills & Hazmat Incidents

Introduction

This section addresses direction and control of emergency incidents where the general Incident Management Team structure may require modification or addition of positions and branches to coordinate particular incident-specific activities that occur during oil spills and hazardous materials incidents. Several other guidance documents are available to assist in managing an oil or hazardous substance release incident including the Alaska Incident Management System (AIMS) Guide as well as the U.S. Coast Guard's Field Operations Guide.

Oil Spill Incidents

Due to the complex nature of oil spills, many different agencies with jurisdictional authority and statutorily mandated responsibilities will be involved. In Homer, the unified command structure for oil spill incidents includes a Federal On-Scene Coordinator (FOSC) from the U.S. Coast Guard (MSO/Anchorage Captain of the Port) or Environmental Protection Agency; a State On-Scene Coordinator (SOSC) from the Alaska Department of Environmental Conservation; a Local On-Scene Coordinator (LOSC), the Homer Emergency Management Coordinator or designee; and a Responsible Party On-Scene Coordinator (RPOSC), who represents the spiller. In most cases, the RPOSC becomes the Incident Commander, because under state and federal law the spiller is responsible and liable for containing, cleaning up and removing the spilled oil. However, in some cases the Responsible Party may be unavailable or unable/unwilling to properly mitigate the spill effects, and in such cases the IC will either be the FOSC or SOSC.

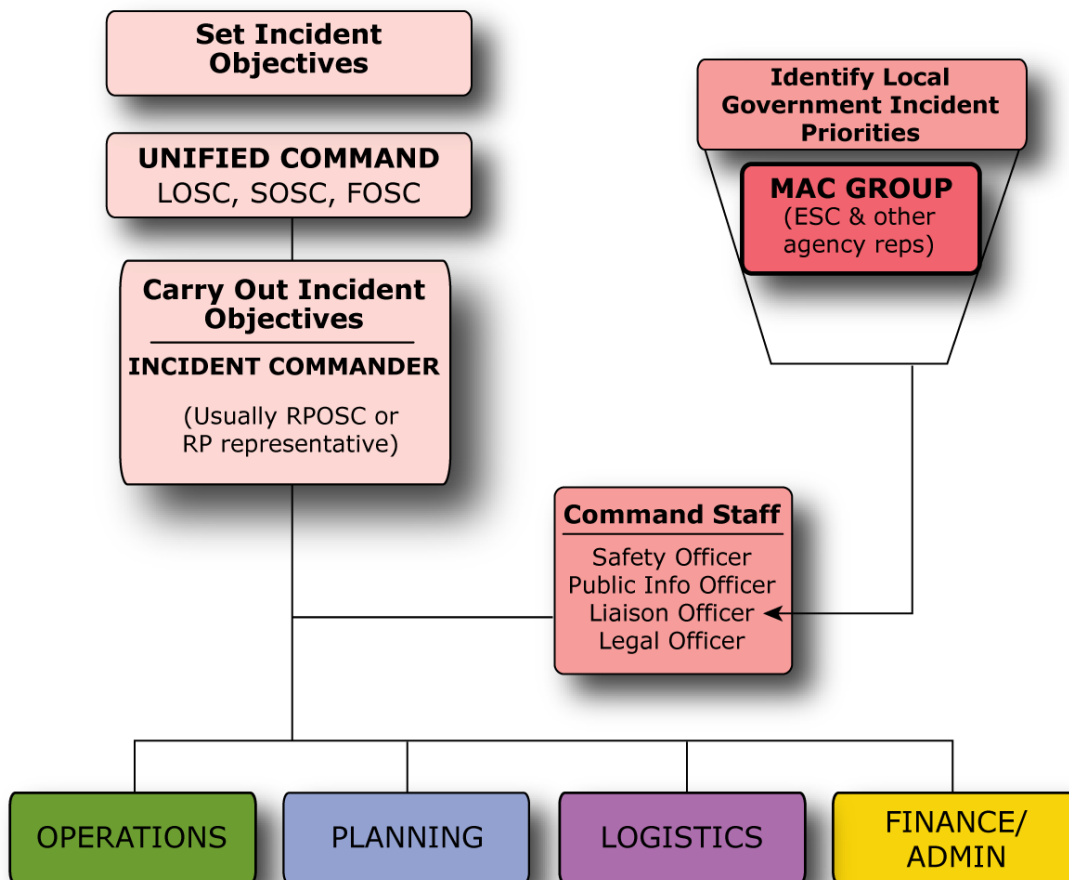
For a detailed discussion of the response structure for oil and hazardous substance response, refer to the "Alaska Federal/State Preparedness Plan for Response to Oil and Hazardous Substance Discharge/Releases" (the Unified Plan), and the Cook Inlet Subarea Oil Spill Contingency Plan.

The Unified Plan and Subarea Plan shall be used together and in combination with this Emergency Operations Plan to guide oil spill response in Homer. This Emergency Operations Plan will be the primary guidance document only so long as an immediate public health risk exists, which would cause the LOSC to assume control of the incident and implement activities such as evacuation. Once oil spill response operations (i.e. containment, skimming, recovery) begin in earnest, the Unified Plan and Subarea Plan, along with the Responsible Party's oil spill contingency plan, become the guiding documents.

In an oil spill incident management there may be many agencies and jurisdictions involved, therefore the MAC Group may consist of additional agency representatives in addition to the City Council to provide input to the Unified Command.

Section 10: Oil Spills & Hazmat Incidents

Oil Spill/Hazmat Release Organizational Chart (Unified Command)



Section 10: Oil Spills & Hazmat Incidents

Hazardous Materials Incidents

The hazardous materials incident organization is designed to provide supervision and control for the essential functions common to most hazmat incidents. Hazardous materials releases require enhanced control of the tactical operations and personnel/equipment mobilization to provide a greater degree of safety and reduce the probability of spreading contaminants.

For most hazmat incidents, the primary response functions will be directed by the Hazardous Materials Group Supervisor, who reports directly to the Operations Section Chief. All personnel and resources involved in the hazmat response will be supervised by one of the functional leaders or the Hazardous Materials Group Supervisor. The three functional positions within the Hazardous Materials Group are:

- **Entry Leader:** The Entry Leader supervises all personnel operating in the Hot Zone (that area immediately around a hazardous materials release area where contamination does or could occur. Special protection is required for all personnel while in this zone.) The Entry Leader has the responsibility to direct all tactics and control the positions and functions of all personnel in the Hot Zone.
- **Site Access Control Leader:** The Site Access Control Leader controls all movement of personnel and equipment between the control zones and has the responsibility for isolating the Hot and Warm Zone and ensuring that citizens and personnel use proper access routes. (Warm Zone = that area between the Hot Zone and the Cold Zone which separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area. This zone contains the personnel decontamination station and may require a lesser degree of personnel protection than the Hot Zone.)
- **Decontamination Leader:** The Decontamination (Decon) Leader ensures all rescue victims, personnel, and equipment have been decontaminated before leaving the incident.

The Hazardous Materials Group Supervisor manages these three functional responsibilities, including all tactical operations carried out in the Hot Zone. The following principles apply to all hazmat incidents:

- All rescue operations will come under the Hazmat Group Supervisor's direction. Other tactical objectives that occur outside of the hazmat control zones (i.e. evacuation) are not the responsibility of the Hazmat Group Supervisor. These other tactical objectives will be carried out through the normal channels within the Homer IMT organization.
- In addition to the three primary functions, the Hazmat Group Supervisor may work with an Assistant Safety Officer, who must be Hazmat trained and present at the hazmat incident site.
- The Incident Safety Officer will have overall incident safety authority, with and Assistant Safety Officer working directly with the Hazmat Group Supervisor, as appropriate. The Group Supervisor may also supervise one or more Technical Specialists. Federal regulations require that a Safety Officer be appointed to all hazmat incidents.

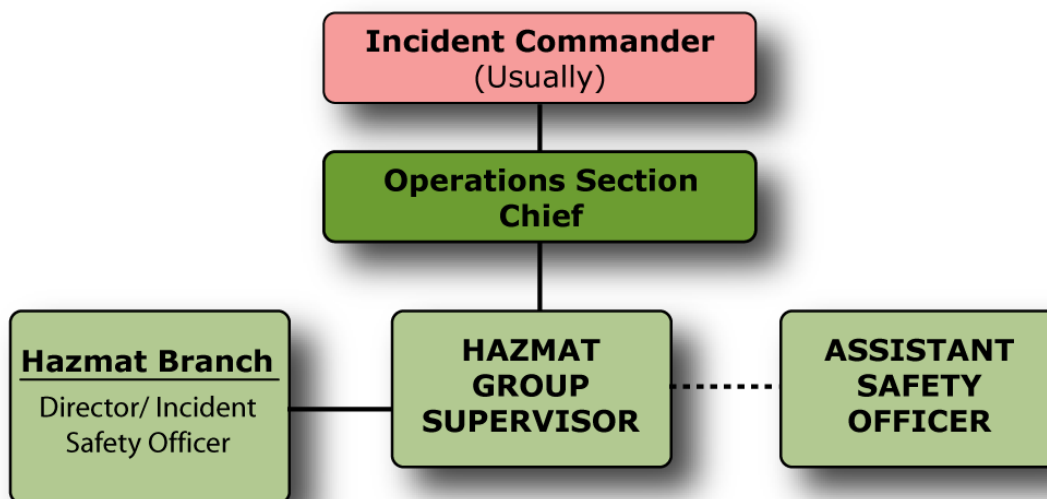
Section 10: Oil Spills & Hazmat Incidents

- Tactical operations outside of the controlled zones, as well as many other hazmat incident functions will be managed by regular ICS positions. In most cases, Division/Group Supervisors will manage the array of tactical objectives such as evacuation, isolation, medical, traffic control, etc. Other needs will be met by activating Command and General Staff positions as appropriate and necessary.

The following pages contain hazmat incident organization diagrams which demonstrate the range of functional positions that may be activated during a hazmat response. A relatively minor response may never progress beyond activation of an initial hazmat response organization, while a major hazardous materials incident may require a multi-branch incident organization. As with all emergencies, the Incident Commander, guided by the Unified Command, will be responsible for activating IMT positions during a hazardous materials incident response. For Hazmat Group position descriptions and position checklists, See SECTION 6.

Hazardous Materials Incident Initial Response

Initial hazmat response resources are managed by the Incident Commander, who may also initially handle all Command and General Staff functions until additional personnel are activated. Once activated, the Hazardous Materials Group Supervisor will assume responsibility for Entry, Site Access and Decontamination until personnel are assigned to these functions.



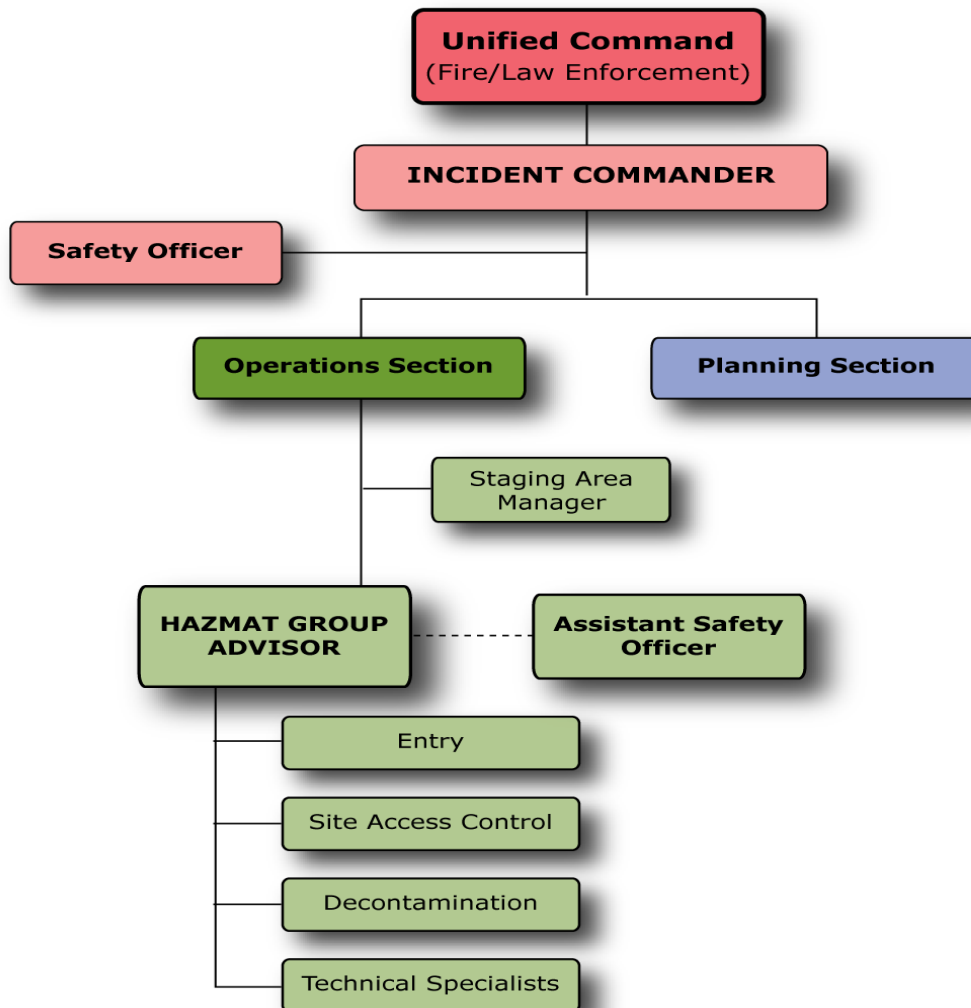
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If Hazardous materials incident occurs in a fire service area, the fire chief will be the initial Incident Commander. If outside of a fire service area, the ranking Alaska State Trooper will be the initial Incident Commander. Command may be transferred upon activation of the Emergency Operations Center.

Hazardous Materials Incident Reinforced Response

(3 to 15 Enforcement Units involved) Fire/Law

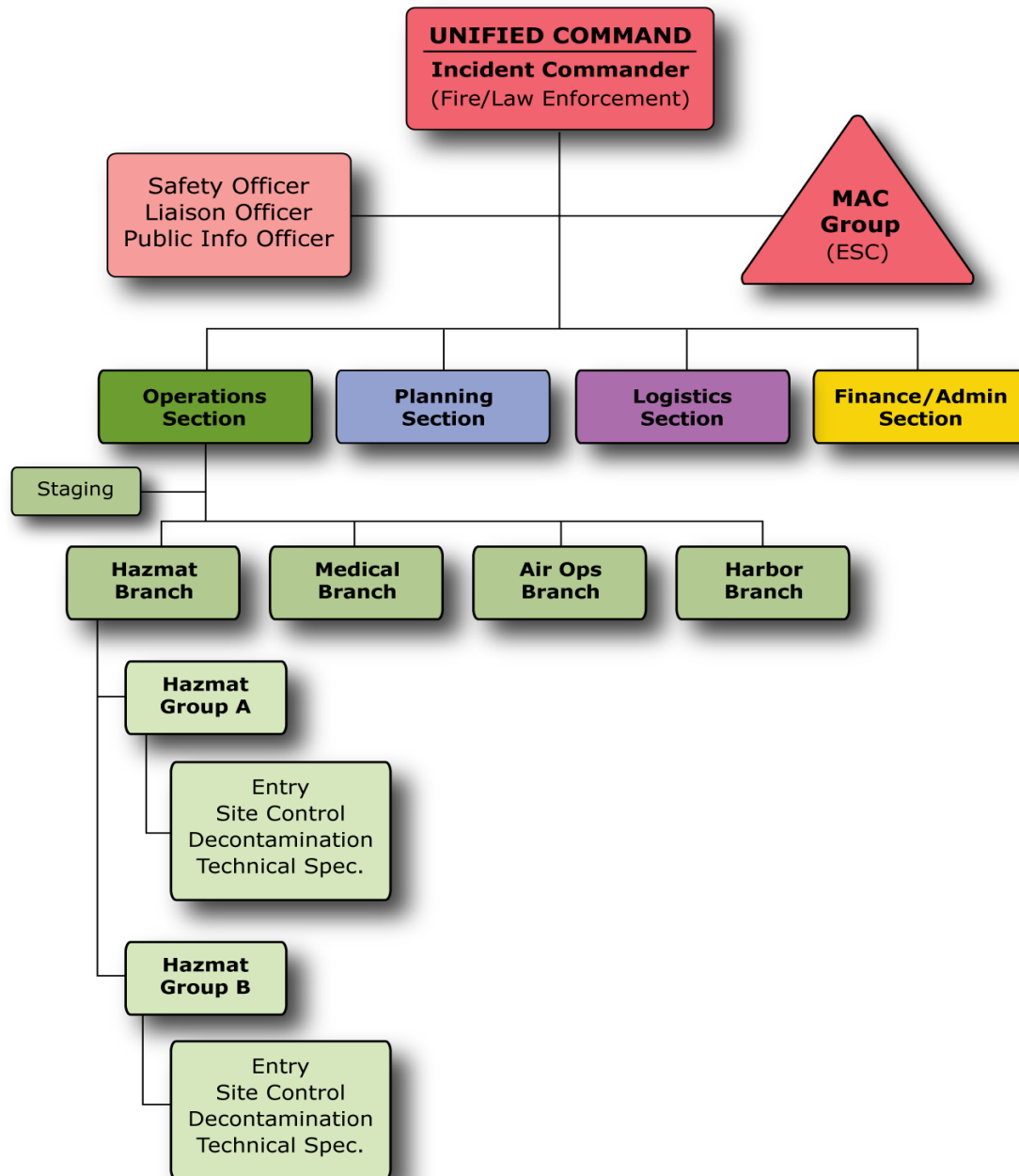
At this level of hazmat response, the two Incident Commanders (Fire/Law Enforcement) have joined together to establish a Unified Command. They have established a Hazardous Materials Group to manage all activities around the control zones and have organized law enforcement units into a task force to isolate the operational area. The ICS have decided to establish a Planning Section, a Staging Area Manager, and a Safety Officer.



Section 10: Oil Spills & Hazmat Incidents

Hazardous Materials Incident Multi-Division/Multi-Branch Response

At this level, the Unified Command/Incident Commander have activated most or all Command and General Staff positions and have established additional functional groups and a total of four branches in the Operations Section. Organization within Planning, Logistics, and Finance/Administration Sections will be the same as for other incidents.

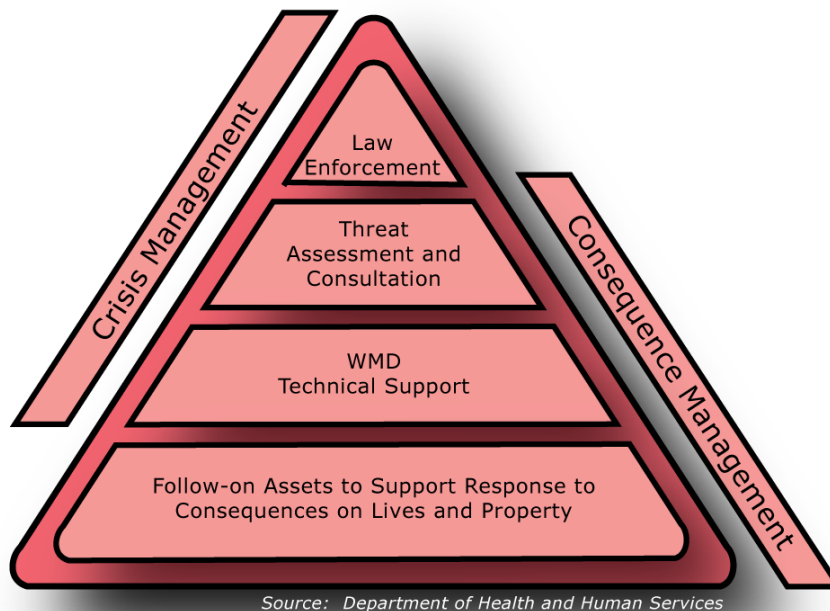


Section 11: Terrorism and WMD Incidents

Introduction

Presidential Decision Directive 39 (PDD-39), "*United States Policy on Counterterrorism*," directs that measures be taken to reduce the nation's vulnerability to terrorism, to deter and respond to terrorist acts, and to strengthen capabilities to prevent and manage the consequences of terrorist use of WMD. To support this goal, the Federal Emergency Management Agency (FEMA) developed the Terrorism Incident Annex (TIA) to the Federal Response Plan (FRP). The TIA distinguishes between crisis and consequence management as follows:

- **Crisis management** refers to measures to identify, acquire, and plan the use of resources needed to anticipate and/or resolve a threat or act of terrorism. The federal government has primary responsibility to prevent and respond to acts of terrorism; state and local governments provide assistance as required. Crisis management is predominantly a law enforcement response. Based on the situation, a federal crisis management response may be supported by technical operations and by federal consequence management, which may operate concurrently.
- **Consequence management** includes measures to protect public health and safety, restore government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The local and state authorities have primary responsibility to respond to the consequences of terrorism; the federal government provides assistance as necessary (see Figure 2-12-1).



Section 11: Terrorism and WMD Incidents

For general Terrorism/WMD Response Procedures within the Kenai Peninsula Borough, please see the KPB Emergency Operations Plan

Terrorism/WMD Response Procedures

Responses to and recovery from incidents that involve terrorist use of WMD will most likely involve a Unified Command structure, as described in this section.

Crisis Management

During the crisis management phase, the Alaska Division of Homeland Security and Emergency Management (ADHS&EM) will activate the State Emergency Operations Center (SEOC) as necessary to support local response and support activities. In order to support federal crisis management operations, ADHS&EM will dispatch personnel to the Joint Operations Center (JOC) as requested.

During crisis management, the FBI field office responsible for the incident area will establish and operate a JOC. The JOC is generally composed of a Command Group, Operations Group, Support Group, and Consequence Management Group. Local and state agencies will be requested to provide support and liaison.

Consequence management

When consequence management operations are implemented, ADHS&EM will activate or continue 24-hour SEOC operations and prepare to coordinate assistance as needed. ADHS&EM will use the structures outlined in the state emergency management plans to coordinate support for local response through recovery operations.

As the terrorist incident progresses, FEMA will consult with the Governor's office and the White House. When directed, FEMA may use the authority of the Stafford Act to preposition federal consequence management assets or implement a federal consequence management response.

When consequence management operations begin, FEMA will begin to disengage from the JOC and form Joint Information Centers (JIC) in the field and Washington, DC. The JIC will be the media centers for the release of all information to the press. FEMA will use FRP structures such as regional operations centers, disaster field offices, federal coordinating offices, and so forth to coordinate federal support for state and local recovery operations.

Lead Agencies

ADHS&EM and the Alaska State Troopers (AST) are the lead state agencies for terrorism/WMD response. FEMA and the FBI are the lead federal agencies. FEMA is the lead federal agency responsible for consequence management response to a terrorist incident involving the employment of WMD. The FBI is the lead federal

Section 11: Terrorism and WMD Incidents

agency responsible for crisis management response to a terrorist incident involving the employment of WMD.

Alaska Division of Homeland Security and Emergency Management (DHS&EM)

ADHS&EM is the lead Alaska agency responsible for consequence management response to a terrorist incident involving the employment of WMD. In general, ADHS&EM's key functions include:

- Acting as the primary state agency for information and planning. This includes activating the SEOC, implementing the NIIMS ICS system for acquiring resources, maintaining a statewide emergency public information process, and implementing procedures for responding to media and official requests for information and access to the incident site or operations area.
- Coordinating emergency activities in the Governor's absence and other state-level activities such as damage assessment and reporting, donations management operations, and recovery assistance programs.
- Maintaining communication, warning, and notification capabilities to provide various jurisdictions and agencies with relevant information concerning terrorist events or imminent threats and disseminating warnings or emergency information to the public.
- Assessing the need for additional resources from outside the state and preparing proclamations, executive orders, and requests for emergency or major disaster declarations as necessary to make those resources available.
- Advising the Governor concerning activation of the Alaska National Guard (including the Civil Support Team) for emergency service.
- Coordinating with DEC in providing HAZMAT support from the Statewide Hazmat Response Team to contain, confine, and control releases of hazardous material. HAZMAT will also:
 - Perform initial estimates of the downwind hazard (DWH).
 - Perform surveys and obtain samples to determine the nature and identity of the hazard.
 - Advise the IC on appropriate protective actions and equipment.
 - Monitor the incident area, the boundaries between zones, the downwind hazard (DWH) area, and the ICP for hazardous material.
- Requesting the US Coast Guard assistance for emergency service within their capabilities.

Alaska State Troopers (AST)

AST is the lead Alaska agency responsible for crisis management response to a terrorist incident involving the employment of WMD. In general, AST's key functions include:

- Serving as the primary state agency for law enforcement and criminal investigations. This includes acting as the state's liaison to the FBI, cooperating with local law enforcement agencies to restrict and control

Section 11: Terrorism and WMD Incidents

incident site access, and implementing methods to maintain records of persons unaccounted for and presumed involved in the incident.

- Establishing liaison with local and state agencies to assist in traffic control, evacuation of threatened areas, providing security or escorts, and establishing and administering checkpoints to regulate transportation of donated goods.
- Operating the primary state warning point of the National Warning System and, in cooperation with ADHS&EM when necessary, disseminating primary warning to local jurisdictions.

Homer WMD Emergency Decontamination

Following an overt WMD terrorist incident the immediate concern is to corral and isolate the ambulatory victims so that contamination does not spread. Decontamination must begin quickly in order to reduce the duration of human exposure to chemical agents, biological agents, or radiation. Ideally, decontamination should also improve the environment for human health until evacuation can be accomplished. Conversely, since the attack may go unnoticed, decontamination may not be possible following a covert attack using WMD materials. Homer has one fully equipped decontamination systems, as well as partial supplies at the South Peninsula Hospital. In addition, resources from Anchorage or Fairbanks may also be available to the region in support of local efforts.

For WMD Decontamination Guidelines, see the KPB Emergency Operations Plan

Section 12: Post-Incident Actions

Damage Assessment

Damage assessment is conducted in three phases: Initial Damage Assessment, Preliminary Damage Assessment, and Damage Survey Reports Development. The initial assessment provides supporting information for the disaster declaration, and is the responsibility of the local government. The preliminary damage assessment and the damage survey reporting process are in-depth analysis of long term effects and costs of the emergency, and are done with the combined efforts of local, state, and federal agencies.

Initial Damage Assessment

Organization and supervision of the initial damage assessment is the responsibility of the **Planning Section**, with supporting fiscal documentation from the **Finance Section**. Efficient accomplishment of this task will require major assistance from all departments and available volunteer resources. If the city and borough can document actual costs, these should be used to develop accurate cost estimates. Record keeping, especially of expenditures, should be started very early in the incident. The Finance Section will assign a charge code to which all incident related expenditures will be coded.

The initial damage assessment should begin as soon as possible after the impact of the emergency, and should be conducted using the following priorities:

- Priority 1 - Public safety and restoration of vital services. Each facility should be analyzed for structural integrity and safety, functional capability, and estimated cost to repair or replace.
 - EOC, Dispatch-Communications centers, fire stations.
 - Hazardous materials industries, natural gas pipelines.
 - Hospitals, schools, and shelters.
 - Power, telephone, and radio communications systems.
 - Water and Wastewater Treatment
 - Bridges and overpasses.
- Priority 2 – Private establishments with important community functions.
 - Grocery Stores, Banks.
 - Major businesses.
- Priority 3 - Assessment of damage to support emergency or major disaster declaration. An estimated number of private dwellings and businesses affected by the incident will be needed to support the request for a state or federal declaration. A cursory, “drive-by” damage assessment should be made at the same time as the more detailed survey required for Priority 1 and 2 facilities.
 - Private homes, multiple family dwellings.
 - Businesses.

Section 12: Post-Incident Actions

Preliminary Damage Assessment

The initial damage assessment should provide the basis for subsequent assessment activities. The preliminary damage assessment builds upon that information to provide supporting documentation for state and federal disaster assistance. Assessment activities shall be directed and supervised by the Planning Section, with cost information provided by the Finance Section.

- Assign personnel to State and Federal Damage Assessment Teams. The Planning Section should arrange appointments with managers and/or owners of affected facilities in order to facilitate the process. The State/Federal teams will complete the FEMA forms. Although Homer is not responsible for completing these forms, personnel assigned to teams should be familiar with the information gathered on them.
- Gather information using survey/damage assessment teams on foot (door-to-door surveys); in vehicles or vessels (observing damage through a slow moving car/boat); using aerial surveillance; and/or using telephone surveys if phone lines are still operable.
- Verify any information gathered second-hand or through hearsay as soon as possible.
- Provide current cost estimates (Finance Section Chief) and damage assessment information (Planning Section Chief) to the other members of the General Staff.
- Include, to the extent possible, the following information in the preliminary damage assessment:
 - A description of the disaster.
 - Where the disaster struck.
 - Approximate number of families affected.
 - Demographics of the affected area.
 - Whether the disaster is still occurring, as well as other current conditions.
 - Any conditions that could affect the ability to carry out relief operations
- Note the affected areas as precisely as possible on street maps. Create a master map of all affected areas that consolidates information from the street maps and shows the overall extent of the disaster.
- Provide demographic characteristics of the affected areas, including basic dwelling structure types, home ownership, and adequacy of hazard insurance.
- Acquire information of interest to other functions, such as reports of deaths and injuries, evacuated families, and widespread utility outages. Any such information should be passed to the appropriate ICS functions.

Section 12: Post-Incident Actions

Damage Survey Reports Development

The FEMA Damage Survey Reports (DSR) process is the primary responsibility of the state and federal representatives on the Damage Assessment Teams, and is the third phase of the damage assessment process. During this phase, detailed evaluations of the fiscal and social impacts of each project are developed and documented. The primary purpose of the DSR is to document the scope of work for the repair of eligible public assistance projects and establish an estimated cost for them.

A well-documented and thorough preliminary damage assessment will facilitate the DSR development process. The City of Homer will have the opportunity to assign a person or persons to the Damage Survey team to participate in this process.

Logistics may arrange for office space, document reproduction services, and other services for state and federal damage assessment teams. If federal mobile homes are to be provided for use as emergency shelter, Logistics may assist in choosing sites and site preparation, consistent with local comprehensive land use plans.

Vital Facilities Map

Appendix B contains a vital facilities map that identifies those facilities considered vital to response, command, sheltering and feeding, communications, and health and medical services in Kenai during an emergency.

Appendix B is located in a separate binder with other EOP Appendices. For access to this information, contact the Homer Fire Department.

Section 12: Post-Incident Actions

Disaster Recovery Assistance for Local Citizens

Disaster Recovery Center (DRC)

The Logistics Section may need to arrange a large facility to serve as a Disaster Recovery Center (DRC), where citizens can meet with federal/state/local and volunteer agency representatives to apply for disaster assistance. Appropriate facilities include schools, churches, and community centers. The Public Information Officer should coordinate the advertising for the DRC through the Joint Information Center (if activated). Federal, state, local, and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- Temporary housing for disaster victims whose homes are uninhabitable because of a disaster
- Essential repairs to owner occupied residences in lieu of temporary housing, so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed because of a major disaster
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Agricultural assistance payments and technical assistance, and federal grants for the purchase or transportation of livestock
- Information on the availability of food stamps and eligibility requirements
- Individual and family grants to meet disaster related expenses and other needs of those adversely affected by "major disasters" when they are unable to meet such needs through other means.
- Legal counseling to low income families and individuals
- Tax counseling concerning various disaster- related tax benefits.
- Consumer counseling and assistance in obtaining insurance benefits
- Crisis counseling and referrals to mental health agencies to relieve disaster caused mental health problems.
- Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments
- Veteran's assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veteran's Administration if a VA insured home has been damaged
- Other specific programs and services as appropriate to the disaster

Section 12: Post-Incident Actions

Post-Incident Evaluation

Each time the Incident Management Team and Emergency Operations Center are exercised, either in a real emergency or during a planned drill, it is important that all participants take the opportunity to learn from the experience of managing an emergency incident.

A post-incident evaluation or "debrief" is a tool that can facilitate this process, by allowing incident personnel to reflect briefly on the lessons learned during an emergency response. Consider the following questions in conducting a post-incident evaluation.

- Did Incident Management Team personnel integrate effectively to respond to the incident at hand?
- Were staffing levels adequate?
- Did the EOC space function adequately?
- What were the most successful elements of the incident response?
- What were the major problems?
- What specific actions were taken to improve the effectiveness of the response?
- How did communications flow within the EOC?
- Were all personnel comfortable/familiar with their expected roles and responsibilities?
- How did IMT personnel integrate with other agencies/organizations?
- Was the information in this plan useful in guiding the response? How might you revise the plan based on this experience?
- Was there adequate resource information/telephone numbers in the plan?
- Did external notifications occur quickly and effectively?
- Was the alert/siren system effective?
- Did evacuation occur smoothly?
- Was the shelter facility adequate?
- What were the major "lessons" learned?
- What would you do differently next time?
- What would you do the same?

Keep records of the post-incident evaluations developed and insert copies into this plan to jog memories during future incidents or drills.

Section 12: Post-Incident Actions

Community Healing Programs

Promoting Community Healing

In the initial days of the disaster, community officials may be so absorbed with responding to the initial emergency that less tangible needs of the community may be neglected at first. However, community members may suffer from a number of disaster-related stresses, including the following:

- Emotional distress
- Financial loss
- Childcare issues
- Family relationship strain
- Physical health concerns

Community outreach programs are an important component of any disaster response and recovery effort. These programs should include activities that help residents understand the nature and kinds of stress reactions they are experiencing and provide information and resources to assist them in coping with the effects of the disaster.

Suggested Community Outreach/Healing Programs

In the wake of a disaster emergency, community leaders should bring residents together to address and respond to problems on a broader-based community level. It is helpful to use organizations that are already in place – such as churches, trade/professional groups, Moose/Elks/Eagles, Girl/Boy scouts, Tribal or Native organizations, Parent/Teacher groups, etc. Also, special outreach programs can be implemented to reach out to the community as a whole.

Community outreach activities may include the following:

- In-service training for local professionals
- Distribution of community education materials
- Peer Listener programs
- Talking circles

Community Education Materials

Community education information can be distributed through printed leaflets, community service announcements on local broadcast media, social media, the City of Homer website, or print ads in local newspapers. Community education materials may be general in nature, discussing disaster recovery and response issues, or may focus on specific problems such as depression, anxiety, domestic violence, or substance abuse.

Consider the following in developing and distributing community education materials:

- Determine the specific needs of your community and focus on them.

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- Select a time for broadcast announcements when your target audience will most likely be reached.
- Run newspaper ads or articles at regular intervals.
- Place educational leaflets in areas of greatest community interest (public library, community centers, mental health facilities, clinics, or other meeting places).
- Distribute leaflets at major public events like festivals, fairs, etc.
- Consider bulk mailing through the post office or door-to-door distribution.

In-service Training for Community Professionals

Local community professionals such as schoolteachers, law enforcement personnel, and religious/spiritual leaders can take an active role in promoting community healing following a disaster emergency. Because these individuals are in constant contact with members of the community, they should be trained to recognize, counsel, and refer individuals with special needs following a disaster.

In-service training programs provide resources and instruction to guide professionals in promoting the community healing process. The following are suggestions for organizing and administering in-service programs:

- Select a qualified mental health professional to deliver the in-service training.
- Deliver in-service training programs in a manner that makes it easy for local professionals to attend and participate.

Peer Listener Programs

A peer listener-training program can train local residents to provide help to disaster-impacted communities and individuals. The peer listener acts as a friend, advisor and referral agent for individuals that may not desire to seek professional services or may not know that help is available.

Community leaders who are considering using peer listener training to facilitate community healing should consider the following:

- Peer listener training should be provided by qualified mental health professionals.
- Peer listeners should be volunteers from within a community who are highly trusted, dependable, and discreet. They should represent all cultural, ethnic and age groups.
- Peer listener training usually takes about 2 days.
- Community leaders should follow up with peer listeners to ensure all community needs are being met.

SECTION 14 of this plan lists additional resources available to assist with Social Services, Counseling, And Mental Health Services as well as Teaching and Community Outreach Materials in Disaster Mental Health and Emergency Response.

Section 12: Post-Incident Actions

Disaster Recovery Centers (DRC)

In addition to local Community Healing efforts, a Disaster Recovery Center (DRC) may be created to assist local citizens in applying for state or federal disaster assistance. Appropriate facilities may include schools, churches, and community centers. Federal, state, local and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- Temporary housing
- Essential repairs to damaged homes
- Disaster unemployment and job placement assistance
- Disaster loans
- Agricultural assistance payments and technical assistance
- Information on the availability of food stamps and eligibility requirements
- Individual and family grants to meet disaster related expenses
- Legal counseling
- Tax counseling
- Consumer counseling
- Crisis counseling
- Social Security assistance
- Veteran's assistance
- Other specific programs and services as appropriate to the disaster

Disaster Recovery Centers can be developed with the support of the American Red Cross, the Salvation Army, or other Aid organizations.

For information on helping child victims after a disaster, visit the Federal Emergency Management Agency, KPB OEM, and American Red Cross websites where publications are available.

www.fema.gov

<http://www.borough.kenai.ak.us/emergency/prepared/emergency.htm>

www.redcross.org

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Emergency Response Resources

This section contains general agency resource information for emergency services, law enforcement, and medical services within the community.

Those organizations/businesses listed in this guide are under no obligation to make their resources available. They made the information available in an effort to facilitate the coordination of efforts during any emergency event, and it is to be used only in that capacity.

This section also lists additional planning, training, and response resources available from outside agencies and organizations.

For information on managing resources and volunteers, see the Kenai Peninsula Borough Emergency Operations Plan

Purchasing and Contracting Authorization

When the EOC is activated, IMT personnel may work through the appropriate channels to request resources. Any goods or services purchased **must** be approved by the IC or designated EOC official with "signing authority." Purchases that are made outside of this system may not be reimbursable and would therefore become the personal responsibility of the person/department making the purchase.

It is extremely important that all resources used during an incident are ordered through the proper channels. Resource order forms provide one tool to document who ordered the resource, for what purpose, and who authorized the purchase or contract. Such records are extremely useful for cost recovery and disaster assistance.

APPENDIX A contains an example of a Resource Order Form.

Federal Reimbursement for Equipment Costs

The Stafford Act includes provisions for how FEMA will reimburse municipalities, states, and private entities for equipment and labor used during an emergency response. 44 CFR 226.228 describes the general policies for determining allowable costs. In accordance with the federal regulations, the Department of Homeland Security publishes a reimbursable rate schedule for equipment in good working

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order. These rates are applicable to major disasters and emergencies declared by the president on or after August 2005.

The schedule is available at

<http://www.fema.gov/government/grant/pa/eqrates.shtm>

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Health & Emergency Medical Services

Health and Medical Services includes those activities associated with lifesaving; transport, evacuation, and treatment of the injured; disposition of the dead; and disease control activities during response operations and recovery operations.

There may be additional doctors or registered nurses who practice in the City, either full-time or during periodic visits. Seriously ill patients are medically evacuated from the City for treatment at a larger hospital facility. There are two potential avenues available for obtaining additional professional staff for medical disaster needs: Alaska Nurse Alert System or Alaska Respond. Both systems may be contacted through normal chains of command during a disaster (SEOC, KPB/OEM).

The following facilities have dynamic staffing levels and capabilities; call for current information.

Homer Medical Clinic 235-8586

Seldovia Village Tribe Health Center (in Homer) 226-2228

Kachemak Bay Medical Clinic 235-7000

Facility Name, Location, & Contact Information	Staffing	Equipment and Capabilities	Mass Casualty capability & Medevac Threshold?
South Peninsula Hospital, 4300 Bartlett St. Homer 907-235-8101	1 Ortho Surgeon. 4 General Surgeons, 1 OB/GYN Surgeon and 7 Family Practitioners along with Certified Nurse Midwives and Advanced Nurse Practitioners/PA's.	Operating Rooms, Anesthesiologist, X-ray, 2 Ventilators, Standby Power, Mass Casualty Supplies, ALS, BLS	Mass Casualty Capability: 5 Medevac Threshold: 3
State of Alaska DHSS/DPH/SOPH	2 Full Time PHN	Public Health in Homer has access to state health	n/a

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Homer Public Health Center 195 E. Bunnell Ave., Ste. C 235-8557	1 Part Time PHN 1 Full Time Admin Clerk 1 Part Time Admin Clerk	resources through the State Emergency Coordination Center (SECC). Equipped with PPE	
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Other Medical or Health Care Services

Additional health care services or trained personnel may be available to the City on a regular or periodic basis. Use this section to provide additional information about locally-available health and medical services.

Local EMT personnel and capabilities:	<p>Homer Volunteer Fire Department: ALS personnel and 2 ALS ambulances</p> <p>Anchor Point Volunteer Fire Department: ALS personnel and 3 ALS ambulances</p> <p>Kachemak Emergency Medical Services: ALS personnel and 2 ALS ambulances</p> <p>Harbor Department has ETT-trained employees.</p>
Local nurses or individuals with nursing training?	<p>South Peninsula Hospital, Homer 907-235-8101</p> <p>Homer Public Health Center, 235-8857</p> <p>KPBSD school nurses</p> <p>Homer Medical clinic</p> <p>Kachemak Bay Medical Clinic</p> <p>Seldovia Village Tribal Clinic</p>
Doctors in practice? Periodic doctor visits? If so, specialty, schedule, etc.?	<p>South Peninsula Hospital, Homer: 907-235-8101</p> <p>Seldovia Village Tribe Clinic, Homer 907-226-2228</p>

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Dental care?	Vicki Hodnik, DDS, 235-7585 Lawrence Johnston, DDS, SVT Dental Center, 226-2311 Douglas Lien, DDS, 235-3618 Charles Cordova, DDS, 235-6106, Karen Lamendola, DDS, MS, Orthodontics, 235-2358, Jay Marley, DDS, 235-8909, Thomas Munger, DDS, 235-2010, Susan Polis, DDS, 235-1286, Dennis Anderson, DDS, 235-7896. Jeff Bartley, DDS, 226-3700 Edward Todd, DDS, 235-8574
Mental Health professionals?	Community Mental Health Center, Homer: 907-235-7701

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Social Services, Counseling, and Mental Health Services

The following agencies and organizations may be able to provide disaster relief assistance to promote community healing.

NAME	PHONE	SERVICES
Agencies and Non-Profit Groups		
American Red Cross Anchorage Office	907-277-1538 907-552-1110 (24-hr)	Disaster relief, sheltering, social services
Healthy Alaskans Hotline	800-478-2221	Nutritional support services, such as WIC
South Peninsula Hospital Home Care Coordination	907-235-0369	Child and family social services, respite care
South Peninsula Community Mental Health Center	907-235-7701	Marriage, Family, Child & Individual Counseling & Mental Health Services
Homer Senior Citizens, Inc.	907-235-7655	Senior Services, Adult Day Care, Meals and social programs.
Alaska Family Services Homer	907-235-5495	Sheltering and social services for abused women/children; meals, outreach program

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Law Enforcement and Emergency Response Resources

Homer Police Department

The Homer police department and officers provide a wide range of public safety services, including:

- Enforcement of State and Federal laws.
- Enforcement of City ordinances.
- Assisting other State, Federal, and local agencies (as appropriate).
- Coordination of search and rescue.
- Coordination of public safety during local disasters.
- Providing basic First Aid assistance only when other licensed medical professional care is immediately unavailable.
- Patrol buildings and roads.
- Coordinate community service work with Court

To contact the Homer Police Department: 911, 907-235-3150
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Name of Chief of Police and contact information:	Mark Robl: 907-399-4292 (cell)
Staffing Levels for Local Police:	12 Officers, 7 Dispatchers, 7 Community Jail Officers

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What type & level of specialized training have the police received?	Officers have various Specialized training in several subjects, but they do not have any specialized formal teams
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Alaska State Troopers

Alaska State Troopers (AST) are a division of the Alaska Department of Public Safety. AST handle all state law enforcement (including fish and wildlife). AST are also active in search and rescue and may provide emergency medical response in some situations.

To contact the Alaska State Troopers (Anchor Point post): 911, 907-235-8239 (station phone)

Name of AST Sergeant and contact information:	To contact AST go through Homer Dispatch at 235-3150
Staffing levels for AST:	Varies
What type & level of specialized training have the troopers received?	Individual officers in Anchor Point have received a wide range of specialized training, mostly in different aspects of Search & Rescue. Some of this specialized training includes diving, high risk entry, and SWAT
Who supervises the local AST? (include contact information)	907-260-2708

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Homer Volunteer Fire Department

To contact the Fire Department:

911, 907-235-3155 (station phone)

Name of Fire Chief and Deputies:	Robert Painter, Chief
Size of Fire Department):	30
Full time/part time? Paid or volunteer?	Combination department – 5 paid, rest volunteer
Firefighting capabilities?	1 engine, 2 tankers, 2 brush units, 1 rescue truck, 1 reserve engine
Search and rescue (SAR) capabilities?	Heavy Rescue, Surface Water Rescue, Confined Space Rescue
Emergency Medical Services (EMS) capabilities?	ALS, BLS,
Local firefighting resources?	1 Engine, 2 Pumper/Tankers, 2 Brush Units, 2 Utility Trucks, 1 Rescue Truck, 1 reserve engine

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Local SAR resources?	Personnel; 6 wheeler rescue sled/trailer; thermal imaging camera
Local EMS resources?	2 ambulances, 1 SUV equipped with basic medical supplies, ALS, BLS

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Other Law Enforcement & Emergency Response Groups

Organization Name and Contact Information	Duties and Capabilities
Alaska State Defense Force (49 th Military Police Brigade) with activation through the Commander of the Coastal Command by the National Guard POMSO Brigade HQ is (907) 428-6850 or (907) 428-6875	Military police brigade
National Marine Fisheries Service Enforcement, 3665 Ben Walters Lane, Ste. E 235-2337	Law Enforcement for national commercial fisheries.
ADNR, Div. of Parks & Outdoor Rec. Mi. 168.5 Sterling Hwy. 235-7024	Law Enforcement in Kachemak Bay State Park.
Alaska Maritime National Wildlife Refuge 95 Sterling Highway, Suite 1 Homer, AK 99603 - 8021 E-mail: alaskamaritime@fws.gov Phone Number: 907-235-6546	U.S. Fish and Wildlife Service-trained law enforcement officers may be available to support city.
Alaska Department of Fish and Game 3298 Douglas Place, Homer, AK 99603 (907) 235-8191	ADFG may have trained conservation or enforcement officers who can assist with law enforcement.
USCG Auxiliary Hickory 235-5235 Roanoke Island 235-5336	USCG Auxiliary vessels stationed in Homer harbor.
Civil Air Patrol 235-8062	Voluntary Search and Rescue Services

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Snomads Group 235-0771	Snow and ice search and rescue team
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Section 13: Resources

Outside Emergency Response Agencies and Resources

This table provides information about various local, state, and federal agency branches to contact in case of emergencies. The information in this table corresponds with the notification directions in the hazard-specific response checklists in SECTION 3 of this plan.

AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
REGIONAL			
Alaska Regional Hospital Anchorage	<ul style="list-style-type: none">• Mass Casualty• 24 hr medical Emergency	<ul style="list-style-type: none">• Transportation Accident• All emergencies w/ injuries	<ul style="list-style-type: none">• Emergency medical• Medical evacuation• 24-hour emergency care• Temporary morgue
Kenai Peninsula Borough Office of Emergency Management Kenai	<ul style="list-style-type: none">• Coastal Erosion• Extreme Weather• Volcano• Misc. emergencies	<ul style="list-style-type: none">• Landslide• Drought• Tsunami• Earthquake• Hazmat Release	<ul style="list-style-type: none">• Disaster declaration• Access to city & borough emergency response resources• Liaison with state/ federal agencies

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Regional Mental Health Center	n/a	<ul style="list-style-type: none"> • Mass Casualty • Transportation Accident • Any disaster involving major loss of life or property in community 	<ul style="list-style-type: none"> • Critical incident stress debriefing • Community healing programs
Cook Inlet Tribal Council, Inc. Anchorage	n/a	<ul style="list-style-type: none"> • All disasters, especially those with a community impacts component. 	<ul style="list-style-type: none"> • Non-medical social services • Critical Incident Stress Debriefing • BIA burial assistance (AKH, OH)
Kenai Peninsula Borough School District	n/a	<ul style="list-style-type: none"> • All disasters where SHELTERS needed 	<ul style="list-style-type: none"> • SHELTERING • Some trained personnel & shelter resources.
STATE OF ALASKA			

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Alaska State Troopers (AST)	<ul style="list-style-type: none"> • Crime • Landslide • Drought • Tsunami • Earthquake • Transportation Accident • Search & Rescue 	<ul style="list-style-type: none"> • Wildland or structural fire • Coastal Erosion • Flood • Extreme Weather • Volcano • Mass casualty 	<ul style="list-style-type: none"> • Law enforcement • Peacekeeping • Search & Rescue • Liaison with state/ federal agencies • Evacuation • Misc. emergency-related services
Alaska Tsunami Warning Center (ATWC)	<ul style="list-style-type: none"> • Tsunami • Earthquake • Volcano 	n/a	<ul style="list-style-type: none"> • Tsunami forecasting • Tsunami watch and warnings
ADNR Division of Forestry	<ul style="list-style-type: none"> • Drought • Wildland Fires 	n/a	<ul style="list-style-type: none"> • Trained personnel and equipment for wildland fire response.
ADEC Spill Prevention and Response	<ul style="list-style-type: none"> • Oil spill/hazardous substance release 	n/a	<ul style="list-style-type: none"> • ICS-trained personnel (SOSC) • Hazardous materials and oil spill response personnel and equipment

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Department of Homeland Security & Emergency Management	<ul style="list-style-type: none"> Disaster relief (all emergencies) Disaster declaration 	<ul style="list-style-type: none"> Terrorism/WMD 	<ul style="list-style-type: none"> Emergency management and coordination Access to state and federal disaster support funding
State Emergency Coordination Center	<ul style="list-style-type: none"> All emergencies in which State resources are requested 	<ul style="list-style-type: none"> n/a 	
Alaska State Defense Force (49th Military Police Brigade)	<ul style="list-style-type: none"> Law enforcement 	<ul style="list-style-type: none"> AS requested 	
FEDERAL			
EPA Emergency Response Unit	<ul style="list-style-type: none"> Oil spill/ hazardous substance release to land 	n/a	<ul style="list-style-type: none"> ICS-trained personnel (FOSC) Hazardous materials and oil spill response personnel and equipment
Federal Bureau of Investigations (FBI) Terrorism Hotline	<ul style="list-style-type: none"> Terrorist Attack/WMD 	n/a	<ul style="list-style-type: none"> Central reporting point for all terrorism threats discovered locally

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> Disaster relief (all emergencies) 	n/a	
USCG	<ul style="list-style-type: none"> Oil Spill/hazardous substance release to water Search and Rescue (water) Medivac 	<ul style="list-style-type: none"> Transportation Accident (marine/air) 	<ul style="list-style-type: none"> ICS-trained personnel (FOSC) Hazmat and oil spill response personnel and equipment Vessels Helicopter and aircraft support
NOAA/NWS Alaska Forecast Center	<ul style="list-style-type: none"> Avalanche Coastal Erosion Drought Fire (if drought-related) Flood Landslide 		<ul style="list-style-type: none"> Real-time weather forecasts for Alaska region Severe weather watch or warnings
NON-GOVERNMENTAL ORGANIZATIONS			
American Red Cross, local Chapter	n/a	<ul style="list-style-type: none"> All disasters where SHELTERS needed Disaster relief (all emergencies) 	<ul style="list-style-type: none"> Shelters General disaster relief Donations management

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AGENCY NAME & Location	Primary Contact in case of:	Secondary Contact in case of:	Additional Assistance & Resources that May be Available
The Salvation Army	n/a	<ul style="list-style-type: none">• All disasters where SHELTERS or food/clothes needed.• Disaster relief (all emergencies)	<ul style="list-style-type: none">• Shelters• General disaster relief (food, clothing)

Section 13: Resources

Summary of Community Emergency Response Resources and Capabilities

Fill out the following tables with as much specificity as possible to describe the emergency response resources and capabilities available within departments and agencies of the City.

Medical Resources

To access State of Alaska resources, all requests must go through the State Emergency Coordination Center (SECC). Call DHS&EM at 907-428-7000.

Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
EMT Trained Personnel	ER Techs may be current or former EMT ER all RN Staff	None	None	3 paid FF/EMT-3, 1 MICP/Paramedic Volunteer EMT, all levels	4 ETT trained
Oxygen equipment	Multiple units available for free- flowing O2 delivery	None	None	3 large tanks and 9 D size cylinders	1 Portable Jumbo D
Patient Beds	25	None	None	3 gurneys	No

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Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Spare blankets & pillows	Large inventory	1 Dozen	Each patrol car has multiple blankets	40 Wool Blankets; 3 cases @25 per case emergency blankets; 0 Pillows	None
24 hour care?	Yes	Yes, transport	Yes (criminal response & SAR)	n/a	No
Anesthesia	24 hour anesthesia provider coverage	n/a	No	n/a	No
Jump kits for emergency	n/a	n/a	Basic First Aid and AED's	10	1 Trauma Kit
I.V. materials	Large inventory	n/a	No	36 Start Kits; 10 drip sets; 25 IV catheters each size 14 – 24 gauge	None
EMS equipment	Emergency Department	No	Basic First Aid	2 medic units; 1 Rescue	None
Bandaging		No	Same as above	3 – KED, 15	None

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Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
and Splinting Supplies	Yes			Backboards; 3 sets of vacuum splits	
Trauma Kit	Yes	No	Same as above	9 Trauma kits	1 kit
ALS/BLS?	Yes	No	None	Both services offered	No
X-Ray	24 hour service	No	None	n/a	No
Lab & Testing Equipment	24 hour service	No	None	n/a	No
Drugs & Medicines	Full Pharmacy; Pharmacist on site 10 hrs/day	No	None	Full EMT-3 and Expanded Scope Medications	No
Ambulance	No	No	Local volunteer	2	No

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Resource/ Capability	South Peninsula Hospital	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Ventilators	2	No	Basic CPR masks	None	No
Defibrillator	5	3 AED	Yes (3 for post)	2 LP/15, 1 LP/10	1 AED
Mass casualty supplies	Large inventory dressings, etc.	None	No	3-4 extra backboards – Extra full round of Meds – separate storage	None

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Heavy Equipment Resources

Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Vehicles	10	Yes (7)	1 Command	4- 4X4 Ford Pickups
Utility Units	0	Local volunteer	3	0
Road Grader	0	Available through DOT	Available through Public Works	0
Crane/ Forklift	0	Same	Available through Public Works	0
Fire Truck	0 1	Local volunteer	2 -Engine, 2-2K Gal. Tanker/Pumpers, 1 Brush Truck	0
Fire Equipment	15 est. turnouts	Same	Full Compliment of Ladders, Hose, Nozzles, SCBA's, generators and lighting equipment, portable SCBA cascade air units X	6 Portable Fire Carts

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Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
			2; cold water rescue equipment, and Full Haz-Mat Decon Trailer.	
Detention Area?	8 bed	Yes. Homer jail and two jail cells at Anchor Point Post	n/a	No
Front End Loader	0	Available though DOT	Available through Public Works	0
Dump Truck	0	Same	Available through Public Works	0
Back Hoe	00	Same	Available through Public Works	0
Bulldozer	0	Same	Available through Public Works	0
Welder	0	Same	Available through Public Works	0

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Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
Shovels, saws, etc	3 saws, 10 shovels	Yes, in each patrol car & at DOT	Full complement of wildland fire and structural firefighting hand tools, including saws, axes, shovels, pumps, etc.	assorted tools
Vessels	0	P/V Augustine in Homer harbor	Available through Port & Harbor	Tug, 21' Skiff, 17' Skiff
Aircraft	0	Many when called for (1 based in Soldotna)	Available through Airport	0
Portable generators	1	Many when needed. One on hand	5	3
Food Supplies	minimal	Local stores	On hand Rehab supplies	0
Weapons & ammunition	12 Rifles	Lots	n/a	0

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Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
	15 Pistols 12 Shotguns 10,000 Rnds. Ammo			
Body Bags	5	Many and liners too	14	0
Other			All risk Department with quality resources	Water Pumps

Communications Resources

Resource/ Capability	City Police Department	Alaska State Troopers	Fire Department	Harbor Master's Office
VHF radios	20	In all patrol cars, boats and planes.	10 mobile radios, 1 Base Station, and 40 Portable radios	15
CB radio	3	None	0	1

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SSB radio	1	None	0	1
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Oil Spill and Hazardous Materials Response Resources

Oil spill and hazmat response resources are not typically maintained by local governments. However, there may be equipment available locally that is owned by other entities (state or federal government or spill response organizations), which may be accessed through mutual aid agreements or similar arrangements.

Cook Inlet Spill Preparation & Response, Inc. (CISPRI) is a Tier 3 Oil Spill Removal Organization (OSRO) for both vessels and facilities in Cook Inlet and the Gulf of Alaska under U. S. Coast Guard OSRO Guidelines, and is registered as a Primary Response Action Contractor with the State of Alaska. As such, CISPRI has a substantial amount of oil spill response equipment in caches around Cook Inlet, primarily in Nikiski, Anchorage, Homer, and at the Drift River terminal. Inventories at each site generally contain oil containment boom, oil-skimming systems, storage containers for recovered oil, and necessary support equipment. CISPRI also has the equipment to conduct dispersant application and in-situ burning. Inventory amounts are not static and are changed as necessary to meeting CISPRI's training, preventive maintenance, and renewal programs. For specific information as to the inventory amounts at any site at a given time, please contact CISPRI at (907)-776-5129.

Alaska Chadux Corporation is an Alaska state-approved Primary Response Action Contractor (PRAC) and USCG-approved Oil Spill Removal Organization (OSRO). Chadux maintains an inventory of oil spill response equipment in various locations statewide, including Anchorage, Nikiski, and Seward. Their equipment inventory is available online at www.chadux.com. Chadux can be contacted at (907) 348-2365.

For United States Coast Guard Auxiliary Vessel supplies and capabilities, call either the Hickory at 235-5235, or the Roanoke Island at 235-5336.

Petro Marine Services in the Homer Marina also carries a limited supply of oil spill resources. Call 235-8545 for current inventory.

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City-Owned Oil Spill Equipment

Resource/ Capability	City Government	Fire Department
Response vessels	HMO: 3	Available through Port & Harbor
Work boats/ skiffs	HMO: 3	
Oil boom	HMO: 800' Containment, 1400' Absorbent	
Anchor systems		Available through USCG
Skimming system(s)		Available through USCG
Oil storage bladders or tanks		Available through USCG
Pumps	HMO: 7	Available through USCG
Sorbent materials (snare, pads, etc.)	HMO: 1600' Sorbent Boom, 1000 Pads	Department carries a limited supply of absorbent materials
Chemical dispersants		
PPE		50 sets fire gear, 45 set EMS gear, 30 sets Wildland Fire gear
Other spill response equipment	800' of 4" Containment Boom	

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Logistics Resources

Local Communications Service Providers

Local telephone service:	Alaska Communication Systems 800-808-8083
Long distance telephone service:	ACS 800-808-8083
	GCI 907-235-6366
Cellular telephone service:	ACS Wireless 800-808-8083
	AT&T Wireless 235-4730
Internet service provider(s):	ACS Internet 800-808-8083

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Airplane Charters and Rentals

Carrier Name & Address	Phone/Fax (907)
ERA Aviation	235-7565

Tug Operators and Vessel Charters

Company Name & Address	Phone/Fax (907)
Cook Inlet Marine PO Box 470 Homer, AK 99603	235-8086
North Star Terminal & Stevedore Co. LLC	235-6008

Fuel and Utilities

Company Name & Address	Phone/Fax (907)
Homer Electric Association 3977 Lake St. Homer AK 99603	235-8551
Petro Marine Services 4755 Homer Spit Rd. Homer, AK 99603	235-8818
Home Run Oil Company 60998 East Road Homer, AK 99603	235-1393

Ground Transportation and Storage

Company Name & Address	Phone/Fax (907)
AK Enterprises Homer	235-2532
Carlile Transportation Systems Kenai	283-2884

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Company Name & Address	Phone/Fax (907)
Lynden Transport, Inc. 53325 Henley Ave. Kenai	283-9640

Food and Supplies

Company Name & Address	Phone/Fax (907)
Save U More 3611 Greatland St. Homer, AK 99603	235-8661
Safeway 90 Sterling Hwy. Homer, AK 99603	226-1010
Kachemak Wholesale 601 E. Pioneer Ave. Homer, AK 99603	235-1862

Lodging and Catering

Company Name & Address	Phone/Fax (907)
Best Western Bidarka Inn 575 Sterling Hwy. Homer, AK 99603	235-8148
Land's End 4786 Homer Spit Rd. Homer, AK 99603	235-0400
Heritage Hotel 147 E. Pioneer Ave. Homer, AK 99603	235-7787
Ocean Shores 451 Sterling Hwy. Homer, AK 99603	235-7775

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Additional Support and Training Resources

Emergency Response Training/Disaster Preparedness Organizations and Materials

NAME	CONTACT	SERVICES
Ready America (DHS)	800-BE-READY or 800-237-3239 http://www.ready.gov	Information on preparing your family for an emergency and on what to do in various emergency scenarios. Teaching and outreach materials for adults and children.
FEMA Education and Training Materials	http://www.fema.gov	Information and courses for emergency personnel, resources for teachers and parents, information for kids, and resources for community-based mitigation programs.
FEMA Publications – Online Library	http://www.fema.gov/library/	Extensive collection of documents, video clips, and instruction materials available free through online library. Includes subjects such as Mitigation, Preparedness and Training, Response, Pets in Emergencies, Disaster Information for Kids, and many others.
Community Emergency Response Team (CERT) Program	http://www.ready.gov/community-emergency-response-teams-cert	Information to help communities establish and maintain an effective CERT program, and to network with people throughout the United States and its territories regarding CERT activities.
FEMA EMI Training courses and independent study materials	http://training.fema.gov/EMIWeb/EMICourses/	FEMA Emergency Management Institute (EMI) provides training courses for ICS, emergency response, planning, and related topics. Independents study also available.

Section 13: Resources

NAME	CONTACT	SERVICES
Project Impact – ESRI and FEMA	http://www.fema.gov/hazus/	Partnership project aimed at providing multi-hazard maps and information to U.S. residents, business owners, schools, community groups, and local governments via the Internet.
American Red Cross Educational materials	http://www.redcross.org/ 907-552-1110 (Anchorage, 24-hr)	Variety of disaster education materials available free online, including curricula for children of all ages, other instruction materials, and CD-rom computer games.
The Right-to- Know Network	http://www.rtk.net/	Free access to numerous databases, text files, and conferences on the environment, housing, and sustainable development.

Search and Rescue

NAME	CONTACT	SERVICES
National Association for Search and Rescue (NASAR)	(703) 222-6277 http://www.nasar.org/	Non-profit membership association comprised of paid and non-paid professionals - all active or interested in search and rescue, disaster aid, emergency medicine and awareness education
Mountain Rescue Association	Mountain Rescue Association http://www.mra.org/	Volunteer organization dedicated to wilderness rescue and mountain safety education
Cibola Search & Rescue Mini- Lessons	http://www.cibolasar.org/	New Mexico SAR organization with online library of mini-lessons regarding conducting Search and Rescue Missions.

Section 13: Resources

Fire Fighting

NAME	CONTACT	SERVICES
FEMA National Fire Academy (NFA)	800-238-3358, ext. 1035 or 301-447-1035 http://www.usfa.fema.gov/nfa/	Free training available for any person with substantial involvement in fire prevention and control, emergency medical services, fire-related emergency management activities, or allied professions
Alaska Fire Service Training (Department of Public Safety)	907-269-5789 or 907- 269-5491 http://www.dps.state.ak.us/Fire/TEB/	Provides testing and certification for firefighters, and accredits local agencies to develop and provide training. Technical assistance teams available to travel to communities.

Oil Spill and Hazardous Materials Response Planning, Training and Materials

NAME	CONTACT	SERVICES
National Response Team	http://www.nrt.org/ 800-424-8802 (National Response Center)	<i>Technical assistance, resources and coordination on preparedness, planning, response and recovery activities for oil and hazmat. Links to plans, training materials, reports, including National Contingency Plan.</i>
Alaska Regional Response Team	http://alaskarrt.org/	Maintain all Alaska Subarea Plans and Unified Plan. Links to maps, other planning resources.
Alaska Geographic Response Strategies	http://www.dec.state.ak.us/spar/perp/grs/home.htm	Website with links to site-specific environmental protection plans for oil spill response. GRS exist for hundreds of sites in several regions of the state. GRS include maps, diagrams, and detailed tactics, as well as information about

Section 13: Resources

		resources-at-risk.
Spill Tactics for Alaska Responders (STAR) Manual	http://www.dec.state.ak.us/spar/perp/star/index.htm	Website with standardized tactics for use by trained spill responders.
Alaska Geospatial Database of Oil Spill Planning Maps	http://www.asgdc.state.ak.us/maps/cplans/subareas.html	List of links to ESI, MESA, and other environmental sensitivity maps throughout the State of Alaska.
NOAA Office of Restoration and Response - Spill Tools	Main office: 301-713-2989 Seattle office: 206-526-6317 http://archive.orr.noaa.gov/oilands/spiltool/spiltool.html	Computer-based tools for spill planning and response.
USDOT Office of Hazardous Materials Initiatives and Training	202-366-4900 http://hazmat.dot.gov/training/training.htm	Hazmat Training and Grant programs

Community Healing and Psychological Impacts

NAME	CONTACT	SERVICES
"Coping with Technological Disasters" Guidebook and Series	Prince William Sound Regional Citizen Advisory Council (Anchorage) 907-277-7222 http://www.pwsrcc.org	Guidebook, training videos, audio tape listening series, and informational pamphlets available to facility community-wide disaster mental health program. Designed especially for Alaskan communities.

Section 13: Resources

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Appendix A: Forms

Index of Forms

This section contains forms that are referenced throughout the plan and are reprinted here to make them easy to access, remove, reproduce, and fill out. Blank pages are included in anticipation of double-sided reproduction. The following forms are included in this section, categorized by purpose. Note that ICS forms are listed separately at the end of this index.

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ICS 205 – Incident Radio Communications Plan	
ICS 206 – Medical Plan	
ICS 207 – Organizational Chart	
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ICS 211 – Incident Check-in Lists	
ICS 213 – General Message Form	
ICS 214 – Unit Log Form	
ICS 215 – Operational Planning Worksheet	
ICS 216 – Radio Requirements Worksheet	
ICS 217 – Radio Frequency Assignments Worksheet	
ICS 218 – Support Vehicle Inventory Form	
ICS 221 – Demobilization Checkout	
ICS 308 – Resource Order Form	
Alternate Resource Order Form (simpler than ICS 308)	

Warning Message Log Example

1. Date _____ Time _____ Warning # _____

2. Situation:

Describe emergency incident. Include description of threat to life ~ safety, and specific geographic boundaries affected and covered by this warning.

3. **Content of Warning:** (Include exact wording of warning given.)

4. Method of Warning:

- Alert/Warning Sirens
- EAS
- Reverse 911
- Weather Radio
- Mobile Public Address
- Door to Door Contact

Signature of authorizing official _____

5. **Warning Terminated:** Date _____ Time _____

Signature of terminating official _____

Ensure that all methods of alert and warning have been notified to terminate activities, including local media.

BEGIN A NEW FORM FOR SUBSEQUENT WARNING MESSAGES.

This page is intentionally blank.

Sample Evacuation Order

An emergency condition exists in the _____ (give location and/or areas impacted).

The IMT and/or Emergency Services Director has determined that there is the need to evacuate portions of the Homer area. Such evacuation is needed to ensure the safety of the public.

Therefore:

The Incident Commander and/or Emergency Manager is requesting the immediate evacuation of (list areas):

The Incident Commander and /or Emergency Manager requests that those needing special assistance call _____. This number has been established to respond to evacuation assistance requests only.

The Incident Commander and/or Emergency Manager is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ (time) AM/PM.

Information and instructions from the Incident Management Team will be transmitted by radio from _____ (list radio stations that will be broadcasting info). Public information will also be available from American Red Cross representatives at facilities now being opened to the public for emergency housing.

The Incident Management Team will advise the public of the lifting of this order when public safety is assured.

Signed _____ Date _____

Emergency Manager (City Manager)

Signed _____ Date _____

Incident Commander

Signed _____ Date _____

Law Enforcement (Officer In Charge)

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Sample Local Government Disaster Declaration Without Request for State Assistance

WHEREAS, commencing on _____ (date), the City of Homer, Alaska sustained severe losses and threats to life and property from

_____. (describe the event or situation); and,

WHEREAS, the City of Homer is a political subdivision within the State of Alaska; and,

WHEREAS, the following conditions exist as a result of the disaster emergency

_____. (describe the event and the impacts to community, damages, etc.); and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the _____ (mayor or designee) does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Homer.

SIGNED this _____ day of _____ 20____

This page is intentionally blank.

Sample Local Government Disaster Declaration with Request For Borough Assistance

WHEREAS, commencing on _____ (date), the City of Homer, Alaska sustained severe losses and threats to life and property from

_____(describ
e the event or situation); and,

WHEREAS, the City of Homer is a political subdivision within the State of Alaska; and,

WHEREAS, the following conditions exist as a result of the disaster emergency

_____(descri
be the event and the impacts to community, damages, etc.); and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the _____ (mayor or designee) of the City of Homer does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Homer.

FURTHERMORE, it is requested that the borough mayor declare a Disaster Emergency to exist as described in AS 26.23 and provide borough assistance to the City of Homer in its response and recovery from this event.

(Disaster Declaration Continued)

FURTHER, the undersigned certifies that the City of Homer has or will expend local resources in the amount of _____ (insert \$USD amount), as a result of this disaster for which no borough reimbursement will be requested.

SIGNED this _____ day of _____ 20 _____

Sample Local Government Disaster Declaration with Request for State Assistance

WHEREAS, commencing on _____ (date), the City of Homer, Alaska sustained severe losses and threats to life and property from

_____. (des
cribe the event or situation); and,

WHEREAS, the City of Homer is a political subdivision within the State of Alaska; and,

WHEREAS, the following conditions exist as a result of the disaster emergency

_____. (descri
be the event and the impacts to community, damages, etc.); and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

THEREFORE, be it resolved that the _____ (mayor or designee) of the City of Homer does declare a Disaster Emergency per AS 26.23.140 to exist in the City of Homer.

FURTHERMORE, it is requested that the Governor declare a Disaster Emergency to exist as described in AS 26.23 and provide State assistance to the City of Homer in its response and recovery from this event.

(Disaster Declaration Continued)

FURTHER, the undersigned certifies that the City of Homer has or will expend local resources in the amount of _____ (insert \$USD amount), as a result of this disaster for which no State or Federal reimbursement will be requested.

SIGNED this _____ day of _____ 20 _____

Daily Job Report Form

Date:

Job #:

Job:

Location:

Description of Daily Task

Personnel			
On the Job	Contr/City	Reg Time	OT

Equipment on the Job	Hours Used:

Materials Purchased			
Material	QTY	Vendor	Cost

Materials Rented			
Material	QTY	Vendor	Cost

This page is intentionally blank

State of Alaska Situation Report

_____(Incident Name)

Incident #	Date/Time:	Prepared By:

1. JURISDICTION NAME:

2. CASUALTY STATUS:

Confirmed Dead:

Missing:

Injured:

Estimated Sheltered Population:

3. GENERAL SITUATION:

4. ROAD CLOSURES:

5. CURRENT SHELTERING/EVACUATION STATUS:

Total Shelters Open:

Total Registered at Shelter:

Total Persons Sheltered Last Night:

State of Alaska Situation Report (continued)

6. CURRENT PRIORITY NEEDS:

7. FUTURE OUTLOOK/PLANNED ACTIONS:

8. WEATHER:

9. OTHER COMMENTS:

10. STATE EMERGENCY COORDINATION CENTER OPERATIONS:

Hours of Operation:

Phone Contacts:

Incident Commander's Delegation of Authority

Pursuant to the City of Homer's Declaration of a Local Disaster Emergency, the Homer Emergency Operations Plan has been activated.

I hereby authorize _____ to act as Incident Commander for response and recovery operations under the City of Homer Emergency Operations Plan.

I hereby delegate the Incident Commander all authority to provide response and recovery operations to the declared disaster emergency under the City of Homer Emergency Operations Plan and to act on behalf of and with the authority of the City of Homer and Kenai Peninsula Borough in carrying out those operations within the geographic boundaries of the declared disaster emergency.

This delegation continues for a period of ten days or until earlier modified or terminated by the Emergency Management Coordinator or the City of Homer Mayor.

DATE: _____

City of Homer Manager

Volunteer Request Form

Date/time: _____

Requesting organization/agency/ICS unit: _____

Name of contact: _____ Phone: _____ Fax: _____

VOLUNTEER NEEDS

Total Number of Volunteers Needed: _____

Job Title/Description: _____

Duties	Experience/ Skills	Training Provided?

Equipment/Special Clothing Needs: _____

Brief Description of Training to be Provided: _____

Job Location: _____

Date/time volunteers needed: _____

Please check if available: _____ Restrooms _____ Parking _____ Safety Equipment

_____ Telephone _____ Transportation to Work Site

Volunteer(s) should report to the following person for additional training/instruction:

Name: _____ Phone: _____ Fax: _____

Location: _____

FOR OFFICE USE ONLY:

Follow up date & time: _____ *Follow up action:* _____

Position(s) filled? _____ *Volunteer Name:* _____

This page is intentionally blank.

Volunteer Registration Form

Name: _____

Date: _____

Phone (day): _____ (eve.) _____

(fax) _____

Address: _____

Present employer: _____ Occupation: _____

Are you currently affiliated with any response organization/volunteer group? Which?

Are you certified in any of the following? Certification Type/Agency Expiration Date

Heavy Equipment Operator:

ICS Training:

Firefighting:

Bird Rescue/Wildlife Hazing/Rehab:

Hazmat/Hazard Waste Operator:

First Aid/CPR:

Coast Guard licenses:

Other:

Placement: ____ Administrative/Clerical ____ Food Service/Sheltering

Preference: ____ Basic Needs/Logistics ____ First Aid ____ On-Water operations

____ Repair/Construction ____ Transportation ____ Other _____

Emergency Contact - Name: _____

Phone (day & eve): _____

Address: _____

Waiver: I agree to volunteer my services at my own risk and hereby release the Incident Management Team and any involved agencies or persons from liability for any injuries, hardship, or death that should result from my activities as a volunteer to this emergency response effort.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Training completed? Date completed Initials

Placed: Date: By:

NIMS ICS Forms

A set of selected, commonly used ICS Forms is included in this plan, with the intention that they be removed, reproduced, and used as needed to support city emergency response operations. ICS forms are readily available for free download from a number of websites.

*FEMA NIMS-ICS forms are available at

http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

Shelter Admission / Discharge for Animal

Owner's Full Name: _____		
Owner's Full Address: _____		
Owner's Home Number: _____ work: _____ cell: _____		
Out-of-area contact Name/Phone Number: _____		
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat Other: _____		
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intact <input type="checkbox"/> In heat <input type="checkbox"/> Neutered/Spayed		
Name: _____		Breed: _____
Color: _____	Age: _____	Distinctive Markings: _____
Do you have a kennel/cage for your pet: Y/N _____		
Micro Chip: Y/N _____ Medication Required: _____		
Primary Veterinarian: _____		
City & State: _____		
I certify that my pet has no history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.		
I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the care and sheltering of my animals(s). I further agree that if I fail to provide care for my animals(s) for 24 hours my animal(s) will be transferred to the designated animal shelter.		
_____	_____	_____
Pet Owner's Signature	Pet Owner's Printed Name	Date
Arrival Date _____	Time _____	Registration
No. _____		

PET OWNER SHELTERING AGREEMENT

I understand that emergencies exist and that limited arrangements have been made to allow myself, my family and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier or under my control with a leash at all times.
2. I agree to properly feed, water and care for my pet not less than twice daily.
3. I agree to properly dispose of my pets waste, clean and disinfect the kennel/cage when soiled by my pet.
4. I will not pet, approach or handle any other animal other than my own. I will not allow my pet to interact with any other people or pets.
5. Pet owners may not bring their pet into the human shelter areas.
6. I permit my pet to be examined and handled as necessary by animal shelter personnel.
7. I acknowledge that my failure to follow these rules may result in the removal of my pet from the shelter. I further understand that if my pet becomes unruly, aggressive, show signs of contagious disease, is infested with parasites or begins to show signs of stress-related conditions, my pet may be removed to a remote location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the Pet Shelter Unit Leader, whose decisions are final.
8. The owner agrees that when they leave the shelter, their pet must accompany them. The pet must be "logged out" at the Registration area when removed from the shelter.

(Signature of pet owner)

(Date)

ANIMAL CARE GUIDELINES

Dogs:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food and water;
- Dogs shall be walked at least twice a day for 20-minute intervals;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pet's Name;
 - Owner contact information (cell phone, pager, shelter sleeping location, etc...)
- Potable water shall be available at all times;
- Water container should be rust proof, cleaned daily and mounted so the animal cannot tip it over or urinate in it;
- Self feeders, if used, should be mounted so dogs cannot urinate or defecate in them;
- Bedding of blankets or towels must be used and in sufficient quantity that replacements are readily available should soiling occur;
- Owner to supply newspapers, plastic disposable gloves and trash bags for owner to handle waste;
- Medicines and food should be in sufficient quantity to support the animal.

Cats:

- Kennel or crate large enough for pet to stand up, turn around comfortably and room for food, water and litter;
- Cat kennels shall be serviced (cleaned) at least twice a day;
- The kennel shall have prominently posted:
 - Owner's Name;
 - Pets name;
 - Owner's contact information (cell phone, pager, shelter sleeping location, etc...)
- Cat litter and pan must be provided in each cage;
- Water and dry food should be available at all times;
- Bedding of blankets or towels must be used with sufficient quantity readily available should soiling occur;
- Medicines and food should be in sufficient quantity to support your animal.

Daily Animal Log

Shelter location _____

Date _____

Owner name	Pet name	OUT time	IN time	Circle Appropriate		
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other
				Feed Visit	Walk Medicate	Water Other

Page _____ of _____

**CONTACT INFORMATION FOR OWNER SEEKING LOST PET
PLEASE USE A SEPARATE FORM FOR EACH LOST PET.**

OWNER'S NAME: _____

ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

WORK PHONE: _____

PET'S NAME: _____

TYPE OF ANIMAL (DOG/CAT/ETC): _____

BREED: _____

COLOR(S): _____

MALE: _____ **INTACT (Y/N):** _____ **FEMALE:** _____

SIZE (S/M/L/XL): _____

MICROCHIPPED (Y/N): _____ **CHIP NUMBER:** _____

COLLAR/HARNESS DESCRIPTION: _____

WEARING TAGS (Y/N): _____ **CITY LICENSE:** _____

ANY UNUSUAL DESCRIPTION (SUCH AS MISSING PARTS, SCARS, ETC):

LOCATION LAST SEEN: _____

ALTERNATE CONTACT PERSON:

NAME: _____ **PHONE:** _____

DATE: _____

ATTACH PHOTO OF PET TO THIS FORM

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/
Parks and Recreation
Advisory Commission

RESOLUTION 13-052

**A RESOLUTION OF THE HOMER CITY COUNCIL
DEDICATING A BALL FIELD AT JACK GIST PARK IN
MEMORY OF PAULA SETTERQUIST.**

WHEREAS, City Council adopted the Parks and Recreation Policy Regarding Naming of Municipal Park and Recreation Facilities via Resolution 06-68 on June 12, 2006; and

WHEREAS, The Homer Parks and Recreation Advisory Commission followed those policies and held a public hearing during their regular meeting of May 16, 2013 on the naming of a ball field in memory of Paula Setterquist; and

WHEREAS, Paula Setterquist was instrumental in establishing softball as a recognized sport in the Kenai Peninsula School District and at Homer High School; and

WHEREAS, Paula Setterquist provided guidance and fun to the girls who played softball; Paula loved the game herself; and

WHEREAS, The Commission has found that a memorial plaque for the ball field is consistent with the Parks and Recreation Policy Regarding Naming of Municipal Park and Recreation Facilities.

NOW, THEREFORE, BE IT RESOLVED by the City Council that authorization is hereby given to name a ball field at Jack Gist Park in memory of Paula Setterquist; and

BE IT FURTHER RESOLVED that a memorial plaque may be placed at the location of the ball field to be named Paula Setterquist Ball Field.

PASSED AND ADOPTED by the Homer City Council this 28th day of May, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: N/A



City of Homer

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(f) 907-235-3143

Memorandum 13-075

TO: MAYOR WYTHE AND HOMER CITY COUNCIL

THROUGH: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

FROM: PARKS AND RECREATION ADVISORY COMMISSION

DATE: MAY 20, 2013

SUBJECT: RECOMMENDATION TO APPROVE THE REQUEST TO DEDICATE A
BALLFIELD AT JACK GIST PARK

At the regular meeting May 16, 2013 the Parks and recreation Advisory Commission held a Public Hearing on a request to Dedicate a Ballfield at Jack Gist Park to Paula Setterquist.

The request to dedicate a ballfield was introduced during the April 18, 2013 regular meeting. There were many who presented heartfelt testimony regarding the contributions and volunteer hours provided to the community of Homer and its children especially by Paula Setterquist.

It has been made apparent by the testimony presented at the April meeting that dedicating a ballfield at the Jack Gist Park to recognize Mrs. Setterquist's achievements and assistance in establishing softball as a recognized sport in the Kenai Peninsula School District and at Homer High School; her tenacious spirit in providing guidance and fun to the girls who played; her dedication to the community by volunteering in the community and lastly for her apparent love of the game itself.

The Commissioners moved and approved unanimously to recommend approval of the request to dedicate a ballfield at Jack Gist Park.

Attached are the Minutes of the May 16, 2013 regular meeting and April 18, 2013 regular meeting.

RECOMMENDATION

APPROVE THE REQUEST TO DEDICATE A BALLFIELD AT JACK GIST PARK TO PAULA SETTERQUIST

Excerpt from the May 16, 2013 Parks and Recreation Advisory Commission Minutes regarding Public Hearing and Pending Business Discussion:

PUBLIC HEARING

A. Public Hearing on request to Dedicate a Ballfield at Jack Gist Park and Request to Recognize the Donation of Land for Karen Hornaday Park

Chair Bremicker opened the Public Hearing for Dedicating a Ballfield.

Mr. Kevin Walker commented on the need for a crosswalk from the trail to the park to safely cross East End Road. Commissioner Brann commented on the requirements DOT has for installing crosswalks and Ms. Engebretsen noted that previous inquiry to installing a cross walk in that area was denied due to sight limitations, the 45 mph speed limit and noted it was unlikely to be approved now. Further discussion and comments ensued regarding access and egress to the park and Cottonwood Horse Park and a request to put this on the next agenda to take action on this matter in reducing the speed limit.

There were two who testified in support of the dedication.

Chair Bremicker requesting clarification regarding signage and payment from staff. Ms. Engebretsen explained any previous dedications.

Commissioner Brann requested clarification on the process stating he thought the commission approved this at their last meeting. Ms. Krause explained the process that this was introduced at the April meeting but required a Public Hearing and approval at a second meeting. In essence the commissioners approve twice or the requests.

A brief discussion noted that there was no one present to offer testimony for the Public Hearing portion on a Request to Recognize the Donation of Land.

There was no further discussion.

PENDING BUSINESS

C. Request for a Plaque to recognize the Donation of Land by Mae Harrington at Karen Hornaday Park and a Request to Dedicate a Ballfield at Jack Gist Park

Chair Bremicker read the title into the record and requested a motion.

LOWNEY/BRANN – MOVED TO RECOMMEND THAT THE PARKS AND RECREATION SUPPORTS THE REQUESTS TO DEDICATE A BALLFIELD AT JACK GIST PARK TO PAULA SETTERQUIST AND RECOGNITION OF THE DONATION OF LAND BY MAE HARRINGTON.

There was a brief discussion on the placement and funding of the plaques and a request to be part of the further discussion on placement by Commissioner Lowney and Archibald.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Excerpt from the April 18, 2023 Parks and Recreation Advisory Commission Minutes regarding the Request to Dedicate and Ballfield at Jack Gist Park and the Donation of Land by Mae Harrington

PUBLIC COMMENT ON ITEMS ON THE AGENDA

Ken Landfield, commented in support of dedicating and naming a ballfield for Paula Setterquist. He read a letter from Sherry and Bill Beckler (sp) in support of the naming and dedication. They cited many years of effort volunteering and supporting the sport over several years. He requested clarification that all fields are named at Karen Hornaday Park.

Chair Bremicker requested clarification that Jack Gist Park is where they play softball. It was reported that softball is played at both parks.

Nyla Lightcap, resident, grew up playing ball and close friends with Paula's daughter Channing. She remembered Paula Setterquist in everything that involved softball. She noted that this would be a great gesture in her memory.

Darlene Walkden, in 2001, she stated that Paula was a main force behind starting the sport in High School. This was a long and hard struggle and Paula was instrumental in getting this sport recognized and accepted activity at the High School level. The program is representative of Paula's hard work and perseverance. She encouraged the commission to take this to heart. Paula was an inspiration to the girls on the team.

Sydney Paulino, current Junior at Homer High School, she just got off practice and apologized for her appearance. She recounted a visit to a game made by Paula when she was very ill. She stated that the dedication would really mean a lot to the girls.

Carole Hamik, former commissioner, during the time they did not have a venue for doing something like this, a memorial Paula Setterquist Ballfield. This would mean so much to the family, they are lost without her. She noted that a memorial service later this spring will be held and it would be great to have the dedication at the same time. She recounted that Paula has helped so many kids in this community and it would be really great to have this done.

Victoria Steik, Paula was her best friend and neighbor and all of them wanted to find the most appropriate way to honor her memory. She noted that Paula did not want a big brouhaha but something like this would be accepted since she was so supportive of softball and so involved.

Roberta Copeland-McKinney, friend of Paula for many years, Paula was a just a great human being for the girls and all the kids around her; she loved the sport. She really supported this dedication and believed it was a great encouragement and should be recognized. Paula also helped with the Library too.

Chair Bremicker thanked everyone for coming in and providing testimony.

There were no further public comments.

VISITORS

B. Sue Wohlgemuth, Dedication of a Ballfield to Paula Setterquist

Sue Wohlgemuth, cited many additional achievements and volunteers efforts, and if the cost of a plaque would be prohibitive they are sure that funds could be raised to pay for it.

NEW BUSINESS

A. Request to Dedicate a Ballfield at Jack Gist Park

Chair Bremicker read the title into the record and commented that he was very supportive of the request to dedicate a ballfield to Paula Setterquist.

BRANN/LOWNEY - MOVED TO APPROVE THE REQUEST TO DEDICATE A BALLFIELD AT JACK GIST PARK AND SCHEDULE A PUBLIC HEARING AT THE NEXT REGULAR MEETING OF THE COMMISSION.

There was a brief discussion on the dedication being a great thing to do.

The motion was approved by consensus of the commission.



City of Homer

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(f) 907-235-3143

Memorandum 13-076

TO: MAYOR WYTHER AND HOMER CITY COUNCIL

THROUGH: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

FROM: PARKS AND RECREATION ADVISORY COMMISSION

DATE: MAY 20, 2013

SUBJECT: RECOMMENDATION TO APPROVE THE REQUEST TO RECOGNIZE THE
ORIGINAL DONATION OF LAND BY MAE HARRINGTON

At the regular meeting May 16, 2013 the Parks and Recreation Advisory Commission held a Public Hearing on a request to recognize the original donation of land by Mae Harrington that is now known as Karen Hornaday Park.

The request to recognize this donation was introduced during the April 18, 2013 regular meeting. Mr. Larry Slone, acting on behalf of a group of people, wishing to remain anonymous, felt it was important to recognize the donation of land by Ms. Harrington. Mr. Slone provided historical information on the contributions to the community by Ms. Harrington.

It has been made apparent by the information presented at the April meeting that recognizing Ms. Harrington contributions and the original donation of the land that is now Karen Hornaday Park would be very appropriate by the city.

The Commissioners moved and approved unanimously to recommend approval of the request to recognize the original donation of land by Mae Harrington at Karen Hornaday Park.

Attached are the Minutes of the May 16, 2013 regular meeting and April 18, 2013 regular meeting.

RECOMMENDATION

APPROVE THE REQUEST FOR A PLAQUE TO RECOGNIZE THE ORIGINAL DONATION OF LAND BY MAE HARRINGTON FOR KAREN HORNADAY PARK.

Excerpt from the May 16, 2013 Parks and Recreation Advisory Commission Minutes regarding Public Hearing and Pending Business Discussion:

PUBLIC HEARING

A. Public Hearing on request to Dedicate a Ballfield at Jack Gist Park and Request to Recognize the Original Donation of Land for Karen Hornaday Park

A brief discussion noted that there was no one present to offer testimony for the Public Hearing portion on a Request to Recognize the Donation of Land.

There was no further discussion.

PENDING BUSINESS

C. Request for a Plaque to Recognize the Donation of Land by Mae Harrington at Karen Hornaday Park and a Request to Dedicate a Ballfield at Jack Gist Park

Chair Bremicker read the title into the record and requested a motion.

LOWNEY/BRANN – MOVED TO RECOMMEND THAT THE PARKS AND RECREATION SUPPORTS THE REQUESTS TO DEDICATE A BALLFIELD AT JACK GIST PARK TO PAULA SETTERQUIST AND RECOGNITION OF THE DONATION OF LAND BY MAE HARRINGTON.

There was a brief discussion on the placement and funding of the plaques and a request to be part of the further discussion on placement of the plaque at Karen Hornaday Park by Commissioner Lowney.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Excerpt from the April 18, 2023 Parks and Recreation Advisory Commission Minutes regarding the Request to Dedicate and Ballfield at Jack Gist Park and the Donation of Land by Mae Harrington

VISITORS

C. Larry Slone, Recognition of Donation Made by Mae Harrington

Mr. Slone was bringing forth a request to make this recommendation by Laura Lofgren; he recited the origination and a bit of history on Mae Harrington and the land. He noted that her family was

very active in developing the community, Pioneer Cemetery and the roads; she was the postmistress in the 1930's; the land where the HERC building was also donated by her family. Mae Harrington appreciated the natural beauty of the area and wanted to preserve that for the future; she provided the land for the fair containing the same stipulation for continued recreational use. The physical characteristics of life back then to now have certainly changed. The one thing that has not changed in the 75 or more years is human nature. Mr. Slone stated that Mae Harrington has shared with you a sense of commitment to the community, a sense of obligation and willingness to provide of her own time, her own efforts and even her own assets to make this place a better place to live. Mae Harrington was dedicated to the human spirit; she catered to the mind and the spirit of the individuals of Homer. Mr. Slone reported that Mae Harrington wanted future generations to live, thrive and prosper here.

Mr. Slone commented, "Anyone who has roasted a hotdog over a flickering fire on a soft summer night; anyone who has played softball on a brisk and windy autumn day; any child who has slid screaming with pleasure down one of the slides in the playground can trace part of their experience to a gift from Mae Harrington who gave from the heart.

He was seeking a modest plaque that may read, "In honor of Mae Harrington, Homer Homesteader who in 1953 generously contributed this property for the recreational benefit of future users."

Commissioner Lowney inquired if there was a preference on placement of a plaque. Mr. Slone stated that it should be a more viewable areas and with a preference to the playground. Mr. Slone then responded to questions regarding the gathering of information he had presented to the commission. He then stated that the park was supposed to be named after Mae Harrington but for reasons unknown this was never done. He commented that this would be an opportunity to correct that oversight.

Chair Bremicker agreed with Commissioner Archibald that it was a great idea and quite coincidental that it was brought forward at the same time as the Ballfield request.

NEW BUSINESS

B. Request to Recognize original Donation of Land by Mae Harrington

Chair Bremicker read the title into the record and commented that he was not aware of all the things that Mae Harrington had done and this request like the one for the ballfield was great idea and felt it would definitely provide an example of what doing good works for the community means.

BRANN/ARCHIBALD – MOVED TO APPROVE THE REQUEST TO RECOGNIZE THE ORIGINAL DONATION OF LAND BY MAE HARRINGTON TO THE CITY OF HOMER AND HOLD A PUBLIC HEARING AT THE NEXT REGULAR MEETING.

There was a brief discussion on location of the plaque.

The motion was approved by consensus of the commission.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby authorizes the City Manager to enter into lease negotiations with Alaska Coastal Freight, LLC for a five year lease on a 100 foot by 220 foot section of Lot 13, Homer Spit Subdivision No. 2, consistent with the terms of the proposal, the recommendations of the staff report, and the recommendations of the Lease Committee.

PASSED AND ADOPTED by the Homer City Council this 28th day of May, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: Rent Revenue / \$13,200



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 13-074

TO: MAYOR WYTHER AND CITY COUNCIL

THROUGH: WALT WREDE, CITY MANAGER

FROM: LEASE COMMITTEE

DATE: MAY 15, 2013

SUBJECT: RECOMMENDATION TO APPROVE LEASE FOR ALASKAN COASTAL FREIGHT, LLC

At a Special Meeting of the Lease Committee on May 14, 2013 the Committee approved the staff recommendation to lease a portion of Lot 13 to Alaskan Coastal Freight, LLC at \$0.60 per square foot for 5 years. Plus the following additional staff recommendations: Review and approval of the drainage plan by appropriate authorities; An approved timetable for development; Supplemental information regarding planned improvements; An estimate of the proposed and past investments; Other required information such as employment and financial impacts. The committee further approved the recommendation to exchange the cost of improvements performed by the lessee in lieu of the same amount of rent.

Following is the excerpt from the minutes of that meeting regarding the committee's recommendations:

NEW BUSINESS

A. Proposal & Assignment: Alaskan Coastal Freight

- 1. Chapter 6 – Proposal Evaluation Process*
- 2. Staff Evaluation & Findings*

Chair Yager requested a motion to bring Item A. Alaskan Coastal Freight Proposal to the floor for discussion.

HAWKINS/ZIMMERMAN – MOVED TO BRING ALASKAN COASTAL FREIGHT PROPOSAL FORWARD FOR DISCUSSION.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mr. Wrede commented on the review process conducted by staff and the proposal was found to be completed with the exception of a project timeline or development plan. Mr. Wrede further stated

that the information Mr. Flanagan omitted from the proposal he did provide in his statement under Public Comment. There was no information provided on employees/future employment opportunity and spin off either in the proposal.

Chair Yager inquired if Mr. Flanagan would like to address those items now for the committee.

Mr. Flanagan provided information on 600 tons of equipment, winter projects, freight hauling in amounts of 200 tons or more; and that there appears to be more satellite business available. Currently he has no plans for expanding his employees which number 1 on the beach and 4 in the boat. Mr. Flanagan stated his biggest concern is safety for the pedestrians and civilians that bypass the area on a daily basis; he also noted that the Harbormaster has a better view on that parcel in regards to security. He sees the possibility of growth in the business industry. Mr. Flanagan described how he will install the culverts.

A brief discussion on a drain line, contaminant issues, installation of a system to deal with oil, using money from the proposed lease to defer that cost; a system installed out East End Road by Mr. Flanagan for a cost of approximately \$10,000. Chair Yager asked for a recap on the basis for agreeing to \$0.50 per square foot lease rate instead of the \$0.60. Mr. Flanagan cited the costs he will incur in leasing this portion of a parcel was the improvements he intended to perform and the benefits to the community his lease provided last year.

Mr. Zimmerman provided some points in leasing at the lower rate to recent lessees.

Chair Yager questioned the amount of improvements proposed by Fortune Sea, LLC and using those as a comparison to what Mr. Flanagan proposes. He expressed concern regarding a precedent being set.

Mr. Wrede offered one alternative to deduct the money paid on improvements and that the city has accepted work for rent in the past.

Mr. Flanagan cited that he is proposing to rent land that currently is not usable and making it usable.

Mr. Zimmerman expressed concerns over what the Lease Policy states in regard to the appraisal.

ABBOUD/ZIMMERMAN - MOVED TO APPROVE THE STAFF RECOMMENDATIONS AND FORWARD TO CITY COUNCIL PRORATING THE RENTAL AMOUNT FOR THE AMOUNT OF THE PROPOSED AND REQUIRED IMPROVEMENTS TO THE PROPERTY.

There was no further discussion.

VOTE. YES. ABBOUD, HAWKINS, ZIMMERMAN, YAGER.

Motion carried.

STAFF REPORT

ALASKA COASTAL FREIGHT PROPOSAL

Lease Committee Meeting 5/14/13

Introduction:

Alaska Coastal Freight submitted a lease proposal in response to the RFP the City recently posted. The proposal is to lease a 100 foot by 220 foot section on the South end of Lot 13. Lot 13 contains the chip pad however, the area proposed for lease is not on the cement pad and is located close to the deep Water Dock and the harbor barge ramp. The proposed use is a freight staging area to support Coastal Freight's operations at the barge ramp. The proposal requests a lease term of five years and a rental rate of 50 cents per sq. foot per year.

The Proposal

Chapter 5.2 of the Property Management Policy and Procedures Manual (Lease Policies) contains the criteria to determine if a proposal is complete and responsive to the RFP. Attached is a checklist report on the responsiveness of the proposal prepared by Andrea Browning. Andrea's report shows that the proposal meets the minimal requirements for responsiveness. The Development Plan does not contain a timeline or any benchmarks for improvements which is a requirement. The staff determined that this omission was not significant enough to warrant rejection of the proposal because very few improvements are proposed on the property and the lease term is only five years. The timetable can be addressed by the Committee and made a condition of final approval of the lease. This proposal has been determined to be sufficiently complete for Lease Committee review.

Proposal Evaluation

Chapter 6.2 (B) contains the evaluation criteria to be used in scoring and rating a lease proposal. An analysis of each of the criteria follows:

Compatibility with neighboring uses and consistency with applicable land use regulations including the Comprehensive Plan.

The property proposed for lease is located within the Marine Industrial Zoning District. The proposed use is a staging area for freight that is being shipped to or from Homer. The use is water related and water dependent and the site is appropriately located near the harbor barge ramp and the Deep Water Dock. Freight staging is consistent with the Zoning District and relevant sections of the Spit Comprehensive Plan. The use is also consistent with neighboring uses which include boat repair, metal scrap salvage and shipping, a fuel tank farm, and a general purpose staging and storage area adjacent to the Deep Water Dock.

The development plan including all proposed phases and timetables.

The development plan includes making a portion of Lot 13 usable that is currently not. This work will include filling in ditches with filter fabric, slotted culverts, drain rock, and gravel to make a smooth usable area that still drains adequately. No timetable is provided for this work to occur and that should be a stipulation of final approval. Also, the drainage proposal should be reviewed and approved by the City Engineer, Planner, and other appropriate authorities.

The proposed capital investment.

The only capital investment described in the proposal is the filling of ditches described above. No dollar amount is provided for the value of that work although providing usable land certainly has value to the City. The value of these improvements should be obtained. This information is important since the applicant is requesting a rental rate that may be below market value. The applicant has also verbally discussed other improvements such as a security fence but this is not mentioned in the application. That needs to be clarified before final approval. It should be noted that the applicant has already made significant capital improvements in the area which include paving the barge ramp and grading and leveling the lot the Company is currently using for staging (tariff rental rates apply). The applicant has also recently made a large capital investment in its vessel, the Helenka B; which is the foundation of this business enterprise.

Experience of the applicant in the proposed business or venture.

The applicant did not provide information regarding experience in the proposal. I will request that supplemental information be provided for the Committee by meeting time. This reviewer is aware though, that the applicant has a vast amount of experience in this enterprise and has been doing it for many years. Alaska Coastal Freight is a well known company providing shipping services to much of Alaska. I have no concerns about the experience of the applicant.

Financial capability or backing of the applicant including credit history, prior lease history, assets that will be used to support the proposed development.

A large capital investment is not proposed so the financial assets and/or backing of the applicant take on lesser importance. The applicant provided a profit and loss statement for the business which was reviewed by the staff. The financial information provided demonstrated that the company has more than adequate resources to carry-out this proposal and perform under the lease. The financial documents were not provided in the packet or made public for privacy and proprietary reasons. The applicant has been doing business with the City for some time and has an excellent track record with respect to port and harbor fees, taxes, etc.

The number of employees anticipated.

The applicant did not mention the number of employees or associated contractors. Again, I will request supplemental information by meeting time.

The proposed rental rate.

The applicant proposes a rental rate of 50 cents per square foot per year. This may be below market value. An appraisal of Lot 13 in 2007 came up with 60 cents on average for the Lot. The City recently rented space on an adjacent lot for a similar use for 60 cents per square foot. On the other hand, it could be argued that the proposed improvements which make the land useable and therefore, more valuable in the long term, could justify a lower rent. We recommend 60 cents or whatever a new appraisal deems the property to be worth.

Other financial impacts such as tax revenues, stimulation of related or spin-off economic development, or the value of improvements left behind upon termination of the lease.

The applicant did not address this issue in the proposal. However, I felt comfortable moving this application ahead to the Committee without that information because I know that the value of related or spin-off economic development is great; especially with respect to support businesses and the marine trades. The applicant proposes to leave behind useable land close to the Deep Water Dock and the harbor barge ramp that will increase in value over time. He has also paved and improved the barge ramp and improved the land he is currently utilizing. I will request supplemental information by meeting time.

Other long term social and economic development.

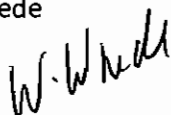
Shipping and the movement of freight is expected to be an area of economic growth in the future; helping the local economy and the finances of the port and harbor enterprise fund. Having this enterprise located in the harbor and on Lot 13 is expected to stimulate a range of other similar or support businesses.

RECOMMENDATION:

I would recommend that the Lease Committee approve this proposal and pass it to the City Council with a recommendation that the proposal be approved and that the City Manager be authorized to negotiate a five year lease, subject to the following:

1. A rental rate of 60 cents per square foot or the value suggested by a new appraisal of the property.
2. Review and approval of the drainage plan by appropriate authorities.
3. An approved timetable for development
4. Supplemental information regarding planned improvements.
5. An estimate of the proposed and past investments
6. Other required information such as employment and financial impacts.

Respectfully Submitted: W. Wrede





CITY OF HOMER PROPERTY MANAGEMENT LEASE APPLICATION CHECKLIST

Applicant Name: **ALASKAN COASTAL FREIGHT**
 Date Application Received: **May 8, 2013**

CHAPTER 5: LEASE APPLICATION PROCESS

5.1: POLICY

- A. It is the policy of the City of Homer to provide for a streamlined, standardized, and easily understood lease application process. A full and complete application packet shall be provided to all applicants. Applicants must be qualified under Section 18.08.50 of the Homer City Code:
- (a) a natural person and is responsible, meaning the applicant has sufficient skill, experience and financial capability to perform all the obligations of the lessee under the proposed lease; and
 - (b) a person who is at least nineteen years of age; or
 - (c) a group, association or corporation which is authorized to conduct business under the laws of the State of Alaska. (Ord. 92-10 (part), 1992). 183 (Homer 06/04)
- B. The City administration will provide for pre-application meetings with all potential applicants to provide relevant information on things like land use regulations, lease policies, the permitting process, and other relevant topics.

5.2 PROCEDURES

A. A responsive lease application / proposal shall include:

1. A completed application form provided by the City

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	<input type="checkbox"/> INCOMPLETE
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NOTES:

2. Any applicable fees

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	<input type="checkbox"/> INCOMPLETE
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NOTES:

\$30 fee included

3. A clear and precise narrative description of the proposed use of the property

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	<input type="checkbox"/> INCOMPLETE
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NOTES:

The proposed use is "Equipment and freight staging for on-loading and off-loading before and after shipping". Applicant desires to lease a portion of the lot- specifically the first 100' x 220' space just north of the chip pile, which is currently unusable due to 2 ditches w/ culverts that run through the parcel. Applicant proposes to place filter fabric and drain rock w/ gravel on the surface, making the space adequate for proposed use.

4. A specific time schedule and benchmarks for development

<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> N/A	<input type="checkbox"/> INCOMPLETE
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NOTES:**Not indicated**

5. A proposed site plan drawn to scale that shows at a minimum property lines, easements, existing structures and other improvements, utilities, and the proposed development including all structures and their elevations, parking facilities, utilities, and other proposed improvements.

YES	NO	N/A	INCOMPLETE
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NOTES:

The site plan indicates the outline/dimensions of the lot, and shows the desired 100'x200' portion of the lot the applicant wishes to lease. The culverts/ditches are depicted as 65' x 20' in this site plan, which the applicant proposes to address w. the filter fabric and drain rock w/ gravel.

6. Any other information that is directly pertinent to the proposal scoring criteria contained herein or required by the solicitation or request for proposals.

YES	NO	N/A	INCOMPLETE
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NOTES:

Applicant proposed lease rate of 50 cents/square foot, per year and requested a term of 5 years.

7. All other **required attachments** requested on the application form including, but not limited to, the following documentation: applicant information, plot plan, development plan, insurance, proposed subleases, environmental information, agency approvals and permits, fees, financial information, partnership and corporation statement, certificate of good standing issued by an entity's state of domicile, and references.

☒ Applicant information

☒ Plot Plan

☐ Development Plan- *No timeline*

☒ Insurance

N/A Proposed Subleases

N/A Environmental Information

N/A Agency approvals and permits

☒ Financial Information (Financial Statement **REQUIRED**, Surety, bankruptcy, pending litigation are situational.

N/A Partnership information and a copy of the partnership agreement OR

☒ Corporation information and a copy of the Articles of Incorporation and Bylaws

☒ Certificate of good standing issued by the entity's state if domicile

☒ Appropriate References (Total of 4 persons or firms with whom the applicant or its owners have conducted business transactions with during the past three years. Two references must have knowledge of your financial management history (One of which **MUST** be your principal financial institution) and two must have knowledge of your business expertise).

YES	NO	N/A	INCOMPLETE
------------	-----------	------------	-------------------

NOTES:

☒ Application review completed by ANITA BRUNNIE on 5/8/13
(date)

Alaskan Coastal Freight, LLC

PO BOX 4083

HOMER, AK 99603

(907) 235-3660

City of Homer

RE: Proposal

We propose to make usable the 100' X 220 ' section of lot #13 immediately south of the chip pile lot. Currently it is unusable due to 2 ditches with culverts that run through it.

Our idea is to place filter fabric, then slotted culverts for drainage with drain rock. It will then be capped with filter fabric and drain rock with gravel on the surface.

We believe this will result in a usable space to stage freight for shipping and nearer the loading ramp from which we load. We would like to rent it for .50 per square foot per year for a term of 5 years.

Sincerely, Captain Bruce Flanigan / MV Helenka B

City of Homer-Lease Application/Assignment Form

Directions:

1. Please type.
2. Please submit this application form to the City Clerk's Office, 491 Pioneer Avenue, Homer, Alaska 99603.
3. Please answer all questions on this form, or put "N/A" in the space if it is non applicable.

Applicant Name: Social Security No.s	Bruce Flanigan 314-54-2480 / Anna Flanigan 570-45-8747
Mailing Address:	Po Box 4083
City, State, ZIP code:	Homer, AK 99603
Business Telephone No.	907-235-3660
Representative's Name:	Anna Flanigan
Mailing Address:	Po Box 4083
City, State, ZIP code:	Homer, AK 99603
Business Telephone No.	907-235-3660
Property Location:	Lot #13 Freight Dock Rd - The first 100'x200' space just north of the chip pile.
Legal Description:	Lot #13 Freight Dock Rd
Type of Business to be placed on property:	Freight staging for on loading and off loading before and after shipping
Size of Buildings to be placed or leased:	NA
Duration of Lease requested:	5 yrs
Options to re-new:	Yes
Special lease requirements:	NA
Number of parking spaces required, per code:	NA

**The following materials must be submitted when applying for a lease of
City of Homer real property**

1.	Plot Plan	<p><u>A drawing of the proposed leased property showing:</u></p> <p><input type="checkbox"/> Size of lot - dimensions and total square footage. — to scale, please.</p> <p><input checked="" type="checkbox"/> Placement and size of buildings, storage units, miscellaneous structures planned — to scale, please.</p> <p><input checked="" type="checkbox"/> Water and sewer lines — location of septic tanks, if needed.</p> <p><input checked="" type="checkbox"/> Parking spaces — numbered on the drawing with a total number indicated — please refer to Homer City Code _____</p>																						
2.	Development Plan	<p><input type="checkbox"/> List the time schedule from project initiation to project completion, including major project milestones:</p> <table border="0"> <thead> <tr> <th data-bbox="505 730 732 762">Dates</th> <th data-bbox="797 730 878 762">Tasks</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>Fill in ditches that make the North</td> </tr> <tr> <td>_____</td> <td>end of lot #13 unusable.</td> </tr> <tr> <td>_____</td> <td>Place filter fabric, then slotted culverts</td> </tr> <tr> <td>_____</td> <td>for drainage with drain rock. Cap</td> </tr> <tr> <td>_____</td> <td>with filter fabric and drain rock, gravel</td> </tr> <tr> <td></td> <td>on surface</td> </tr> </tbody> </table> <p>For each building, indicate:</p> <table border="0"> <thead> <tr> <th data-bbox="505 1062 683 1094">Building Use</th> <th data-bbox="987 1062 1414 1094">Dimensions and square footage</th> </tr> </thead> <tbody> <tr> <td>NA</td> <td>NA</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Dates	Tasks	_____	Fill in ditches that make the North	_____	end of lot #13 unusable.	_____	Place filter fabric, then slotted culverts	_____	for drainage with drain rock. Cap	_____	with filter fabric and drain rock, gravel		on surface	Building Use	Dimensions and square footage	NA	NA	_____	_____	_____	_____
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Building Use	Dimensions and square footage																							
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_____	_____																							
_____	_____																							
3.	Insurance	<p><input checked="" type="checkbox"/> Attach a statement of proof of insurability of lessee for a minimum liability insurance for combined single limits of \$1,000,000 showing the City of Homer as co-insured. Additional insurance limits may be required due to the nature of the business, lease or exposure. Environmental insurance may be required. If subleases are involved, include appropriate certificates of insurance.</p>																						
4.	Subleases	<p><input checked="" type="checkbox"/> Please indicate and provide a detailed explanation of any plans that you may have for subleasing the property. The City of Homer will generally require payment of 25% of proceeds paid Lessee by subtenants. Refer to chapter 13 of the Property Management Policy and Procedures manual.</p>																						
5.	Health Requirements	<p><input checked="" type="checkbox"/> Attach a statement documenting that the plans for the proposed waste disposal system, and for any other necessary health requirements, have been submitted to the State Department of Environmental Conservation for approval. Granting of this lease shall be contingent upon the lessee obtaining all necessary approvals from the State DEC.</p>																						
6.	Agency Approval	<p><input type="checkbox"/> Attach statement(s) of proof that your plans have been inspected and approved by any agency which may have jurisdiction of the project; i.e. Fire Marshall, Army Corps of Engineers, EPA, etc. The granting of this lease shall be contingent upon lessee obtaining approval, necessary permits, and/or inspection statements from all appropriate State and/or Federal agencies.</p>																						

7.	Fees	<p>All applicable fees must be submitted prior to the preparation and/or execution of a lease.</p> <p><input type="checkbox"/> Application fee - \$30.00. Covers costs associated with processing the application.</p> <p><input type="checkbox"/> Lease fee - \$300.00. Covers the costs of preparing and processing the actual lease.</p> <p><input type="checkbox"/> Assignment fee - \$250.00. Covers the costs of preparing and processing the lease transfer.</p>						
8.	Financial Data	<p>Please indicate lessee's type of business entity:</p> <p><input type="checkbox"/> Sole or individual proprietorship.</p> <p><input type="checkbox"/> Partnership.</p> <p><input type="checkbox"/> Corporation.</p> <p><input type="checkbox"/> Other - Please explain: <u>LLC</u></p> <hr/> <p>Attached <input checked="" type="checkbox"/> Financial Statement - Please attach a financial statement showing the ability of the lessee to meet the required financial obligations.</p> <p><input type="checkbox"/> Surety Information - Has any surety or bonding company ever been required to perform upon your default or the default of any of the principals in your organization holding more than a 10% interest</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach a statement naming the surety or bonding company, date and amount of bond, and the circumstances surrounding the default or performance.</p> <p><input type="checkbox"/> Bankruptcy information - Have you or any of the principals of your organization holding more than a 10% interest ever been declared bankrupt or are presently a debtor in a bankruptcy action?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach a statement indicating state, date, Court having jurisdiction, case number and to amount of assets and debt.</p> <p><input type="checkbox"/> Pending Litigation - Are you or any of the principals of your organization holding more than a 10% interest presently a party to any pending litigation?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach detailed information as to each claim, cause of action, lien, judgment including dates and case numbers.</p>						
9.	Partnership Statement	<p><input type="checkbox"/> If the applicant is a partnership, please provide the following:</p> <p>Date of organization: <u>12-30-05</u></p> <p>Type: <input type="checkbox"/> General Partnership <input checked="" type="checkbox"/> Limited Partnership</p> <p>Statement of Partnership Recorded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Where <u>HOMER</u> When <u>12-30-05</u></p> <p>Has partnership done business in Alaska? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Where <u>Homer</u> When <u>2005 to Present</u></p> <p>Name, address, and partnership share. If partner is a corporation, please complete corporation statement.</p> <p>Limited/ General</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Share %</th> </tr> </thead> <tbody> <tr> <td>Anna Flanigan</td> <td>Po Box 4083 Homer</td> <td>51%</td> </tr> </tbody> </table>	Name	Address	Share %	Anna Flanigan	Po Box 4083 Homer	51%
Name	Address	Share %						
Anna Flanigan	Po Box 4083 Homer	51%						

Bruce Flanigan Po Box 4083 Homer - 497

Attached

✓ Please attach a copy of your partnership agreement.

10. Corporation Statement

☐ If the applicant is a corporation, please provide the following:

Date of Incorporation: 12/30/05

State of Incorporation: Alaska

Is the Corporation authorized to do business in Alaska?

☐ No ☒ Yes. Is so, as of what Date?

Corporation is held? ☐ Publicly ☒ Privately If publicly held, how and where is the stock traded?

Officers & Principal Stockholders [10%+]:

Name	Title	Address	Share
------	-------	---------	-------

Bruce Flanigan	Co-manager		
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☒ Please furnish a copy of Articles of Incorporation and By-laws.

Please furnish name and title of officer authorized by Articles and/or By-laws to execute contracts and other corporate commitments.

Name	Title
------	-------

Anna Flanigan	Co-manager
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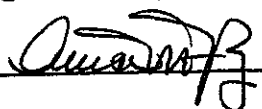
Bruce Flanigan	Co-manager
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Attached

<p>11. Applicant References</p>	<p>Please list four persons or firms with whom the Applicant or its owners have conducted business transactions with during the past three years. Two references named shall have knowledge of your financial management history, of which at least one must be your principal financial institution. Two of the references must have knowledge of your business expertise.</p> <hr/> <p>Name: <u>David Bennett</u> Firm: <u>Alaska USA Federal Credit Union</u> Title: <u>Commercial loan officer</u> Address: <u>500 W. 34th Ave, Suite 400, Anchorage</u> Telephone: <u>907-786-2324</u> Nature of business association with Applicant: <u>Principal Financial Institution</u></p> <hr/> <p>Name: <u>Carrie Herndon</u> Firm: <u>Carrie Herndon, CPA</u> Title: <u>Certified Public Accountant</u> Address: <u>331 E Pioneer Ave Homer</u> Telephone: <u>907-235-8260</u> Nature of business association with Applicant: <u>CPA for Alaskan coastal Freight</u></p> <hr/> <p>Name: <u>Curtis Pennington</u> Firm: <u>Hilcorp Energy Company</u> Title: <u>Project manager Drift River</u> Address: <u>52300 Nikiski Beach Rd - Nikiski AK 99563</u> Telephone: <u>337-276-7474</u> Nature of business association with Applicant: <u>Frequent Customer of ACF</u></p> <hr/> <p>Name: <u>James Harris</u> Firm: <u>Alaska Native Tribal Health Consortium</u> Title: <u>Project manager</u> Address: <u>1901 Bragaw St Anchorage AK 99509</u> Telephone: <u>907-729-3600</u> Nature of business association with Applicant: <u>Frequent Customer of ACF</u></p>
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I hereby certify that the above information is true and correct to the best of my knowledge.

Signature:



Date:

4/26/13

Session 13-01 A Special Meeting of the Lease Committee was called to order at 3:06 pm on May 14, 2013 by Chair Terry Yager at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMITTEEMEMBERS YAGER, HAWKINS, AND ZIMMERMAN

TELEPHONIC: COMMITTEE MEMBER ABOUD

ABSENT: COMMITTEEMEMBERS KRISINTU (EXCUSED)

STAFF: DEPUTY CITY CLERK I RENEE KRAUSE
CITY MANAGER WALT WREDE

APPROVAL OF THE AGENDA

Chair Yager requested a motion to approve the agenda.

HAWKINS/ZIMMERMAN – MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA *(3 Minute Time Limit)*

Bruce Flanagan, owner, Alaskan Coastal Freight, LLC commented on his proposal. He stated that he did not plan to fence the area until he saw that it was feasible with the access requirements required for tractor trailer units. He noted his costs to upgrade the portion of the parcel he was interested in and the basis for his offer to lease the aforementioned parcel. Mr. Flanagan stated his reasons for his interest in leasing the portion of the parcel was safety and the requirement of additional space. Mr. Flanagan assured the Committee members that there will be no hazardous materials stored on site.

Mr. Flanagan also provide the amount of revenue provided to the city from his business and the benefits his business brings the community as a whole.

APPROVAL OF THE MINUTES

Chair Yager requested a motion to approve the minutes.

HAWKINS/ZIMMERMAN – MOVED TO APPROVE THE MINUTES FOR THE MEETING OF OCTOBER 11, 2012 AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Staff Report – Updates and Status Report

City Manager Wrede provided updates on the progress of the following leases:

- Dockside II – William Sullivan had numerous contingencies attached to the approval of a new lease before finalizing his lease. He has been provided a lease contingent upon completion of the requirements.
- Fortune Sea, LLC - Ian Pitzman – The plans changed twice, negotiations completed. A lease has been issued.
- Alaska Custom Seafoods - Brad Faulkner – Mr. Faulkner has not followed through with most of the requirements; there have been delays in progress and completing the requirements for a Conditional Use Permit; the City has removed a pipe and approval has been given by the Fire Marshall. It appears that without constant vigilance on the part of the City Mr. Faulkner is very slow to comply with the contingencies set to enter into a new lease. He noted that they are way past the time frame recommended by the committee.
- Snug Harbor – The proposal has significantly changed from the one that was approved by the committee. They would like to lease the whole lot. He has been mulling over bringing this back before the committee due to the changes due to the increased financial component.

City Manager Wrede clarified some recent discussion by Council on the parcel where Pier One Theater is located. He related misinformation from the newspapers. He stated that the City Council is very mindful that the land was purchase with Port & Harbor Enterprise money for Marine Industrial uses. He believes Council Currently there are several entities interested in the parcel besides the existing Pier One Theater and campground. There is interest to place a major barge business to install moorings, another business entity has approached the Harbormaster interested in the uplands, the Wooden Boat Society, and the Kachemak Bay Water Trail launch. Due to all the interest plus the description outlined in the Spit Comprehensive Plan; he has been directed by Council to bring forth a resolution that would amend the Land Allocation Plan to Lease out a portion of the property that is water dependent who is willing to pay rent and if this is approved then it will come before the Committee; Mr. Wrede stated that Council is interested in the best use for that property since it will become more valuable as time goes on. They are interested in making reasonable decisions.

Chair Yager inquired about the seriousness of Mr. Faulkner in making the situation work. Mr. Wrede responded noting the benchmarks that the committee outlined in their recommendation regarding a new lease with Mr. Faulkner and that they are falling behind in completing these benchmarks in the time outlined.

Mr. Zimmerman inquired about the amount Fortune Sea LLC was paying and the square footage for the lease and then inquired if Snug Harbor requested any concessions. Mr. Wrede stated he leased Lot 19 which was approximately ½ acre and only noted that Snug Harbor requested the road to be paved which will be done this season.

There was no further discussion.

PUBLIC HEARING

There were no public hearings scheduled.

PENDING BUSINESS

There were no items on the agenda.

NEW BUSINESS

- A. Proposal & Assignment: Alaskan Coastal Freight
1. Chapter 6 – Proposal Evaluation Process
 2. Staff Evaluation & Findings

Chair Yager requested a motion to bring Item A. Alaskan Coastal Freight Proposal to the floor for discussion.

HAWKINS/ZIMMERMAN – MOVED TO BRING ALASKAN COASTAL FRIGHT PROPOSAL FORWARD FOR DISCUSSION.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mr. Wrede commented on the review process conducted by staff and the proposal was found to be completed with the exception of a project timeline or development plan. Mr. Wrede further stated that the information Mr. Flanagan omitted from the proposal he did provide in his statement under Public Comment. There was no information provided on employees/future employment opportunity and spin off either in the proposal.

Chair Yager inquired if Mr. Flanagan would like to address those items now for the committee.

Mr. Flanagan provided information on 600 tons of equipment, winter projects, freight hauling in amounts of 200 tons or more; and that there appears to be more satellite business available. Currently he has no plans for expanding his employees which number 1 on the beach an 4 in the boat. Mr. Flanagan stated his biggest concern is safety for the pedestrians and civilians that bypass the area on a daily basis; he also noted that the Harbormaster has a better view on that parcel in regards to security. He sees the possibility of growth in the business industry. Mr. Flanagan described how he will install the culverts.

A brief discussion on a drain line, contaminant issues, installation of a system to deal with oil, using money from the proposed lease to defer that cost; a system installed out East End Road by Mr. Flanagan for a cost of approximately \$10,000. Chair Yager asked for a recap on the basis for agreeing to \$0.50 per square foot lease rate instead of the \$0.60. Mr. Flanagan cited the costs he will incur in leasing this portion of a parcel was the improvements he intended to perform and the benefits to the community his lease provided last year.

Mr. Zimmerman provided some points in leasing at the lower rate to recent lessees.

Chair Yager questioned the amount of improvements proposed by Fortune Sea, LLC and using those as a comparison to what Mr. Flanagan proposes. He expressed concern regarding a precedent being set.

Mr. Wrede offered one alternative to deduct the money paid on improvements and that the city has accepted work for rent in the past.

Mr. Flanagan cited that he is proposing to rent land that currently is not usable and making it usable.

Mr. Zimmerman expressed concerns over what the Lease Policy states in regard to the appraisal.

ABBOUD/ZIMMERMAN - MOVED TO APPROVE THE STAFF RECOMMENDATIONS AND FORWARD TO CITY COUNCIL PRORATING THE RENTAL AMOUNT FOR THE AMOUNT OF THE PROPOSED AND REQUIRED IMPROVEMENTS TO THE PROPERTY.

There was no further discussion.

VOTE. YES. ABBODD, HAWKINS, ZIMMERMAN, YAGER.

Motion carried.

There was a brief discussion on pedestrian safety issues and proposed trails on the Spit.

Mr. Abboud had a prior commitment and departed the meeting at 4:00 p.m.

INFORMATIONAL MATERIALS

There were no informational materials.

COMMENTS OF THE AUDIENCE

Mr. Flanagan noted the real problem was watching out for the dogs out there.

COMMENTS OF THE CITY STAFF

Mr. Wrede commented that he will bring the recommendations to Council at the next meeting on May 28, 2013 through a resolution.

COMMENTS OF THE COUNCILMEMBER *(If one is appointed)*

There were no councilmembers present.

COMMENTS OF THE CHAIR

Chair Yager noted that the City liked seeing what Mr. Flanagan is doing and thanked him for his participation.

COMMENTS OF THE COMMITTEE

Mr. Hawkins thanked everyone for their time.

Mr. Zimmerman thanked Mr. Flanagan for doing the improvements. It makes it all much easier.

ADJOURN

There being no further business before the Lease Committee, Chair Yager adjourned the meeting at 4:06 p.m. The next regular Lease Committee meeting is scheduled for 3:00 p.m. July 11, 2013 at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

Approved:_____

VISITORS

ANNOUNCEMENTS
PRESENTATIONS
BOROUGH REPORT
COMMISSION REPORTS

CITY OF HOMER
HOMER, ALASKA

MAYOR'S PROCLAMATION

MARY EPPERSON DAY
JUNE 6, 2013

WHEREAS, The Homer City Council proclaimed June 6, 2010 as Mary Epperson Day and encouraged everyone to recognize June 6th as Mary Epperson Day; and

WHEREAS, Mary Epperson has contributed so much of her time and energy to the advancement of the arts in Homer that her name is synonymous with the arts; and

WHEREAS, She has played an integral part in helping to start, guide, and support local organizations, including the Homer Council on the Arts, Kenai Peninsula Orchestra, The Homer Foundation, and Kenai Peninsula College; and

WHEREAS, She has provided support and inspiration to other arts organizations, including Pier One Theatre, Inlet Winds, and Homer Youth String Orchestra Club, consistently supporting artists and their artistic endeavors; and

WHEREAS, By sharing her passion of the arts so generously, Mary is largely responsible for the vibrant Homer arts community; and

WHEREAS, She inspires us all to take on artistic challenges, give freely of ourselves, and to do so with a loving heart and a warm smile; and

NOW, THEREFORE, I, Beth Wythe, Mayor, do hereby proclaim the day of June 6, 2013 as;

MARY EPPERSON DAY

in the City of Homer, Alaska.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Homer, Alaska, on this 28th day of May, 2013.

CITY OF HOMER

BETH WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

PUBLIC HEARING(S)

**CITY OF HOMER
PUBLIC HEARING NOTICE
CITY COUNCIL MEETING**

**Ordinances 13-17(S) and 13-18
Resolution 13-048**

A **public hearing** is scheduled for **Tuesday, May 28, 2013** during a Regular City Council Meeting. The meeting begins at 6:00 p.m. in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Ordinances 13-17(S) and 13-18 internet address:
<http://www.cityofhomer-ak.gov/ordinances>

Ordinance 13-17(S), An Ordinance of the City of Homer, Alaska, Making Technical Corrections to the Homer City Code Before its Republication by Code Publishing, Inc. City Clerk.

Ordinance 13-18, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for FY 2012 in the Amount of \$21,710.00, and Authorizing the City Manager to Execute the Appropriate Documents. City Manager.

Resolution 13-048 internet address:
<http://www.cityofhomer-ak.gov/resolutions>

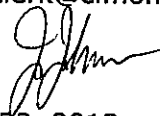
Resolution 13-048, A Resolution of the Homer City Council Amending the City of Homer Fee Schedule Under Water and Sewer Fees. City Clerk.



All interested persons are welcomed to attend and give testimony. Written testimony received by the Clerk's Office prior to the meeting will be provided to Council.

**** Copies of proposed Ordinances, in entirety, are available for review at Homer City Clerk's Office. Copies of the proposed Ordinances are available for review at City Hall, the Homer Public Library, the City of Homer Kiosks at City Clerk's Office, Captain's Coffee, Harbormaster's Office, and Redden Marine Supply of Homer and the City's homepage - <http://clerk.ci.homer.ak.us>. Contact the Clerk's Office at City Hall if you have any questions. 235-3130, Email: clerk@ci.homer.ak.us or fax 235-3143.**

Jo Johnson, CMC, City Clerk



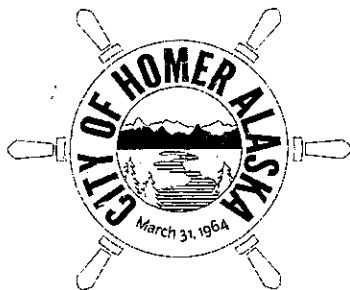
Publish: Homer Tribune: May 22, 2013

CLERK'S AFFIDAVIT OF POSTING

I, Renee Krause, Deputy City Clerk I for the City of Homer, Alaska, do hereby certify that a copy of the Public Hearing Notice for Ordinance 13-17(S), Making Technical Corrections to the Homer City Code Before its Republication by Code Publishing, Inc. and Ordinance 13-18, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for FY 2012 in the Amount of \$21,710.00 and Resolution 13-048, Amending the City of Homer fee Schedule Under Water and Sewer Fees at the City of Homer kiosks located at City Clerk's Office, Captain's Coffee Roasting Co., Harbormaster's Office and Redden Marine on May 17, 2013 and that the City Clerk posted same on City of Homer Homepage on May 15, 2013.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of said City of Homer this 16th day of May, 2013.

Renee Krause
Renee Krause, CMC, Deputy City Clerk I



ORDINANCE REFERENCE SHEET
2013 ORDINANCE
ORDINANCE 13-17

An Ordinance of the City of Homer, Alaska, Making Technical Corrections to the Homer City Code Before its Republication by Code Publishing, Inc.

Sponsor: City Clerk

1. City Council Regular Meeting May 13, 2013 Introduction
 - a. Memorandum 13-061 from City Attorney as backup
 - b. Legal Analysis of Homer City Code by Code Publishing, Inc.
2. City Council Regular Meeting May 28, 2013 Public Hearing and Second Reading
 - a. Ordinance 13-17(S) as adopted for introduction by Council on May 13
 - b. Memorandum 13-061 from City Attorney as backup
 - c. Legal Analysis of Homer City Code by Code Publishing, Inc.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

ORDINANCE 13-17(S)

AN ORDINANCE OF THE CITY OF HOMER, ALASKA, MAKING
TECHNICAL CORRECTIONS TO THE HOMER CITY CODE BEFORE ITS
REPUBLICATION BY CODE PUBLISHING, INC.

WHEREAS, Code Publishing, Inc. has performed a legal analysis of the current Homer City Code, that has identified Code provisions that require technical correction before the republication of the Code; and

WHEREAS, It is desirable that the technical corrections identified by Code Publishing, Inc. be adopted before the Code republication to assure that the republished Code is as accurate and current as possible.

NOW, THEREFORE, THE CITY OF HOMER HEREBY ORDAINS:

Section 1. Subsection (c) of Homer City Code 1.16.040, Disposition of Scheduled Offenses—Fine Schedule, is amended to read as follows:

(c) The following violations of this code are amenable to disposition without court appearance upon payment of a fine in the amount listed below.

CODE SECTION	DESCRIPTION OF OFFENSE	FINE
<u>HCC 5.38.010</u>	<u>Feeding or baiting certain birds (first offense)</u>	<u>\$50</u>
<u>HCC 5.38.010</u>	<u>Feeding or baiting certain birds (second and subsequent offense)</u>	<u>\$200</u>
HCC 19.20.020	General rules	\$300
HCC 19.20.030	Park closure	\$150

Section 2. Subsection (a) of Homer City Code 1.70.010, Created; Membership, is amended to read as follows:

a. There shall be a City of Homer Public Arts Committee, hereinafter referred to as the Committee. The Committee shall consist of five members, who shall be appointed by the Mayor subject to confirmation by the City Council. Prior to making appointments, the Mayor may solicit nominations from the Pratt Museum, community arts groups, and the public. All members of the Public Arts Committee **should** ~~may~~ have a demonstrated interest and familiarity with arts

and culture, either through professional practice or volunteer work. When considering applicants, preference may be given to:

1. A working professional artist.
2. A person working in the public education community.
3. A City Council member.
4. A person with experience or training related to the arts, such as art history, or employment in fields such as architecture, education, curation, conservation, performing arts or visual arts.
5. A person representing the public at large.

Section 3. Homer City Code 1.70.020, Terms of members; Vacancies, is amended to read as follows:

1.70.020 Terms of members; Vacancies. a. Members of the Committee are appointed for two-year terms, with ~~two~~ three terms and ~~three~~ four terms commencing in alternate years.

b. A vacancy on the Committee is filled for the unexpired term by appointment by the Mayor subject to confirmation by the City Council.

c. The Committee may declare a vacancy in the office of a Committee member with three or more unexcused absences from successive regular and special meetings of the Committee.

Section 4. Homer City Code 3.01.025, Deposit of money, is amended to read as follows:

3.01.025 Deposit of money. Deposit of money. All money collected by departments of the City shall be deposited with the Finance Director/Treasurer within three working days after collection, except that ~~for~~ amounts less than \$100 shall be deposited with the Finance Director/Treasurer, ~~deposit Friday~~ by 10:00 AM the following Friday.

Section 5. Homer City Code 3.05.005, Budget Assumptions, is amended to read as follows:

3.05.005 Budget Assumptions. By the third Friday in September the City Manager shall present to the Council an overview of preliminary budget assumptions for the next fiscal year of the City. These preliminary assumptions will address by fund, revenue projections, tax and utility rates, program additions or deletions, wages and benefits, or other issues with potential impact on the City's overall financial condition.

Section 6. Subsection (b) of Homer City Code 5.16.100, Overhead charge, civil penalties, is amended to read as follows:

b. Whenever a nuisance is abated by the City, the owner of the property in question shall pay a civil penalty in addition to the actual costs and overhead charge. The civil penalty for abating a nuisance is \$300 for the first nuisance abated. For each subsequent nuisance that is abated by the City within two consecutive calendar years concerning property owned by the same person, the civil penalty shall be fifty percent of the cost of abatement or \$500, whichever is more, but not exceeding \$1,000 per day that the nuisance has continued. The civil penalty

shall be imposed without regard to whether the nuisances abated by the City involve the same real property or are of the same character.

Section 7. Homer City Code 5.38.060, Violations and penalties, is repealed.

Section 8. Homer City Code 6.08.010, Flight to avoid arrest, is amended to read as follows:

6.08.010 Flight to avoid arrest. No person may avoid or attempt to avoid arrest by ~~shall intentionally evade~~ a police law officer following the officer's a request or command by words or signal to stop. ~~Such request may be made verbally or by signal.~~

Section 9. Subsection (a) of Homer City Code 6.12.010, Definitions, is repealed and reenacted to read as follows:

a. "Controlled substance" means a drug, substance, or immediate precursor included in the schedules set out in AS 11.71.140 – 11.71.190, as amended.

Section 10. Subsection (b) of Homer City Code 6.12.010, Definitions, is amended to read as follows:

b. "Drug paraphernalia" means all items, equipment, devices, products and materials of any kind which are used, or intended for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined herein. Drug paraphernalia includes, but is not limited to:

1. Kits used or intended for use in planting, propagating, cultivating, growing, or harvesting of any species of plant which is controlled substance or from which a controlled substance can be derived;

2. Kits used or intended for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances;

3. Isomerization devices used or intended for use in increasing the potency of any species of plant which is a controlled substance;

4. Testing equipment used or intended for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances except for use by or under the direction of law enforcement agencies or medical research or treatment facilities;

5. Scales and balances used or intended for use in weighing or measuring controlled substances;

6. Diluents and adulterants, such as quinine hydrochloride, mannitol, manite, dextrose and lactose, used or intended for use in cutting controlled substances;

7. Separation gins and sifters used or intended for use in removing twigs and seeds from, or in otherwise cleaning or refining, marijuana;

8. Blenders, bowls, containers, spoons and mixing devices used or intended for use in compounding controlled substances;

9. Capsules, balloons, envelopes and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances;

10. Containers and other objects used or intended for use in storing or concealing controlled substances;

11. Hypodermic syringes, needles and other objects used or intended for use in injecting, controlled substances into the human body;

12. Objects used or intended for use in injecting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as:

i. Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;

ii. Water pipes;

iii. Carburetion tubes and devices;

iv. Smoking and carburetion masks;

v. Roach clips, meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand;

vi. Miniature cocaine spoons, and cocaine vials;

vii. Chamber pipes;

viii. Carburetor pipes;

ix. Electric pipes;

x. Air-driven pipes;

xi. Chillums;

xii. Bongs;

xiii. Ice pipes or chillers;

In determining whether an object is drug paraphernalia, a court or other authority should consider, in addition to all other logically relevant factors the following:

1. Statements by the manufacturer, owner or by anyone in control of the object concerning its use;

2. Prior convictions, if any, of an owner, or of anyone in control of the object, under any state of federal law relating to any controlled substance;

3. The proximity of the object, in time and space, to a direct violation of **AS 11.71.010 – 11.71.060, as amended** ~~AS 17.10 or AS 17.12~~;

4. The proximity of the object to controlled substance;

5. The existence of any residue of controlled substances on the object;

6. Direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver it to persons who he knows, or should reasonably know, intend to use the object to facilitate a violation of **AS 11.71.010 – 11.71.060, as amended** ~~AS 17.10 or AS 17.12~~; the innocence of an owner, or of anyone in control of the object, as to a direct violation of **AS 11.71.010 – 11.71.060, as amended** ~~AS 17.10 or AS 17.12~~, shall not prevent a finding that the object is intended for use as drug paraphernalia;

7. Instructions, oral or written, provided with the object concerning its use;

8. Descriptive materials accompanying the object which explain or depict its use;

9. National and local advertising concerning its use;

10. The manner in which the object is displayed for sale;

11. Whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products;

12. Direct or circumstantial evidence of the ratio of sales of the object(s) to the total sales of the business enterprise;

[Added language underlined. ~~Deleted language stricken through.~~]

- 172 13. The existence and scope of legitimate uses for the object in the community;
173 14. Expert testimony concerning its use.
174

175 Section 11. Homer City Code 7.04.023, State schedule of minor traffic offenses and bail
176 forfeiture--Adopted, is amended to read as follows:
177

178 7.04.023 State schedule of minor traffic offenses and bail forfeiture--Adopted. The City,
179 pursuant to AS 28.05.151 Chapter 76, SLA, 1987, adopts the schedule of minor traffic offenses
180 and bail forfeiture amounts contained in Rule 43.1 of the Alaska Rules of Administration
181 ~~Rules Governing the Administration of All Courts~~. A copy of Rule 43.1 is on file in the Office of
182 the City Clerk, and is made a part of this section.
183

184 Section 12. Footnote 1 to Homer City Code 7.06.100, Penalty and fine schedule, is
185 deleted:
186

187 ~~[1] All vehicles operated within the City of Homer shall comply with this chapter by~~
188 ~~April 28, 2004.~~
189

190 Section 13. Subsection (b) of Homer City Code 7.08.020, Stopping or parking--Where
191 prohibited, is amended to read as follows:
192

193 b. No parking shall be permitted on a City arterial, as defined in Section 21.03.040
194 ~~7.12.005 (a)~~.
195

196 Section 14. Homer City Code 7.08.060, Violation--Penalty, is amended to read as
197 follows:
198

199 7.08.060 Violation--Penalty. Unless another penalty is expressly provided, the penalties
200 ~~penalty~~ for violating provisions of this chapter are the same as those listed in the State of Alaska
201 Traffic Bail Forfeiture Schedule pursuant to Rule 43.1 of the Alaska Rules of Administration
202 ~~Administrative Rules of the Alaska Rules of Court~~ for violations ~~violation~~ of 13 AAC 02.340
203 through 13 AAC 02.377 ~~13 AAC 02.337~~.
204

205 Section 15. Subsection (h) of Homer City Code 7.20.030, Use of snowmachines, is
206 amended to read as follows:
207

208 7.20.030 Use of snowmachines. No person shall drive, operate, stop or move a
209 snowmachine:
210

* * *

211 h. Without having such snowmachine registered as provided for in AS Chapter 28.39
212 ~~Section 5.30.010, Alaska Statutes~~;
213

214 Section 16. The footnote to Homer City Code Chapter 8.04, Alcoholic Beverage
215 Licenses, is amended to read as follows:
216

For statutory provisions authorizing municipalities to regulate alcoholic beverages ~~within the scope of authority specified by state law, see AS 29.35.210; for provisions defining the scope of municipal authority, see AS 04.21.010 AS 04.15.0780;~~ for provisions authorizing municipal protest of state licensing board decisions, see AS 04.11.480 AS 04.10.270.

Section 17. HCC 8.11.010, Applicable state law incorporated, is amended to read as follows:

8.11.010 Applicable state law incorporated. All statutes of the State of Alaska and any rules or regulations adopted by any state agency pertaining to public nuisances, food and food service establishments, public health and public sanitation applicable to a mobile food service, with particular reference but not limited to, Titles 17 and 18, Alaska Statutes, **as amended, and 18 AAC 31.600, et seq.**, as amended, are incorporated by this reference as though fully set forth in this chapter.

Section 18. Subsection (a) of HCC 9.16.100, Exemptions, is amended to read as follows:

9.16.100 Exemptions. a. ~~Commencing January 1, 2009, Sales~~ sales of nonprepared food items from September 1st through May 31st of each year.

Section 19. Subsection (b) of HCC 14.04.020, Connection--Required, is amended to read as follows:

b. ~~After October 1, 1973, no~~ **No** person shall occupy and no person shall own, maintain or control any structure or premises used as a home, apartment, or other living quarters unless the structure is connected to the City sewer; nor, ~~after October 1, 1973,~~ shall any person occupy, maintain or control any structure or premises used for any commercial, industrial or business use unless the structure is connected to sewer; provided, however, that the provision of this subsection shall not apply if the existing sanitary facilities shall have been approved by the Alaska Department of Environmental Conservation as providing adequate disposal of wastes and continues to function as approved.

Section 20. HCC 14.05.215, IWAN required for significant industrial users, is amended to read as follows:

14.05.215 IWAN required for significant industrial users. No SIU may connect to or remain connected to the STW, or otherwise introduce or cause the entry of waste into the STW ~~after July 24, 1990,~~ without first obtaining an Industrial Wastewater Acceptance Notification (IWAN).

Section 21. Subsection (b)(2) of HCC 14.05.220, Application for industrial wastewater acceptance, is amended to read as follows:

2. The **2012 North American Industry Classification System (NAICS) Standard Industrial Classification (SIC)** number of the SIU ~~according to the SIC manual of the U.S. bureau of the Budget, 1972, as amended;~~

Section 22. Subsection (b) of HCC 18.20.010, Definitions, is amended to read as follows:

b. "Abandoned vehicle" is any vehicle, as defined by subsection (a), that has been discarded, left unattended, standing or parked in a public right-of-way upon or within 10 feet of the traveled portion of a highway or street, in excess of 48 hours; or that has been discarded, left unattended, standing or parked upon private property without the consent of the owner or person in charge of the property in excess of 24 hours; or that has been discarded, left unattended, standing or parked upon public property without the consent of the person in charge of the property for more than 30 days.

Section 23. HCC 18.28.080, Herring spawn covenant, is repealed.

Section 24. Footnote 1 to Homer City Code Chapter 19.08, Campgrounds, is deleted:

~~[1] For statutory provisions authorizing cities to provide and regulate recreational facilities, see A.S. 29.48.030(15).~~

Section 25. Subsection (b) of HCC 20.08.030, Nuisance animals, is amended to read as follows:

b. The owner of any animal shall not permit the same to defecate, dig upon or injure private property owned by another person or public property or a public thoroughfare.

Section 26. Subsection (b) of HCC 22.10.055, Underground utilities, is amended to read as follows:

b. All existing overhead utility wire or cable facilities, including, but not limited to, electric power, telephone, and telecommunications cables which shall, ~~April 14, 1987~~, be relocated and/or which receive major modifications, shall be placed underground unless the utility obtains an exception pursuant to the provisions of subparagraphs e. and f. of this section. Major modifications shall not include reconductoring, reinsulating or in-kind replacement. The provisions of this subparagraph shall apply equally to the abandonment of pole lines except that if one utility abandons a pole line another existing utility which shares that pole line may buy the pole line and continue to use the pole line for the acquiring utility's cable facilities.

Section 27. Subsection (c) of HCC 22.10.055, Underground utilities, is amended to read as follows:

c. ~~After October 24, 2006, all~~ All extensions of utility wire or cable facilities including, but not limited to, electric power, telephone, and telecommunications cables for the purpose of providing such utility service to any land not served before that date by overhead cable facilities shall be installed only as provided by HCC Chapter 14.50.

Section 28. This Ordinance is of a permanent and general character and shall be included in the City Code.

ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, this 28th day of May 2013.

CITY OF HOMER

MARY E. WYTHE, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

AYES:

NOES:

ABSTAIN:

ABSENT:

First Reading:

Public Reading:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Walt Wrede, City Manager

City Attorney

Date: _____

Date: _____

MEMORANDUM 13-061

TO: JO JOHNSON
CITY CLERK
CITY OF HOMER

FROM: THOMAS F. KLINKNER

RE: REPUBLICATION OF CITY CODE

FILE NO.: 506,742.101

DATE: MAY 3, 2013

I have prepared a draft ordinance that makes technical corrections to the City Code in anticipation of its republication. The ordinance is based on the recommendations in the legal review by Code Publishing. Since the ordinance is presented as a set of technical corrections to the Code, I have avoided amendments that make any significant substantive change, although the legal review recommended several of such changes. The following memorandum addresses each item in the legal review, indicating where the recommended change appears in the ordinance, or explaining why the ordinance does not include the recommended change.

1. Animals and the Infraction System. I agree that an overhaul of the penalty structure in Title 20 is in order. We have begun the process of establishing a bail forfeiture schedule for violations of the City Code in HCC 1.16.040, and most animal violations should be incorporated in that schedule. However, this is a larger, stand-alone project that should include the re-examination of penalty amounts to determine whether they are consistent with current animal regulation policy. Therefore, the ordinance does not address this recommendation.

2. Zoning Code and Level One Site Development Standards. HCC 21.95.040 and 21.95.060 respectively require that the Planning Department and Planning Commission review all amendments to the Zoning Code. The schedule for adopting this ordinance does not allow for Planning Department or Planning Commission review. Therefore, I recommend deferring all recommended amendments to the Zoning Code to a separate ordinance that will be subject to Planning Department and Planning Commission review.

3. Adoption by Reference. As this recommendation involves the Zoning Code, it is subject to my response under 2, above.

4. **HCC 1.70.010 and 1.70.020.** On the assumption that five is the correct number of members of the Public Arts Committee, Sections 2 and 3 of the ordinance amend HCC 1.70.010(a) and HCC 1.70.020(a) respectively as recommended in the legal review.
5. **HCC 3.01.025.** I need clarification from the Finance Department regarding how HCC 3.01.025 should read. Based on that clarification, I will insert the required amendment in Section 4 of the ordinance.
6. **HCC 3.05.005.** Section 5 of the ordinance amends HCC 3.05.005 as recommended in the legal review.
7. **HCC 3.16.080.** The recommended change appears to be an editorial matter that does not require a code amendment.
8. **HCC 5.16.100.** Section 6 of the ordinance amends this section to limit the civil penalty for a subsequent offense within two years to the statutory maximum of \$1,000 per day.
9. **HCC 5.38.060.** Section 7 of the ordinance repeals this section, and Section 1 of the ordinance adds penalties for violating HCC 5.38.010 to the bail forfeiture schedule in HCC 1.16.040.
10. **HCC 6.08.010.** Section 8 of the ordinance amends HCC 6.08.010 as recommended in the legal review.
11. **HCC 6.12.010.** Sections 9 and 10 of the ordinance amend HCC 6.12.010 as recommended in the legal review.
12. **HCC 6.12.020.** With the amendments to HCC 6.12.010 in Sections 9 and 10 of the ordinance, there is no need to amend HCC 6.12.020.
13. **HCC 7.04.023.** Section 11 of the ordinance amends HCC 7.04.023 as recommended in the legal review, and also updates the statutory authority for adopting the state bail forfeiture schedule.
14. **HCC 7.06.100.** Section 12 of the ordinance deletes the footnote to HCC 7.06.100 as recommended in the legal review.
15. **HCC 7.08.020.** Section 13 of the ordinance adopts HCC 21.03.040 as the source of the definition of the term "arterial" as used in HCC 7.08.020.
16. **HCC 7.08.060.** Section 14 of the ordinance corrects the erroneous reference to state regulations in HCC 7.08.060 that is identified in the legal review, and makes other grammatical changes.
17. **HCC 7.20.030.** Section 15 of the ordinance amends HCC 7.20.030 as recommended in the legal review.

18. **HCC Chapter 8.04.** Section 16 of the ordinance corrects statutory references in the footnote to HCC Chapter 8.04 as recommended in the legal review, and makes other statutory reference corrections.
19. **HCC 8.08.040.** The issue of the fee for a transient merchant's license is one of policy that should be addressed in a separate ordinance.
20. **HCC 8.11.010.** Section 17 of the ordinance amends HCC 8.11.010 to add a reference to 18 AAC 31.600, et seq. as recommended in the legal review.
21. **HCC 8.11.050.** The issue of the fee for a mobile food service license is one of policy that should be addressed in a separate ordinance.
22. **HCC 9.16.100.** Section 18 of the ordinance amends HCC 9.16.100 as recommended in the legal review.
23. **HCC 11.04.030(h) and (k), 11.04.058 and 11.20.030.** I am waiting for an answer from the Public Works Department to my question regarding the correctness of the references to documents in HCC 11.04.030(h) and (k), 11.04.058 and 11.20.030(f).
24. **HCC 11.04.030(q).** The reference in HCC 11.04.030(q) to the 2004 Non-Motorized Transportation and Trail Plan is correct.
25. **HCC 11.12.010.** The reference in HCC 11.12.010 to the 1975 street and house numbering plan is correct.
26. **HCC Title 13.** I recommend that the Public Works Department review the sources for material standards in this title and will incorporate any recommended changes in a separate ordinance.
27. **HCC 14.04.020.** Section 19 of the ordinance amends HCC 14.04.020 as recommended in the legal review.
28. **HCC 14.05.115.** HCC 14.05.115 should be changed as recommended in the legal review. This is an editorial matter that does not require a code amendment.
29. **HCC 14.05.215.** Section 20 of the ordinance amends HCC 14.05.215 as recommended in the legal review.
30. **HCC 14.05.220.** Section 21 of the ordinance amends HCC 14.05.220 as recommended in the legal review.
31. **HCC 14.05.315.** HCC 14.05.315 should be changed as recommended in the legal review. This is an editorial matter that does not require a code amendment.
32. **HCC Title 17.** I agree with the treatment of HCC Chapter 17.04 that the legal review recommends. This is an editorial matter that does not require a code

amendment. Also, it should be noted that HCC Chapter 17.08 was repealed by Ordinance 13-03(S)(2).

33. HCC 18.20.010. Section 22 of the ordinance amends HCC 18.20.010 in response to the recommendation of the legal review.

34. HCC 18.28.080. Section 23 of the ordinance repeals HCC 18.28.080 as recommended in the legal review.

35. HCC Chapter 19.08. Section 24 of the ordinance deletes the footnote to HCC Chapter 19.08 as recommended in the legal review.

36. HCC 19.08.070. I agree with the recommendation of the legal review that HCC 19.08.070(b) should be reexamined for enforceability. However, the issue of an alternative criterion for excessive noise is one of policy that should be addressed in a separate ordinance.

37. HCC 20.08.030(a). I agree with the recommendation of the legal review that HCC 20.08.030(a) should be reexamined for enforceability. However, the issue of an alternative criterion for nuisance animals is one of policy that should be addressed in a separate ordinance.

38. HCC 20.08.030(b). Section 25 of the ordinance amends HCC 20.08.030(b) as recommended in the legal review.

39. HCC Title 21. As noted under 2 above, HCC 21.95.040 and 21.95.060 respectively require that the Planning Department and Planning Commission review all amendments to the Zoning Code. The schedule for adopting this ordinance does not allow for Planning Department or Planning Commission review. Therefore, I recommend deferring all recommended amendments to the Zoning Code to a separate ordinance that will be subject to Planning Department and Planning Commission review.

40. HCC 22.10.030. The reference in HCC 22.10.030 to the 2004 Non-Motorized Transportation and Trail Plan is correct.

41. HCC 22.10.055. Sections 26 and 27 of the ordinance amend HCC 22.10.055(b) and (c) respectively as recommended in the legal review.

42. Penalty Reference Guide. The legal review provides a helpful reference for reviewing penalties for Code violations, many of which should be incorporated in the bail forfeiture schedule in HCC 1.16.040. However, any revision to penalties for Code violations is an issue of policy that should be addressed in a separate ordinance

TFK/TFK

cc: Walt Wrede

March 13, 2013

Jo Johnson, City Clerk
City of Homer
491 East Pioneer Ave.
Homer, AK 99603

Dear Ms. Johnson:

Attached you will find our legal analysis of the Homer City Code for your review. The code has been thoroughly reviewed for state and federal constitutional issues and apparent conflicts by our legal team. On the following pages, you may approve any recommended action steps and/or address questions. As you review our findings, you will notice that there is a column provided to the right of each comment. You may use this space for any personal notations and for any questions that you may have.

Our attorney has recommended items that need immediate action in order to bring the code into legal compliance, and, where possible, has recommended amending language for this purpose. Other changes that require legal drafting or a major revision by counsel are also indicated. A single "clean up" ordinance may be useful for all such recommended changes. Other recommendations that are not legally required are optional and may be made at any time. We have flagged all such items for consideration.

Please note that our legal team's analysis is not provided as legal practice advice to the municipality. As codifiers, we are, by definition, prohibited from making substantive non-editorial changes. Our report is not provided as legal advice on municipal issues, but as a reference tool to assist the municipality in analyzing the code's currency.

Thank you for your assistance in these matters. Please do not hesitate to contact us if you have any questions.

Sincerely,



Josh Clarridge, Editor
Code Publishing, Inc.

Enclosure: legal analysis



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Homer, AK Legal Review

General Comments

Whenever a comment is made to “See [heading],” it refers to this section.

Animals and the Infraction System

Title 20 divides animal-related penalties into an infraction system, the fees for which are listed in HCC 20.32.020. As a technical word, “infraction” carries no meaning in Alaska municipal law apart from a few traffic offenses; AS 29.25.070 describes violations as the only category of municipal-specific offenses. It appears the City is using the word “infraction” not as a separate offense but as a descriptor of five types of violations that carry lesser fines than most other violations. If so, that is fine, but the City should be aware that “infraction” has a meaning in HCC Title 20 that is specific to HCC Title 20.

Although this is not urgent, if and when the City revises HCC Title 20, it should consider changing the letter classification of its infraction system. HCC 20.32.020 describes the infraction fees as:

Class A	\$25
Class B	\$50
Class C	\$100
Class D	\$100-\$300
Class E	(General Penalty, i.e., maximum \$300)

This classification is the reverse of most codes. For example, AS 12.55.035(b)(2) through (4) lists the maximum fines for a person convicted of a felony as:

Class A	\$250,000
Class B	\$125,000
Class C	\$50,000

Although HCC Title 20 is perfectly acceptable from the standpoint of a citizen’s ability to look up the law and find definite answers, its classification system is “backwards” compared to most systems using letters to classify levels of offense. To that end, considering a revision of this system at some point may be beneficial.

Zoning Code and Level One Site Development Standards

HCC 21.50.020 lists level one standards as being the default for “all zoning districts, unless otherwise provided.” Districts with level one standards have specific code sections that specify that standard (see HCC 21.12.050 and 21.14.050). This redundancy is not a specific problem, and the theory might be to cover bases with the default provision, but the City should be aware of the redundancy.

Adoption by Reference

HCC Title 21 frequently refers to the “Trip Generation Handbook, Institute of Transportation Engineers (current edition).” In terms of legislative authority, there is a difference between adopting another branch of government’s law or rule as amended (for example, an Alaska statute’s definition or the current plumbing code) and adopting a third party’s conclusions (for example, the Institute of Transportation Engineers). In the latter case, the City is improperly delegating its power, because it is giving it out of the government and into a private entity.

The solution to this is to adopt a specific edition of third-party manuals in the code, amending the code with new manual editions when desired. The current edition of the Trip Generation Handbook, according to www.ite.org, is the second edition. Every reference to “current edition” of the Trip Generation Handbook in the HCC needs an ordinance amending it to “second edition.”

	Homer, AK	Action
	Legal Review – Attorney Findings	
	Title 1	
1.	<p>*1.70.010 Created; Membership. The Public Arts Committee is established in subsection (a) of this section as having five members. HCC 1.70.020(a) says that committee member terms start in alternate years, three terms in one year and four in the next year, i.e., seven members. If the committee is five members, HCC 1.70.020(a) should be amended by ordinance, changing “four” to “two” in the description of alternating terms; if the committee is seven members, HCC 1.70.010 should be amended by ordinance to say “seven members” instead of “five members.” Recommendation: Does the City wish to address this issue prior to republication?</p> <p>*In the proof copy, this section will be renumbered as HCC 2.60.010.</p>	
2.	<p>HCC 1.70.010(a) states that “All members of the Public Arts Committee may have a demonstrated interest and familiarity with arts and culture, either through professional practice or volunteer work.” The use of “may” sounds like it is giving permission. The apparently intended word is “should.” Recommendation: Although not urgent, the next housekeeping ordinance should amend this section to clarify meaning.</p>	
	Title 2	
	No Comments	
	Title 3	
3.	<p>3.01.025 Deposit of money. “All money collected by departments of the City shall be deposited with the Finance Director/Treasurer within three working days after collection, for amounts less than \$100, deposit Friday by 10:00 A.M.” Everything after the word “collection” appears to be attempting an exception to the three working days rule for all money. What that exception states is unclear. Are all amounts under \$100 to be deposited by 10:00 A.M. on the Friday of the week that money was collected? (This would be longer than three working days for money collected on Monday and shorter for money collected, e.g., at 9:00 A.M. on Friday.) Is the money to be deposited on Friday but before 10:00 A.M., or is any time in the week before Friday at 10:00 okay? Any of these answers should be fine, but only one of them is City policy, and the ordinance should be amended to state the policy clearly. Recommendation:</p>	

	Does the City wish to amend this section by ordinance prior to republication?	
4.	3.05.005 Budget Assumptions. This section asks the City Manager to come up with “preliminary budget assumptions” by a deadline. Every other City Manager project related to the budget is for “the next fiscal year” or “the ensuing fiscal year.” The budget assumptions have no such clause. For the sake of uniformity and clarity, the City Manager’s budget assumption project should be specified as dealing with the next fiscal year. Recommendation: Although this is not urgent, the next housekeeping ordinance should amend this section.	
5.	3.16.080 Local Bidder Preference. This section has a footnote regarding its review in April 2003. This should be safe to delete. Recommendation: Shall we delete this footnote?	
	Title 4	
	No Comments	
	Title 5	
6.	5.16.100 Overhead charge, civil penalties. Subsection (b) of this section says that subsequent nuisances past the first will bear a civil penalty of “fifty percent of the cost of abatement or \$500, whichever is more.” It is not clear that this section intends to be limited by the maximum civil penalty of \$1,000 as established by HCC 1.16.020 and AS 29.25.070(b). Although those laws govern this section regardless, this section would be much clearer if language such as “pursuant to HCC 1.16.020” were added after “whichever is more.” Recommendation: Does the City wish to clarify this section by amending ordinance prior to republication?	
7.	5.38.060 Violations and penalties. Violations of Chapter 5.38 HCC regarding bird feeding are punishable by a fine of \$5-\$50 on the first conviction and \$25-\$200 on subsequent convictions, as well as “the cost of prosecution.” The cost of prosecution seems to be more like a fine than the actual cost of nuisance abatement, so challenges to this section likely would view paying for prosecution as an additional fine for violation. If the cost of prosecution would combine with the fine to a sum of over \$1,000, it would be over the maximum violation amount prescribed by HCC 1.16.010 and AS 29.25.070(a). Although it seems unlikely that prosecuting bird feeding would add up to nearly \$1,000, this section would be much clearer if language such as “pursuant to HCC 1.16.010” were added at the start of the section, prior to “Any person violating...” Recommendation: Does the City wish to clarify this section by amending ordinance prior to republication?	

	Title 6	
8.	6.08.010 Flight to avoid arrest. This section criminalizes intentional evasion of an officer's "request or command to stop." The catchline implies that this request or command to stop is during an arrest attempt. But since catchlines are not part of the substantive law (HCC 1.04.040), this section currently applies to every request or command to stop, even as law officers constitutionally require at least reasonable suspicion before detaining a citizen. <i>Waring v. State</i> , 670 P.2d 357 (Alaska, 1983) (quoting and applying <i>Florida v. Royer</i> , 460 U.S. 491 (1983)). Recommendation: If this section is only about avoiding arrest, as the non-binding catchline implies, then it should be amended by ordinance to say so; read as broadly as it is written, it is unconstitutional. Changing the phrasing to "No person shall avoid or attempt to avoid arrest by intentionally evading a law officer..." would be acceptable.	
9.	6.12.010 Definitions. Subsection (a) of this section defines controlled substances and related terms by AS 17.10 and 17.12. The court's list of "logically relevant factors" references these sections as well. Both have been repealed and replaced by portions of AS 11.71 and 17.30. See, for example, AS 11.71.900(4) for the new definition of controlled substances. As these are new laws rather than renumberings, adopting their definitions will require an amendment by ordinance. Recommendation: Does the City wish to address this issue prior to republication?	
10.	6.12.020 Sale of drug paraphernalia unlawful. See comment for HCC 6.12.010 regarding Alaska's current drug laws. Recommendation: Does the City wish to address this issue prior to republication?	
	Title 7	
11.	7.04.023 State schedule of minor traffic offenses and bail forfeiture – Adopted. This section references the Rules Governing the Administration of All Courts. The current name for this set of rules is the Alaska Rules of Administration. Recommendation: Shall we update this reference?	
12.	7.06.100 Penalty and Fine Schedule. The footnote for subsection (c) of this section mandates vehicle compliance by April 28, 2004. Assuming no legal actions are still pending on this section, the footnote may safely be deleted. Recommendation: Although it is not urgent, the next housekeeping ordinance should delete this footnote.	
13.	7.08.020 Stopping or parking – Where prohibited. This section references HCC 7.12.005(a) for the definition of a City arterial. That section no longer exists. There is a definition of an arterial in HCC 11.04.030 and another one in HCC 21.03.040, but if these are new	

	HCC sections rather than renumberings, for either definition to apply here, the City will need to adopt the definition in HCC 11.04.030 or 21.03.040 as the definition in HCC 7.08.020 by an amending ordinance. Recommendation: Does the City wish to address this issue prior to republication?	
14.	7.08.060 Violation – Penalty. This section adopts Rule 43.1 of the Alaska Rules of Administration “for violation of 13 AAC 2.340 through 13.AAC 02.337.” As this adoption is listed in the City Code as going backwards, from 2.340, 2.337, it is unclear what is meant to be adopted. If either or both citations are typographical errors, we can correct them; otherwise, an ordinance will need to amend this section to those sections of Rule 43.1 that the City means to adopt. Recommendation: Does the City wish to address this issue prior to republication?	
15.	7.20.030 Use of snowmachines. Subsection (h) of this section references snowmachine registration in AS 5.30.010. AS 5.30.010 is repealed; the current law is AS 28.39. As this is a new law rather than renumbering of an old one, the City will need to amend this section by ordinance. Recommendation: Does the City wish to amend by ordinance prior to republication?	
	Title 8	
16.	Chapter 8.04 Alcoholic Beverage Licenses. The chapter footnote cites “A.S. 04.15.0780” regarding municipal authority on alcohol. The current law is AS 4.21.210. As this is a new law rather than renumbering the old one, adopting this in the footnote requires an amending ordinance. Recommendation: Does the City wish to amend by ordinance prior to republication?	
17.	The footnote also cites municipal protest laws at “A.S. 04.10.270.” The current law is AS 4.11.480. As this is a new law rather than renumbering the old one, adopting this in the footnote requires an amending ordinance. Recommendation: Does the City wish to amend by ordinance prior to republication?	
18.	8.08.040 Referral – Fees. The listed fee for a 60-day transient merchant’s license is \$330. The size of the fee is large enough that courts might consider it a confiscatory taking under due process law and overturn the code section. The license fee is 6.6 times the cost of an Alaska business license (\$50) and 13.2 times the amount of an annual transient merchant’s license in Kenai (\$25). If this law were challenged, the City likely would have to justify the disparity. (The City’s website states that the City “does not have any of its own business license or registration requirements.” http://www.cityofhomer-ak.gov/economicdevelopment/frequently-asked-questions) A license amount more in line with other licenses would keep this law from getting overturned. Recommendation:	

	Does the City wish to address this issue prior to republication?	
19.	8.11.010 Applicable state law incorporated. This section references AS 17 and 18 as governing mobile food services. 18 AAC 31.600 <i>et seq.</i> is also on point as regulations particular to mobile food services. The law governs regardless of what HCC 8.11.010 says, but it might be helpful to include 18 AAC 31.600 <i>et seq.</i> in the code. Recommendation: Although it is not urgent, the next housekeeping ordinance might wish to include this reference.	
20.	8.11.050 License – Application – Referral – Fees. See comment for HCC 8.08.040. The disparity between the \$390 annual fee here and the business license and surrounding towns is not as extreme as the transient merchant fee (Kenai, for example, charges \$120 rather than \$390), but a court challenge still might view this as excessive. Recommendation: Does the City wish to address this section prior to republication?	
	Title 9	
21.	9.16.100 Exemptions. Subsection (a) of this section announces a seasonal exemption on nonprepared food items commencing January 1, 2009. Absent pending legal action or something similar, “Commencing January 1, 2009” may safely be deleted. Recommendation: Although it is not urgent, the next housekeeping ordinance may delete the start date on this exemption.	
	Title 10	
	No Comments	
	Title 11	
22.	11.04.030 Definitions. Subsection (h) of this section lists the Design Criteria Manual as a document from April 1985. HCC 11.04.058 lists this document as having been revised in February 1987, while HCC 11.20.030(f) says this was readopted in April 1987. There might not be an updated version of this manual, but if there is, an amending ordinance should specify the new edition. Recommendation: No action is required if there is no updated edition, but the City should be advised of the document date.	
23.	Subsection (k) of this section lists the Drainage Management Plan as documents from 1979 and 1982. See previous comment and recommendation for HCC 11.04.030.	
24.	Subsection (q) of this section lists the Non-Motorized Transportation and Trail Plan as a document from 2004. See previous comment and recommendation for HCC 11.04.030.	
25.	11.04.058 Design Criteria Manual – Adopted. This section	

	somewhat duplicates HCC 11.04.030 in discussing the Design Criteria Manual. See previous comment and recommendation for HCC 11.04.030.	
26.	11.12.010 Street and house numbering plan adopted. This section references a map from 1975. See previous comment and recommendation for HCC 11.04.030.	
27.	11.20.030 Definitions. Subsection (f) of this section references the Design Criteria Manual from 1985 and readopted April 1987. See previous comment and recommendation for HCC 11.04.030. Also, if the listed edition is current, HCC 11.04.030(h), 11.04.058, and 11.20.030(f) should be phrased to clearly reference the same edition of the document; this must be done by an amending ordinance.	
	Title 12	
	No Comments	
	Title 13	
28.	Many sections in this title reference AASHTO, ASTM, AWS or AWWA, and other standards for materials. Recommendation: The City may wish to check those references to see if they are still desired for City use.	
	Title 14	
29.	14.04.020 Connection – Required. Subsection (b) of this section gives itself a start date of October 1, 1973. Absent pending litigation or similar issues, these references may safely be deleted. Recommendation: Although this is not urgent, the next housekeeping ordinance may wish to delete the 1973 references.	
30.	14.05.115 Definitions. The definition of “discharge” references “section 307(b), (c), or (d) of the Act.” This is codified as 33 U.S.C. 1317(b), (c), or (d). Although unessential, citizens are more likely to find the relevant passage if provided with the U.S.C. citation. As this is a different numbering, we can change it with permission. Recommendation: Shall we change “section 307” to “33 U.S.C. 1317”?	
31.	14.05.215 IWAN required for significant industrial users. This section gives itself a start date of July 24, 1990. Absent pending litigation or similar issues, this reference may safely be deleted. Recommendation: Although this is not urgent, the next housekeeping ordinance may wish to delete the 1990 reference.	
32.	14.05.220 Application for industrial wastewater acceptance. Subsection (b)(2) of this section requires SIUs to file their SIC number via the 1972 SIC manual. The current edition of industrial	

	<p>codes is the 2012 North American Industry Classification System (NAICS); the last SIC manual edition was 1987. Should the City decide after review that it wishes to adopt the 2012 NAICS manual, it will need to amend subsection (b)(2) of this section.</p> <p>Recommendation: Does the City wish to address this issue prior to republication?</p>	
33.	<p>14.05.315 Reporting requirements – General. Subsection (e) of this section references reporting requirements of 43 CFR section 403.12. Based on HCC 14.05.320's correct reference, the reference to 43 CFR 403.12 appears to mean 40 CFR 403.12. If the City confirms this as a typographical error, we can make the correction.</p> <p>Recommendation: Shall we make this correction?</p>	
	Title 15	
	No Comments	
	Title 16	
	(Reserved)	
	Title 17	
34.	<p>Chapter 17.04 Special Assessment Districts. The note accompanying Chapter 17.04 HCC says that Chapter 17 was "repealed via Ordinance 12-15 April 10, 2012." This appears to mean "repealed and replaced" rather than simply repealed (if it was repealed without replacement, HCC Title 17 should be removed from the code). Based on the ordinances listed in Chapter 17.04 HCC and other sections, the note appears to refer only to Chapter 17.04 HCC. Upon confirmation of the City, this note should be changed to say "Chapter 17.04 HCC repealed and replaced" rather than "Chapter 17 repealed." As this is a note and not substantive law, we can change it.</p> <p>Recommendation: Shall we make this change?</p>	
	Title 18	
35.	<p>18.20.010, 18.20.015. These two sections discuss abandoned vehicles. HCC 18.20.010 defines an "abandoned vehicle" as "any vehicle...discarded, left unattended, standing or parked upon or within 10 feet of the traveled portion of a highway or street, in excess of 48 hours." HCC 18.20.015(a) prohibits "the parking, storing or leaving of any abandoned vehicle upon any public or private property within the City for any period of time in excess of periods specified in 18.20.010(b)." HCC 18.20.015(c) gives exceptions to the section's applicability.</p>	

	<p>The wording of these sections is not as tight as it needs to be to preserve individual property rights, due to the “parked...within 10 feet” clause. As the definition of “abandoned vehicle” in HCC 18.20.010 is worded, a functioning car parked on the street end of its driveway over a weekend for any reason would be an abandoned vehicle, as the end of the driveway is almost certainly “within 10 feet of the traveled portion of a highway or street.” If the car owner had nowhere to drive over a weekend, or a winter storm snowed the car in, the car would be abandoned and therefore a public nuisance by law.</p> <p>To fix this issue, the definition of “abandoned vehicle” in HCC 18.20.010 that involves vehicles “within 10 feet” should specify that it does not mean a car in a driveway. The easiest way to accomplish this is to change “street, in excess of 48 hours” to “street (excluding a driveway) in excess of 48 hours”. If the City has accepted parking areas similar to driveways, it should mention them in the exclusion as well. Recommendation: Does the City wish to address this issue prior to republication?</p>	
36.	<p>18.28.080 Herring spawn covenant. This section refers to AS 16.10.160, which is repealed. Alaska herring policy is now in AS 16.10.170 through 16.10.175, but none of it mentions restrictive covenants. There seems to be no specific authority to enact herring spawn covenants; as such, this section should be repealed.</p> <p>Recommendation: Does the City wish to repeal this section by ordinance prior to republication?</p>	
	Title 19	
37.	<p>Chapter 19.08 Campgrounds. The footnote listing statutory authority refers to a repealed statute, AS 29.48.030(15) (the entirety of AS 29.48 is repealed). The City does not have to include an AS reference at all; therefore, the best course of action seems to be deletion of the sentence. This will require an amending ordinance.</p> <p>Recommendation: Does the City wish to amend this section by ordinance prior to republication?</p>	
38.	<p>19.08.070 Certain acts prohibited. Subsection (b) of this section, prohibiting “unnecessary or unusual noise,” is too vague to be enforceable, as no camper can know what noises are a problem until they are charged with a violation. A better approach is to give specific decibel thresholds when measured from a distance. Although there are other approaches that give specifics, the City is already using this approach for motor vehicle noise levels to good effect (HCC 7.06.010(e)(1) through (3)). In any event, this section needs replacing with specific types or levels of noises to inform the public</p>	

	what constitutes a violation of this section. Recommendation: Does the City wish to address this issue prior to republication?	
	Title 20	
39.	20.08.030 Nuisance animals. Subsection (a) of this section, prohibiting owners permitting animals to make “repeated or continued noise” in a manner that “annoy[s] another person,” is too vague to be enforceable, as no owner can know what noises are a problem until they are charged with a violation. A more specific and enforceable approach might include periods of time, e.g., “one hour sustained noise, or three hours’ total noise over three consecutive days.” There are many specific approaches that can work, but whatever they are must put animal owners on notice as to what they must prevent. Recommendation: Does the City wish to address this issue by ordinance prior to republication?	
40.	Subsection (b) of this section says that “The owner of any animal shall not permit the same to defecate, dig upon or injure private or public property or a public thoroughfare.” As written, this makes no exception for the animal defecating, digging upon, or injuring its owner’s property, which presumably is not meant to be an offense. Inserting “belonging to another person” between “public property” and “or a public thoroughfare” would correct the issue. To do so would require an amending ordinance. Recommendation: Does the City wish to amend this section by ordinance prior to republication?	
	Title 21	
41.	21.02.010 Comprehensive Plan – Adoption. Subsection (b) of this section lists several documents with various years of editions. There might not be updated versions of these documents, but if there are, an amending ordinance should specify the new editions. Recommendation: No action is required if there are no updated editions, but the City should be advised of the document dates.	
42.	21.10.030 Zoning map. Subsection (a) of this section says the current Homer Zoning Map is dated September 28, 1982. The map on the Homer website is dated April 4, 2012, but has yet to be adopted in the City Code. Assuming the 2012 map replaced the 1982 map, an amending ordinance should adopt the April 4, 2012, map officially. Recommendation: Does the City wish to address this issue prior to republication?	
43.	21.16.060 Traffic requirements. See “Adoption by Reference.” Recommendation: Does the City wish to amend by ordinance prior to republication?	
44.	21.18.060 Traffic Requirements. See “Adoption by Reference.” Recommendation: Does the City wish to amend by ordinance prior	

	to republication?	
45.	21.20.100 Traffic Standards. See “Adoption by Reference.” Recommendation: Does the City wish to amend by ordinance prior to republication?	
46.	21.22.040 Dimensional requirements. Subsection (e)(3) of this section notes that nonconforming use may not “be expanded or enlarged in any manner beyond the size and intensity that existed on September 26, 2006.” The word “intensity” has no specifics attached to it, e.g., vehicular traffic or noise/light emission, and while that is acceptable, it is also the sort of word that can draw the City into lengthy legal battles with a property owner interpreting “intensity” differently. Recommendation: No action is required, but the City may wish to make an administrative interpretation or amend this ordinance to give specifics regarding intensity.	
47.	21.27.060 Traffic Requirements. See “Adoption by Reference.” Recommendation: Does the City wish to amend by ordinance prior to republication?	
48.	21.30.030 Conditional uses and structures. See “Adoption by Reference.” Recommendation: Does the City wish to amend by ordinance prior to republication?	
49.	21.41.040 Basis for establishing flood hazard areas. The listed date of the Flood Insurance Study is September 25, 2009. If there is an updated study, it should be referenced here. Recommendation: Does the City wish to update this reference?	
50.	21.50.120 Fences – Conditional fence permit. The requirement in subsection (b)(3) of this section that fence appearance “is compatible with the design and appearance of other existing buildings and structures within the neighborhood,” is too vague to be enforceable, as there are no guidelines and/or specifics as to what is or is not compatible. An ordinance amending this section is required to give fence builders an idea of what will make a permit granted or denied. Normally, pure aesthetic choices are insufficient grounds for permit denial; something else must be present to enforce this provision. Recommendation: Does the City wish to address this issue prior to republication?	
51.	21.52.060 Commercial, noncommercial and industrial PUDs. Subsection (b)(3) of this section requires PUDs to “be developed with a unified architectural treatment.” Similar phrasing appears in other city codes, but there does not appear to a standard definition for the term. As such, unless the City is aware of a specific definition that avoids being about pure aesthetics (see comments for HCC 21.50.120), this should be clarified by ordinance. Recommendation: Action is not as urgent on this section as it is with HCC 21.50.120, but the City may wish to add specifics if it cannot articulate to a resident what the term means apart from aesthetic considerations.	
52.	21.54.250 Noise. This section states that “Noise emanating from a	

	recreational vehicle park and its occupants shall not unreasonably disturb or interfere with the peace, comfort and repose of persons with ordinary sensibilities.” Although this is acceptable, it is ripe for a lengthy legal challenge due to lack of specifics. Recommendation: Specifying decibel levels, such as in HCC 7.06.010(e)(1) through (3), would cut off the uncertainty in this section, but no action is required.	
53.	21.57.210 Building and Aesthetics. See comments on HCC 21.50.120 regarding terms like “aesthetically pleasing” and “compatible.” These are too vague to be enforceable for the reasons stated in that comment. Recommendation: Does the City wish to address this issue prior to republication?	
54.	21.59.010 Nuisances. Subsection (d) of this section prohibits “objectionable heat or glare that unreasonably annoys or disturbs a person of ordinary sensibilities beyond the lot line of the site.” Although this is acceptable, it is ripe for a lengthy legal challenge due to lack of specifics. Recommendation: Specifying light output levels in lumens or a similar unit would cut off the uncertainty in this section, but no action is required.	
	Title 22	
55.	22.10.030 Definitions. Subsection (a) of this section lists the Non-Motorized Transportation and Trail Plan as a document from 2004. See comment and recommendation for HCC 21.02.010.	
56.	22.10.055 Underground utilities. Subsection (b) of this section requires several types of cables to be worked on by April 14, 1987. Absent ongoing litigation or similar concerns, this passage can be safely reworded to exclude this mandate. Recommendation: Although this is not urgent, the next housekeeping ordinance may condense this section to currently relevant parts.	

Penalty Reference Guide

This is a list of Homer penalties and fines for all penalties other than the general penalty, should the City wish to update any of them. Currently, the maximum fines for each level of offense by state law are:

Violation: \$1,000

Civil Penalties: \$1,000

AS 29.25.070(a) and (b) cover municipality violations. AS 12.55.035 covers misdemeanors for the state and gives no guidance to municipalities, but the City Code rarely assigns misdemeanors, and those that are assigned are within limits for state punishment.

Homer currently has no set maximum for violations. Unlisted violation penalties are \$300, and Homer adopts the maximum for civil penalties. (HCC 1.16.010 and 1.16.020.)

Highlighted items have issues with their penalties. These issues are elucidated in the legal review comments, except for HCC Title 20. For HCC Title 20, see “Animals and the Infraction System” under General Comments.

Code	Subject Matter	Type If Listed	Max Fine in \$
1.79.070	Ethics Violation (HCC 1.18)	Civil Penalty	1,000
5.05.040	Smoking	Fine	25
5.06.060	Nuclear Waste	Fine	500
5.16.100	Nuisance Abatement	Civil Penalty	300, then 500
5.28.030	Discharge of Firearms	Fine	300
5.30.030	Hunting and Trapping	Fine	300
5.34.030	Summer Aircraft Landings	Fine	300
5.38.060	Bird Feeding	Fine	5-50, then 25-200, plus cost of prosecution
5.40.020	Bear Attraction	Fine	250-500 (Intent), or 50-300 (No intent)
6.16.020	Excessive Police Response	Fine	250
7.06.010(b)	Muffler Not Working Properly	Fine	500
7.06.010(c)	Muffler Modified/Excessive Noise	Fine	500
7.06.010(d)	Muffler Removed/Inoperative	Fine	500
7.06.010(e)	Noisy Vehicle (First Conviction)	Fine	100
7.06.010(e)	Noisy Vehicle (Second Conviction)	Fine	200
7.06.010(e)	Noisy Vehicle (Third Conviction)	Fine	300
7.06.010(e)	Sale of Noisy Vehicle (First)	Fine	100
7.06.010(e)	Sale of Noisy Vehicle (Second)	Fine	200
7.06.010(e)	Sale of Noisy Vehicle (Third)	Fine	300
7.08.045	Handicapped Parking	Fine	100

7.24.010	Drugs/Driving (First)	Fine	300 (min.)
7.24.010	Drugs/Driving (Second)	Fine	500 (min.)
10.08.110	Violation of 10.08.100(a-d)	Fine	1,000
10.08.110	Violation of 10.08.100(e-f) (First)	Fine	100
10.08.110	Violation of 10.08.100(e-f) (Second)	Fine	200
10.08.110	Violation of 10.08.100(e-f) (Third)	Fine	300
10.08.110	Violation of 10.08.100(e-f) (Fourth+)	Fine	1,000
10.08.220	Violation of 10.08.200-210 (First)	Fine	100
10.08.220	Violation of 10.08.200-210 (Second)	Fine	200
10.08.220	Violation of 10.08.200-210 (Third)	Fine	300
10.08.220	Violation of 10.08.200-210 (Fourth+)	Fine	1,000
14.05.435	Violation of 14.05	Civil Penalty	1,000
14.05.440	Violation of 14.05 (Criminal Penalty)	Misdemeanor	1,000
19.16.040	Vehicles on Homer Spit Beach (First)	Fine	25
19.16.040	Vehicles on Homer Spit Beach (Second)	Fine	250
19.16.040	Vehicles on Homer Spit Beach (Third+)	Fine	499
20.08.010	Dog at Large (First)	Violation (A)	25
20.08.010	Dog at Large (Second)	Violation (B)	50
20.08.010	Dog at Large (Third)	Violation (C)	100
20.08.010	Dog at Large (Fourth+)	Violation (D)	100-300
20.08.030	Nuisance Animals (First)	Violation (A)	25
20.08.030	Nuisance Animals (Second)	Violation (B)	50
20.08.030	Nuisance Animals (Third)	Violation (C)	100
20.08.030	Nuisance Animals (Fourth+)	Violation (D)	100-300
20.08.040	Cruelty to Animals	Violation (E)	1,000 (max.)
20.08.070	Keeping Large Animals (First)	Violation (A)	25
20.08.070	Keeping Large Animals (Second+)	Violation (E)	1,000 (max.)
20.08.080	Failure to Confine Female Dog in Heat	Violation (B)	50
20.08.090	Abandonment of Animals	Violation (B)	50
20.08.100	Maintenance and Sanitation	Violation (B)	50
20.08.110	Animal/Vehicle Accident	Violation (B)	50
20.12.010	Unlicensed Dogs	Violation (A)	25
20.12.020	Failure to Display Dog Tag	Violation (A)	25
20.20.010	Permitting Animals to Bite	Violation (C)	100
20.20.020	Killing/Maiming Biting Animals	Violation (E)	1,000 (max.)
20.20.030	Vicious Animal	Violation (D)	100-300
20.24.020	Interference with Title 20 Officer	Violation (D)	100-300
20.24.030	Unauthorized Removal of Animals	Violation (D)	100-300
20.24.040	Tampering with City Live Traps	Violation (D)	100-300
20.24.050	Removal of Quarantined Animals	Violation (D)	100-300
20.24.060	False Information Re: Title 20	Violation (C)	100

20.28.030	Failure to Pay Kennel License Fee	Infraction (B)	50
21.90.100	Title 21 Violation (When No Fine Listed on Bail Forfeiture Schedule)	Fine	75-300

ORDINANCE REFERENCE SHEET
2013 ORDINANCE
ORDINANCE 13-18

An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Commercial Vessel Passenger Tax Program Pass Through Grant from the Kenai Peninsula Borough for FY 2012 in the Amount of \$21,710.00, and Authorizing the City Manager to Execute the Appropriate Documents.

Sponsor: City Manager

1. City Council Regular Meeting May 13, 2013 Introduction
 - a. Letter to Mayor Navarre requesting CVPT appropriation
 - b. Kenai Peninsula Borough Ordinance 2012-19-48
 - c. Grant Agreement

2. City Council Regular Meeting May 28, 2013 Public Hearing and Second Reading
 - a. Letter to Mayor Navarre requesting CVPT appropriation
 - b. Kenai Peninsula Borough Ordinance 2012-19-48
 - c. Grant Agreement

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 13-18

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, ACCEPTING AND APPROPRIATING A COMMERCIAL VESSEL PASSENGER TAX PROGRAM PASS THROUGH GRANT FROM THE KENAI PENINSULA BOROUGH FOR CALENDAR YEAR 2012 IN THE AMOUNT OF \$21,710.00, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The State of Alaska collects revenues under the Commercial Vessel Passenger Tax Program and remits proceeds to boroughs which contain ports where cruise ships land; and

WHEREAS, The Kenai Peninsula Borough has received such funds for calendar year 2012 and decided to pass those revenues through to Homer and Seward; the communities where cruise ships land and utilize local infrastructure and services; and

WHEREAS, The Borough Assembly adopted KPB Ordinance 2012-19-48 which appropriated funds and authorized a pass through grant to the City of Homer in the amount of \$21,710.00.

WHEREAS, The grant funds must be used for port and harbor projects that benefit cruise ship passengers and the City has proposed to use the proceeds of this grant for engineering, design, and construction of the Ramp 3 replacement project.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates a Commercial Vessel Passenger Tax Program pass through grant from the Kenai Peninsula Borough for calendar year 2012 in the amount of \$21,710.00 as follows:

Appropriation:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
460-927	KPB CVPT Pass Through Grant for 2012	\$21,710.00

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

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this _____ day of _____, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Walt Wrede, City Manager

Thomas F. Klinkner, City Attorney

Date: _____

Date: _____



City of Homer Administration

491 East Pioneer Avenue
Homer, Alaska 99603-7645

Telephone (907) 235-8121 x2222
Fax (907) 235-3148
E-mail citymanager@ci.homer.ak.us
Web Site www.ci.homer.ak.us

February 21, 2013

Mayor Mike Navarre
Kenai Peninsula Borough
144 N. Binkley St.
Soldotna, AK 99669

SUBJECT: 2012 Cruise Vessel Passenger Tax Receipts

Dear Mayor Navarre:

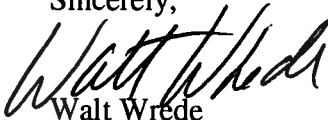
I am writing to confirm that the City of Homer wishes to receive the 2012 Commercial Vessel Passenger Tax receipts from the Borough. It is our understanding that you will be sponsoring an ordinance that would make the Borough's share of these tax receipts for vessel landings in Homer available to the City. The City appreciates that and understands that the amount to be passed through for calendar year 2012 is \$21,710.00.

The City of Homer recognizes that these funds must be used for port and harbor improvements that directly benefit cruise ship passengers. The City agrees to comply with the provisions contained in AS 43.52.200 – 43.52.295 and former SB 256 and HB 310. These funds will be used toward the replacement of Ramp 3 (design and/or construction). Ramp 3 is the oldest ramp in the Homer Boat harbor. This ramp is dangerously steep at low tide and it is not ADA accessible. This ramp is used by 100 or more cruise ship passengers each time a ship docks to access the tour boats that take them on excursions around Kachemak Bay.

The receipts from the 2011 CVPT of \$32,687.50 were also slated for this crucial project that is estimated to cost \$795,000.

Thank you very much for your time and consideration. Please do not hesitate to contact us if you have any questions.

Sincerely,


Walt Wrede
City Manager

cc: Brenda Ahlberg, KPB Community & Fiscal Projects Manager





KENAI PENINSULA BOROUGH

GRANT AGREEMENT

Total Grant Funds
\$21,710.00

Authorizing Ordinance
O2012-19-48

KPB Account Number
271.94910.13CPV.43011

Total Grant Award
\$21,710.00

Project Title
Commercial Passenger Vessel Tax Program

Funding Source
State

Grantee		Borough Contact Person	
Name	DUNS# 040171563	Name	
City of Homer	EIN# 92-0030963	Brenda Ahlberg, Community & Fiscal Projects Manager	
Mailing Address		Mailing Address	
491 E. Pioneer Avenue		144 N. Binkley Street	
City/State/Zip		City/State/Zip	
Homer AK 99603		Soldotna, AK 99669	
Contact Person		Email	
Walt Wrede, City Manager		bahlberg@borough.kenai.ak.us	
Phone	Fax	Phone	Fax
235-8121	235-3148	714-2153	714-2377

The Kenai Peninsula Borough (*hereinafter* "Borough") and City of Homer (*hereinafter* "Grantee") agree as set forth herein.

Section I: The Borough shall pay Grantee for the performance of the project work under the terms outlined in this agreement. The amount of the payment is based upon project expenses incurred, which are authorized under this agreement. In no event shall the payment exceed \$21,710.00.

Section II: The Grantee shall perform all of the work required by this agreement.

Section III: The work to be performed under this agreement begins 04/16/2013 and shall be completed no later than 12/31/2014.

Section IV: the agreement consists of this page and the following attachments:

- A. Scope of Work and Use of Funds
Payment Method and Reporting Requirements
Standard Provisions
 - B. Financial/Progress Report
 - C. Signature Authorization Form
- Certificate(s) of Insurance – *provided by Grantee*

Section V: The Borough Clerk shall control the original, including any attachments filed.

Grantee	Borough
Signature:	Signature:
Authorized Signatory Name and Title Walt Wrede, City Manager	Authorized Signatory Name and Title Mike Navarre, Mayor
Date:	Date:
	Attest: Johni Blankenship, Borough Clerk

Approved as to form and legal sufficiency:

Holly Montague, Deputy Borough Attorney

FY13 KPB Grant Agreement

City of Homer - Commercial Passenger Vessel Tax Program CY2012 Funds

Scope of Work and Use of Funds

Project Description: The purpose of this Borough Grant is to provide funding through the State of Alaska Commercial Passenger Vessel Tax Program, *hereinafter* referred to as CPVT, to the City of Homer, *hereinafter* referred to as “grantee.” The Grantee will use the funds for port and harbor projects impacted by cruise ship landings as governed by the Alaska Statutes (see “Source of Funds, page 2).

Project Management

1. The project will be managed by the grantee.
2. The City Manager, or such other person(s) as indicated on Attachment C, shall be designated as the representative to receive or make all communications regarding the performance or administration of this agreement. The Borough Community & Fiscal Projects Manager, or such other person(s) as designated by the Borough Mayor, is hereby designated as the representative of the Borough to receive or make all communications, payment requests, and reports regarding the performance or administration of this agreement, and who approves payment under this agreement. The parties may change their representative upon written notification to the other party.

Key Contact Information

Brenda Ahlberg, Community & Fiscal Projects
714-2153 • bahlberg@borough.kenai.ak.us Kenai Peninsula Borough
144 N. Binkley St.
Soldotna AK 99669

Project Approval

The Assembly approved and appropriated CPVT funds from calendar year 2012 in the amount of \$21,710.00 to the grantee through KPB Ordinance 2012-19-48. Grantee shall cite KPB account number **271.94910.13CPV.43011** in correspondence and reporting forms.

Grant funds, or any earnings there from, may be spent only for the purposes of the grant project as described above. Any monies used for purposes not authorized by this agreement shall be refunded to the Borough immediately after such expenditures, with or without demand by the Borough. Request to amend the budget shall be submitted to the Community & Fiscal Projects Manager no less than ninety (90) days prior to performance period end date.

Project Performance Period

Period: The performance period shall be effective for the period commencing on April 16, 2013 and ending on December 31, 2014. The grantee must liquidate all obligations not later than December 31, 2014. The Borough shall have no obligation for payment of services rendered by the grantee which are not performed within this specified period.

Request to Extend: Any determination to extend the project performance period is solely at the discretion of the Borough. A request to amend the performance period should be submitted not later than ninety (90) days prior to the established end date.

Funding

1. Source of Funds:
 - a. This project is being funded in full through the State of Alaska Department of Commerce, Community & Economic Development, "Commercial Passenger Vessel Tax Program" (CPVT) as governed by AS 43.52.200 - 43.52.295.
 - b. All unexpended grant funds as of the end of the grant period must be returned to the Borough. Funds will be considered obligated if they have actually been expended or encumbered prior to the end date of the performance period.
2. Condition for Receipt of Funds: The grantee shall comply with AS 43.52.230 (b), federal legislation and court rulings that permit the use of these funds for port facilities, harbor infrastructure, and other services provided to the commercial passenger vessels and the passengers on board those vessels.
3. Funds, or earnings there from, shall not be expended for the purposes of lobbying activities before the Borough Assembly, the Alaska State Legislature or U.S. Congress.

Payment Terms and Reporting Requirements

1. Payments:
 - a. The Grantee will be compensated for up to and not exceeded \$21,710.00 as determined by the State of Alaska for projects identified in the City of Homer's request letter dated February 21, 2013 and approved by Kenai Peninsula Borough Ordinance 2012-19-48.
 - b. Under no circumstances will funds be released to the Grantee unless all required reporting is current.
2. Reporting Requirements:
 - a. The Borough's approval of the proposed expenditures shall not be construed to mean that the Borough is liable in any manner whatsoever if it is determined by an agency or court of competent jurisdiction that the city's project does not satisfy the statutory criteria.
 - b. Upon completion of the projects, but no later than thirty days thereafter the agreement end date, the grantee shall provide a detailed written report to the Borough administration and assembly, explaining the use of these funds and their compliance with statutory requirements.

- c. The Grantee agrees to refund any such amounts, including principal, interest, costs, fees, fines, or other charges, if it is determined by a court of competent jurisdiction that the grantee's expenditure of the funds does not meet the statutory criteria.
- d. This agreement is not to be construed as entitlement to city receiving the future allocation of the Borough's CPVT.
- e. Failure to meet the reporting requirements set forth in this agreement may result in the Borough withholding future allocations of the borough's grant of CPVT funds.

Mail OR Email Narrative and Fiscal Reports to:

Brenda Ahlberg, Community & Fiscal Projects Manager
Kenai Peninsula Borough
144 N. Binkley St., Soldotna AK 99669
(907) 714-2153 • bahlberg@borough.kenai.ak.us

Standards for Financial Management

Financial Management System:

1. The grantee will maintain an accounting system and a set of accounting records that at a minimum, allows for the identification of individual projects by source of revenue and expenditures related to this project.
2. All costs will be supported by source documentation. Grantee shall retain all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to matters covered by this agreement for a period of three years after the completion date of the agreement, or until final resolution of any audit findings, claims, or litigation related to the grant.
3. The grantee's accounting records will be the basis for generating financial reports which must reflect accurate and complete data. In addition, financial records must be properly closed out at the end of the project period and all reports submitted in a timely manner.

Procurement Standards

The Grantee agrees to use a competitive process when making procurements for goods and services. These standards include but are not limited to the following:

1. Grantee may use its own procurement policies provided that they adhere to the applicable standards;
2. Grantee shall maintain a code of conduct which shall govern the performance of its officers, employees or agents in contracting with or expending grant funds; and
3. All procurement transactions shall be conducted in a manner so as to provide for maximum open and free competition.

Audits and Monitoring

Audits:

1. Provisions of 2 AAC 45.010 shall apply to a Borough Grantee receiving a grant of \$100,000 or more from the Borough. An audit in compliance with 2 AAC 45.010 shall be

required on the performance of the grant conditions. Such audit report shall be due to the Borough no later than 30 days after the audit is completed, or 6 months after the expiration of the grant, whichever is sooner. A copy of a federal single audit report may be submitted to fulfill the requirements of this section.

2. An annual audited financial statement, certified by a Certified Public Accountant, shall be submitted by a Borough Grantee receiving a grant less than \$100,000 from the Borough. Such financial statement shall be due no later than 6 months from the termination of this agreement.
3. Grantees receiving less than \$100,000 from the Borough and receiving payments on a reimbursable basis are exempt from the audit requirements.

Monitoring:

1. The grantee may receive an on-site review from the Borough, or its authorized representatives, in addition to reviews from State of Alaska personnel representing the AK Department of Commerce, Community & Economic Development. Monitoring staff may review project and financial activity relating to the terms of this agreement. Upon request, the Borough shall be given full and complete access to all information related to the performance period of this agreement to ensure compliance with the project activities and consistently applied costs.
2. The grantee shall provide the Borough and its authorized representatives all technical staff, assistance and information needed to enable the Borough or the State personnel to perform its monitoring function. This assistance from the grantee includes, but is not limited to, information about the grantee's project operation, accounting and data-base systems.

Program and Financial Deficiencies:

1. Through audits, reviews, monitoring or other means, the Borough may find the grantee to have program or financial deficiencies in the performance of the agreement. Such deficiencies may include, but are not limited to, the areas of accounting, financial controls, budgeting, and/or project compliance issues. If deficiencies are found, the Borough may require the grantee to take corrective action and to submit a written corrective action plan to address identified deficiencies. All corrective action plans must be accepted by the Borough or its authorized representatives. Any corrective action must be satisfactorily completed within thirty days from the date of written notification.
2. The Borough, in its sole discretion, may require the grantee to submit periodic written verification that measures have been taken to implement the corrective action. If the grantee fails to demonstrate its compliance with the approved corrective action plan within the time constraints set by the Borough, the Borough may, at its option, exercise its rights to terminate the agreement. The Borough may exercise any of the other rights and remedies available to it at law or in equity.

Standard Provisions

1. **No Maintenance or Further Funding Responsibility:** By signing this agreement, grantee certifies that it will not ask the Borough to operate or maintain its program, except as may be otherwise agreed to in writing signed by both parties. Grantee understands, acknowledges and agrees that the Borough shall not be responsible for any services, programs, maintenance, operations, or further funding to grantee, or actions related thereto, and has not,

and will not assume any such responsibility, all of such to be the sole and exclusive responsibility of grantee.

2. **Defense and Indemnification:** The Grantee shall indemnify, defend, save and hold the Borough, its elected and appointed officers, agents and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character including costs, expenses, and attorneys fees resulting from grantee or grantee's officers, agents, employees, partners, attorneys and suppliers' performance or failure to perform this agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the Borough or its agents, which are said to have contributed to the losses, failure, violations, or damage. However, grantee shall not be responsible for any damages or claim arising from the sole negligence or willful misconduct of the Borough, its agents, or employees. Grantee shall also not be required to defend or indemnify the Borough for damage or loss that has been found to be attributed to an independent party directly responsible to the Borough under separate written contract. If any portion of this clause is voided by law or court of competent jurisdiction, the remainder of the clause shall remain in full force and effect.
3. **Insurance:** Grantee shall purchase at its own expense and maintain in force at all times during the term of this agreement Commercial General Liability and Automobile Insurance. Such policies are to include bodily injury, personal injury, and property damage with respect to the property and the activities conducted by grantee in which coverage shall not be less than \$1,000,000 per occurrence or such higher coverage as specified by the Borough. The policy shall name the Borough as an additional insured. Borough approval shall be required for the amount of any deductible or self-insured retention.

Additionally, grantee shall purchase and maintain at its own expense worker's compensation and employers liability insurance for all employees per Alaska State Statutes who are performing work under this agreement.

Proof of Insurance: *Grantee shall deliver to the Borough certificates of insurance along with grantee's signature on this agreement. The certificates shall indicate the Borough as an additional insured. This insurance shall be primary and exclusive of any other insurance by the Borough. Failure to provide the certificate of insurance required by this section, or a lapse in coverage, is a material breach of the terms of this agreement entitling the Borough to terminate this agreement.*

4. **Relationship of Parties:** Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture between the parties hereto, it being understood and agreed that neither method of computation of payment nor any other provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Borough and independent grantee of funds.
5. **No Exclusive Service; No Property Interest:** The grantee understands, acknowledges and agrees that all supplies, materials and equipment purchased with the grant funds shall be and shall remain the property of the grantee, subject to all applicable State statutes and Federal regulations.

6. **Termination.** The Borough may terminate this agreement, by written notice, when it is in the best interest of the Borough. In the event that grantee does not perform the tasks as required in this agreement, or does not submit any required reports for verification of performance, the Borough may exercise its option to terminate this agreement.
7. **Permits, Taxes and Adherence to Local, State, and Federal Laws:** Signing of this agreement does not, in any manner, excuse grantee from complying with any other law, Alaska state statute or regulation, or Borough ordinance or regulation. Grantee must in all cases adhere to all local, state and federal laws and regulations that pertain to public funds, to the services performed pursuant to this agreement, and related to wages, taxes, social security, workers compensation, nondiscrimination, licenses, permits, and registration requirements. Grantee shall pay all taxes pertaining to its performance under this agreement, and shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to the performance under this agreement.
8. **Jurisdiction; Choice of Law:** Any civil action arising from this agreement shall be brought in the superior court for the Third Judicial District of the State of Alaska at Kenai. The law of the State of Alaska shall govern the rights and obligations of the parties.
9. **Non-Waiver:** The failure of the Borough at any time to enforce a provision of this agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this agreement or any part thereof, or the right of the Borough thereafter to enforce each and every protection hereof. No conditions or provisions of this grant agreement can be waived unless approved by the Borough in writing. Waiver by the Borough of any non-compliance by grantee, or excusing or extending performance, shall not be considered a waiver of any other rights of the Borough or a waiver of the right to terminate in the event of future breaches.
10. **No Third-Party Beneficiary:** This agreement is intended solely for the benefit of each party hereto. Nothing contained herein shall be construed or deemed to confer any benefit or right upon any third party.
11. **Environmental Requirements:** The grantee must comply with all environmental standards, to include those prescribed under State of Alaska and Federal statutes and Executive Orders.
12. **Entire Agreement:** This agreement represents the entire and integrated agreement between the Borough and grantee, and supersedes all prior, inconsistent negotiations, representations or agreements, whether written or oral. This agreement may be amended only by written instrument signed by both the Borough and grantee.



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599

PHONE: (907) 714-2153 • **FAX:** (907) 714-2377

EMAIL: bahlberg@borough.kenai.ak.us

FROM: City of Homer
KPB ACCOUNT: 271.94910.13CPV.43011

Contract Amount: \$21,710.00
Ending: 12/31/2014

Financial / Progress Report

Submit Report To:

Brenda Ahlberg
Community & Fiscal Projects Manager
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Project Name: Commercial Passenger Vessel Tax Program

Date:

Report No.:

Quarter From:

To:

FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
	\$ -				
Personnel		-	-		\$ -
Travel		-	-	-	\$ -
Contractual	21,710.00	-	-	-	\$ 21,710.00
Supplies		-	-	-	\$ -
Other		-	-	-	\$ -
		-	-	-	\$ -
TOTALS	\$ 21,710.00	-	\$ -	\$ -	\$ 21,710.00

Advance funding	\$21,710.00
Expenditures applied to advance	-
Remaining Advance Balance	\$ 21,710.00

PROGRESS REPORT: Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: _____ Date: _____

Printed Name and Title: _____

Signature Authorization Form

Grant Program: Commercial Passenger Vessel Tax Program - State Pass Thru Funding

Agreement Number: 271.94910.13CPV.43011

Effective Date 04/16/2013

Name of Grantee City of Homer

DUNS# and Tax ID# **DUNS # 040171563 TAX ID# 92-0030963**

Point of Contact Information

Program Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.

Primary and Alternate Signatories: Grant Award/Amendments and Grant Reports

Program Manager Name Brian Hawkins
Individual managing the project

PM Address 491 E. Pioneer Ave., Homer, AK 99603

PM Telephone 907-235-3160

PM Fax 907-235-3152

PM Email bhawkins@ci.homer.ak.us

Chief Financial Officer Name Jo Earls
Authorized to certify financial expenditures and records

CFO Address 491 E. Pioneer Ave. Homer, AK 99603

CFO Telephone 907-235-8121 907-435-3110

CFO Fax 907-235-3140

CFO Email _____@ci.homer.ak.us jearls@ci.homer.ak.us

Signatory Official Name Walt Wrede Mark Robl
City Manager

Signatory Official Address 491 E. Pioneer Ave., Homer AK 99603 4060 Heath St., Homer, AK 99603

Signatory Official Telephone 907-235-8121 907-235-3150

Signatory Official Fax 907-235-3140 907-235-3151

Signatory Official Email wwrede@ci.homer.ak.us mrobl@ci.homer.ak.us

Signatures required by each of the above-named individuals.

Project Manager

Signature and Date

Chief Financial Officer

Signature and Date

Signatory Official

Signature and Date

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 13-048

**A RESOLUTION OF THE HOMER CITY COUNCIL
AMENDING THE CITY OF HOMER FEE SCHEDULE UNDER
WATER AND SEWER FEES.**

WHEREAS, Water and sewer utility services shall be reviewed biennially on odd calendar years and amended, as necessary, to take effect as of July 1, 2013 with the first billing cycle to take effect following July 1; and

WHEREAS, The Water and Sewer Rate Task Force reviewed the current rate model and proposed rates for 2013.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer, Alaska, that the City of Homer Fee Schedule, Water and Sewer Fees is amended as follows:

WATER AND SEWER FEES:

(The following fees have been set by the following legislative enactment HCC Title 14, new fees set forth in Ordinance 11-43, Resolution 11-062(A), Resolution 09-47(S)(A), Resolution 09-48(S)(A), Resolution 07-119 (A), Resolution 07-120(A), Ordinance 06-62(A), Resolution 06-04, Resolution 05-125, Resolution 05-122, Resolution 05-121(A), Resolution 05-09, Resolution 04-95, Resolution 04-94(S)(A), Resolution 03-159, Resolution 02-80, Resolution 01-80(A), Resolution 00-123, Resolution 00-34, Ordinance 00-02, Ordinance 97-17(A), amending the rates set forth in Ordinance 97-5(S)(A), with amendments by Ordinance 97-7, Ordinance 97-13 and Ordinance 97-14).

Public Works - 235-3170
City Hall - 235-8121
Billing - 235-8121 x2240

A 15% admin. fee for replacement parts for water/sewer services, functions, pressure reducing valves, sewer saddles, any Public Works Department stock item for resale to public.

Establishing service includes a one-time disconnect - \$30
Service calls, inspections, repairs not to exceed one hour - \$25 per employee plus equipment and materials.

Service calls, inspections and repairs during normal operating hours in excess of one hour labor: actual labor costs by City plus equipment and materials.

Service calls, inspections and repairs after normal operating hours or on weekends/holidays: \$50 minimum plus equipment and materials or actual cost incurred by City, whichever is greater.

SEWER FEES:

Sewer Connection and Extension Permit Fee

Single Family/Duplex \$255
Multi-Family/Commercial/Industrial \$330

Sewer Rate Schedule.

All sewer utility services shall be billed according to the following schedule. This schedule is for monthly sewer services and is in addition to any charges for connecting or disconnecting the service, installation of the service or any assessment of the improvements.

Customer Classification*	Monthly Customer Charge	Charge per Gallon	Usage Charge per 1,000 Gallons of Water
Single Family Residential Non-Lift Station Zone	\$20 \$9	\$0.00997 \$0.013	\$ 9.97 \$13.00
Multi Family Residential	\$20 (per unit)	\$0.00997	\$ 9.97
Commercial Non-Lift Station Zone	\$20 \$9	\$0.01264 \$0.013	\$12.64 \$13.00
B.O.D. Fee (if Applicable)	\$10	\$0.00	\$0.00
Residential/Commercial Lift Station Zone	\$9	\$0.016	\$16.00
Kachemak City (Monthly Charge includes \$5 Customer/Tenant Fee)	\$14	\$0.016	\$16.00

Seasonal monthly sewer customer charge will be \$10.00 or one half off the regular monthly customer charge.

*Customer classification definitions for determining water rates:

Single Family Residential – A unit providing housing for one household; with less than 25% of the building area used for business or commercial purposes.

Multi Family Residential – A building or lot occupied by more than one household; contained within one building or several building within one complex. Examples of multi-family units include duplexes, four plexes and up, apartments, condominiums, co-housing projects, and multiple structures on one lot (where units are normally rented or occupied for longer than one month at a time). Examples of units not considered as multi-family include hotels, motels, B&B's seasonal rooms/cabins (where units are routinely rented or occupied for less than one month at a time.)

Commercial - Any user not defined as Residential.

Biological/Biochemical Oxygen Demand (BOD) Fee – Fee applied to a customer who typically produces and discharges an effluent containing more organic matter than a typical residential or commercial customer. This includes but is not limited to Commercial/Institutional Kitchens, Car Washes, Hotels/Motels, Processing Facilities, Campgrounds/RV Parks, Laundromat, Service Stations.

Sewer System Residential or Residential Equivalent Dischargers Who Are Not Water System Users:

Sewer system dischargers who are not water system users **and do not reside in a “lift station zone”** shall be charged at the rate of ~~\$54.90~~ **\$54.50**. Variable rate ~~\$34.90~~ **\$45.50** based on

3,500 gallons per month plus monthly customer charge ~~\$20~~ **\$9**. The City reserves the right to adjust this rate based on the characteristics of the service for non-residential or non-residential equivalent users. Customers who receive septic service shall be charged an additional \$6.00* per month.

Sewer system dischargers who are not water system users and reside in a “lift station zone” shall be charged at the rate of \$64.00. Variable rate \$56.00 based on 3,500 gallons per month plus monthly customer charge \$9. The City reserves the right to adjust this rate based on the characteristics of the service for non-residential or non-residential equivalent users. Customers who receive septic service shall be charged an additional \$6.00* per month.

Sewer System Dischargers Who Are Members of Kachemak City LID:

Kachemak City Local Improvement District (LID) members have contributed to the initial cost of the sewer treatment plant and the collection system. **For** Kachemak City LID dischargers connected within the LID ~~and~~ the City of Homer shall bill Kachemak City in one lump sum at the rate of ~~\$60.90~~ **\$70.00**. Variable rate ~~\$34.90~~ **\$56.00** based on 3,500 gallons per month plus monthly customer charge of ~~\$20~~ **\$14 (\$9 plus Customer Charge \$5)** plus septage cost \$6.00* per month for each residential or residential equivalent discharger. Kachemak City shall be responsible for payment to the City of Homer.

Domestic sewer service customers who use large quantities of City water in addition to their domestic use shall be allowed, with the Public Works Director's approval, to install an additional water meter on the domestic water use line for the purpose of metering and charging for domestic sewer system use. Sewer system use will be billed monthly.

The City will allow, upon approval by Public Works and a permit from the Public Works Department, a second water usage meter – called a seasonal sewer meter – for each customer that desires to measure the flow of City water that is not discharged to the sewer system during the summer growing season, June 15 through September 15. Rates noted above do not apply.

Seasonal Sewer Meter Fee is \$211.97.

WATER FEES:

Water Connection Fee

Single Family/Duplex \$300

Multi-Family/Commercial/Industrial \$375

Water Rate Schedule.

All water utility services shall be billed according to the following schedule. This schedule is for monthly water service and is in addition to any charges for connecting or disconnecting the service, installation of the service or any assessment of the improvements.

Customer Classification*	Monthly Customer Charge	Charge per Gallon	Usage Charge per 1,000 Gallons of Water
Single Family Residential	\$25 — \$9	\$0.00442 \$0.0111	\$ 4.42 — \$11.10
Multi Family Residential	\$25 (per unit)	\$0.00442	\$ 4.42
Commercial	\$25 — \$9	\$0.01140 \$0.0111	\$11.40 — \$11.10
Bulk	\$25 — \$0	\$0.01269 — \$0.015	\$12.69 — \$15.00

Seasonal monthly water customer charge will be \$12.50 or one half off the regular monthly

customer charge.

Fire Demand Fee	\$10	NA	NA
Customer/Tenant Fee (Residential/Commercial)	\$5	NA	NA

*Customer classification definitions for determining water rates:

Single Family Residential – A unit providing housing for one household; with less than 25% of the building area used for business or commercial purposes.

~~Multi-Family Residential – A building or lot occupied by more than one household; contained within one building or several building within one complex. Examples of multi-family units includes duplexes, four plexes and up, apartments, condominiums, co-housing projects, and multiple structures on one lot (where units are normally rented or occupied for longer than one month at a time). Examples of units not considered as multi family include hotels, motels, B&B's seasonal rooms/cabins (where units are routinely rented or occupied for less than one month at a time.)~~

Commercial - Any user not defined as Residential.

Customer/Tenant Fee – This fee applies to commercial and residential customers. Fee is for apartments, rental units or multi-unit buildings where each unit would have one or more restrooms and are intended to be rented on a monthly basis where there is only one meter installed, excluding a rental building restroom used for shared or public use.

Fire Demand Fee – This fee is applicable to water service customers who have fire sprinkler systems installed and/or the appropriate meters.

Meter Size Deposits.

<u>Size (inches)</u>	<u>Residential Users</u>	<u>Nonresidential Users</u>
5/8	\$75.00	\$220.00
3/4	\$80.00	\$230.00
1	\$90.00	\$250.00
1-1/2	\$115.00	\$310.00
2	\$150.00	\$370.00
3	\$220.00	\$525.00
4	\$310.00	\$730.00
6	\$520.00	\$1,225.00

\$750 meter deposit shall apply to metered fire hydrant connections. The deposit will be returned when the meter is returned undamaged. This deposit may be waived upon the recommendation of the Public Works Superintendent.

If a bulk water customer purchases a meter from the City for measuring the quantity of water purchased, it shall be exempt from the monthly meter service charge. It is the responsibility of the bulk water customer to maintain that meter so the City can accurately determine the amount of water being purchased. In the event the meter fails, it is the bulk water customer's responsibility, at its expense, to repair it or purchase a replacement meter from the City. The City may at any time test the meter for accuracy.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this ____ day of June,
2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: Revenue amounts not defined in CY2013 budget.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

MEMORANDUM 13-073

TO: MAYOR WYTHE & HOMER CITY COUNCIL
FROM: WATER & SEWER RATE TASK FORCE
THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: APRIL 5, 2013
SUBJECT: PROPOSED WATER & SEWER RATES AND ADDITIONAL RECOMMENDATIONS

Attached is the Water & Sewer Rate Task Force's ("the Task Force") recommendation regarding the rate-setting model for the City of Homer Water & Sewer services. The Task Force was established in accordance with the provisions of Resolution 12-027(A), consisting of five City of Homer residents (Ken Castner, Bob Howard, Sharon Minsch, Lloyd Moore and Terry Yager) and two City Council members (Barbara Howard and Beth Wythe), appointed by Mayor James Hornaday through Memorandum 12-056. Subsequent to the original appointments, community member Terry Yager submitted his resignation from the Task Force and the seat remained unfilled for the duration of the review process. Also, following the October elections, Beth Wythe was authorized to continue on the Task Force through Resolution 12-094 following her election as Mayor. Barbara Howard resigned from the Task Force in November and was replaced by Council Member Beau Burgess through Memorandum 12-161(A). Copies of all Resolutions and Memoranda are included in the appendix of this report as supporting documentation.

Following the establishment of the Task Force the initial meeting was held May 9, 2012. At this meeting the Task Force established the framework for a meeting schedule for meeting the first and third Tuesday of each month; the first Tuesday being a work session and the third Tuesday being a regular meeting. Work sessions and meetings were scheduled in the conference room with the exception of public hearings which were held in the Council Chambers.. The schedule was adjusted from time-to-time to accommodate holidays and scheduling conflicts for members of the Task Force.

The initial meetings of the Task Force were primarily focused on determining the types and sources of information that would be required to allow the Task Force to more fully understand rate making concepts and the nature of the City of Homer's current rate design. This process included:

- Reviewing the 1991 Water and Wastewater Utilities Rate Study conducted by KPMG Peat Marwick.
- Reviewing the 1997 Utility Rate Study prepared by Montgomery Watson. Task Force Members Castner and Moore were participants in that rate study as well and were able to provide valuable insight into the resulting rate model which was successfully used by the City until recent history.
- Reviewing budget documents from several prior years, as well as more current information included in the proposed 2013 budget.
- Reviewing the areas served by the Water & Sewer Enterprise and discussions related to potential users that have a disproportionate impact on the existing infrastructure. These include the requirements of the system specific to providing fire hydrant services, commercial building sprinkler services, and the expense of delivering water to, and returning sewage from the Spit.
 - The requirements for certified staff and the staffing plan for the water and sewer treatment plants were reviewed, as was the allocation of other staff services to the Water & Sewer Enterprise.
 - The loss of large volumes of treated water as a result of dead-ended lines were a major concern and were considered regularly throughout the process as this appeared to be a substantial expense to the system as a whole.
 - Rates from other nearby communities were reviewed and the reasons for the difference in operating costs, as well as anticipated impacts of new regulations on these systems as compared to the Homer system, were discussed.
 - User data was reviewed to develop a sense of the "average" user, and again to develop a better understanding of the disproportionate users.
 - Staff provided an overview of both the water system from treatment to return, and the sewer system from return to treatment.
 - Fire protection expenses were also discussed periodically as a substantial contributor to the expense of the system that was not adequately or properly allocated.

Following the collection and review of this information the Task Force considered a variety of ratemaking formulas giving consideration to fairness and consumer satisfaction. The following rate evaluation illustration was provided in the American Water Works Association manual M54, Developing Rates for Small Systems (2004, p. 38).

OBJECTIVES	INCREASING RATE MODEL	UNIFORM RATE MODEL	SEASONAL RATE MODEL	FLAT RATE MODEL
FAIRNESS				
CONSERVATION				
EQUITY				
COST OF SERVICE BASED				
UNDERSTANDABLE				
FEASIBLE				
DEFENDABLE				
REVENUE STABILITY				
COST RECOVERY				
LEGAL				

Low	Satisfactory	High
-----	--------------	------

Upon considering the various rate design options, the Task Force determined that focusing its energy on designing a commodity based, uniform rate structure that considered expenses that were not directly related to the delivery of service to all consumers, such as system size due to fire hydrants, delivering water to the Spit, water used to flush dead-end lines, and water leakage in the harbor. The Task Force also considered extraordinary expenses on the sewer system including the impact of high biochemical oxygen demand (BOD) waste which increases the cost of waste processing and the requirement in some areas for lift-stations to deliver waste to the treatment plant.

The recommendations of this report are based on this information and result in a balanced budget for the Water & Sewer Enterprise Fund. The recommendations also provide a new rate model that will ensure the collection of the required funding into the future. Distributing the expense for the system more equitably based on a cost-causer, cost-payer is the foundation of the proposed rate model.

The recommendations of the Task Force include:

- Replacing the current rate model with the proposed commodity based model found on page A1-A4.
- Continue to periodically review the allocation of administrative and other overhead expenses to ensure they properly reflect the actual expenses being charged to water & sewer.
- Clearly delineate water and sewer rates, by location, in future budget documents (i.e., revenue from City facilities and related expense lines in Port & Harbor, Water & Sewer, and other administrative budgets.)

- Confirm that ALL City of Homer facilities receiving water and sewer services are being properly metered and billed.
- Consider alternatives for refreshing the water in deadened lines that does not result in the waste of large volumes of treated water.
- Renew the contract with Kachemak City and ensure that the rates adequately reflect the cost of this area on the system as a whole, including any added administrative expenses.
- Consider methods for rate-setting that will not allow political influences to result in the under collection of rates in the future.

While this review may not have fully exhausted the rate design possibilities available to a rates consulting firm, it is the belief of the Task Force that the information and recommendations found in this report have met the fundamental review requirements that the Task Force was requested to consider in the development of their recommendations.

Respectfully submitted,

HOMER WATER & SEWER TASK FORCE

Chair: Beth Wythe

Vice Chair: Beauregard Burgess

Current Members: Ken Castner, Robert Howard, Sharon Minch, and Lloyd Moore

ORDINANCE(S)

CITY MANAGER'S REPORT

MANAGER'S REPORT
May 28, 2013

TO: MAYOR WYTHER / HOMER CITY COUNCIL

FROM: WALT WREDE

UPDATES / FOLLOW-UP

1. **Pier One Lot:** At the last meeting there was a workshop to discuss a revised and updated concept plan for the large tract the Pier One Theatre is located on. One of the lingering issues was whether to make a small, 10,000 square foot section of that parcel available for lease. There was general agreement that this agenda should contain a resolution that would get the issue on the table for further discussion and possible action. I drafted a resolution for Council consideration however, when reviewing my notes, I found that I was not clear about Council intent on two specific issues. The first issue was whether Council intended for this offering to be exclusively for non-profits. I wrote the resolution as though that was Council's intent, however, Rick and Jo recalled it differently. It was their interpretation that Council wanted to leave it open for business and for profit proposals also. Second, there was some uncertainty about the 30% discount for non-profits that was discussed. I took it to mean that non-profits would have to pay rent that was within 30% of market value. Rick and Councilmember Lewis took it to mean that non-profits got a 30% discount or a credit when comparing proposals. So, these are issues that the Council will want to address when the resolution is on the table.
2. **Health Insurance Broker:** The City health insurance broker will be in Homer the week of June 24 to meet with some of his other Homer clients, including the South Peninsula Hospital. We would like him to meet with the Council sometime soon to discuss a variety of issues including implementation of the national health care law, plan costs and utilization, cost projections moving forward, and ideas for containing costs. He could come to the Council meeting on June 24 however, we thought there might be too much to talk about in a one hour work session. But we could make it work. He would also be available on one of the other days during the week, especially Tuesday or Wednesday. This might be attractive because we could focus on one issue and not be limited to an hour. We would like to know Council's thoughts on that.
3. **Capital Budget:** By the time you read this, you will probably be aware that the Governor signed the Capital Budget on the 21st. He did not veto any Homer projects. So, this means that we can start this year on the harbor projects and the Skyline Fire station. The sale of **Homer's harbor bonds** also occurred this week. Closing on the bond sale is next month in Seattle.
4. **Northern Economics Contract:** This week I signed a contract with Northern Economics so that they can begin work on the port and harbor rate study and the analysis of the economic impacts of having the endeavor Drill Rig moored at the Deep Water Dock. We will keep you up to date on how that project is going.

5. New Bathrooms: This week I also signed a construction contract with Steiner's Construction to build the new restrooms that were included in the \$6 Million Cruise ship head tax grant. You will recall that two of those restrooms are located on Pioneer Ave., something that tourists and business owners have been asking for years. This, along with the new RV parking lot designations will hopefully be a real assist to the downtown businesses.
6. DWD Fenders: The new Deep Water Dock fenders are now installed. This was a big project and a substantial improvement to the dock. Jay Brandt was the contractor. This project accounted for about \$ 2 Million of the \$6 Million cruise ship grant. It is fortunate that the new fenders were in place in time for the first cruise ship landing this year. These fenders will provide much better protection for both the dock and the vessels mooring there and will really improve conditions in bad weather.
7. Spit Trail and Harbor Trail: Portions of these projects are all out to bid separately. For example, PW has bid paving, boardwalk replacement, restrooms construction, and shoreline protection separately for obvious reasons. Some of this work will happen this summer. Boardwalk replacement will likely occur after Memorial day to minimize disruption during the busy summer season. Carey can provide more detail on these projects if Council wishes.
8. Strategic Planning: Several meetings ago I provided a memorandum about strategic planning which included some suggested action items. Step one was mostly a staff endeavor and included a list and status of all projects underway and pending, a draft mission statement, and a report on all City plans, including goals achieved, goals outstanding, and recommendations on priorities. The departments are getting ready to do this. The Mayor's vision was that strategic planning should happen concurrently with CIP development. At the last meeting when Council discussed the new, accelerated CIP schedule, this was mentioned and I think the general sentiment was that we should do this next year and that timing was an issue this year (not enough of it). This could use a little more discussion.
9. HERC Building: Since the Boys and Girls Club is ceasing operations temporarily at the end of the school year, this building will be basically vacant and placed on warm status until we get additional information and come up with a course of action. The building is being used on occasion by the new City employees responsible for permitting, locating, and inspecting the placement of the gas lines. In the meantime, I often receive inquiries about renting the building. The most recent was from DOT/PF and Quality Asphalt Paving, the contractor that got the Sterling Highway repaving contract. They wanted about 1,500 square feet of office space and lots of parking. This one was attractive because it was short term (4 months), they were willing to pay market rates, and it would help a fellow government agency manage a big project that benefits Homer. But I have consistently told everyone no due to Fire Marshall issues, budget limitations, and the fact that the Council has not authorized any new leases there. Please let me know if you disagree with this decision.
10. New Finance Director Arrives: The first day of work for the new Finance Director, Zhiyong (John) Li will be May 28, the day of the Council meeting. He will be here just in time to get immersed in the water and sewer rate discussion.

Lucky John. I warned him about this in the interest of full disclosure! Hope you will help me welcome John to Homer.

11. The Economy: We are starting to see some indirect and anecdotal information that would suggest that there might be an uptick in the economy. Hotels, B&Bs, charter operators, and tour guides have indicated that reservations are generally up. Also, in addition to all of the construction we have been talking about, there might be an improvement in the housing market. Rick reports that he approved zoning permits for four new homes in one day alone last week. Hopefully, these indicators signal a trend.
12. Alaska Business Monthly Article: This magazine is about to publish an article on Homer and natural gas. There is great interest in this around the state and within the business community. The reporter interviewed me and she also spoke with various folks at Enstar and local businesses.

ATTACHMENTS



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: MAYOR AND CITY COUNCIL

FROM: MELISSA JACOBSEN, DEPUTY CITY CLERK

DATE: MAY 22, 2013

SUBJECT: BID REPORT

Request for Proposals Incorporating Art into the Beluga Slough Trail Proposals to incorporate art in conjunction with planned interpretive signing at four locations along the recently completed Beluga Slough Trail (below the Islands and Ocean Visitor Center) will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until Thursday, June 6, 2013 until 4:00 p.m. Artists are encouraged to submit one or more concepts or proposals.

Invitation to Bid on Crittenden Drive/Waddell Street Road Improvements Sealed bids for the construction of the Crittenden Drive/Waddell Street Road Improvements project will be received at the office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until 2:00 PM, Thursday, June 6, 2013, at which time they will be publicly opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for the receipt of the bids shall not be considered. Bidders are required to be on the plan holder's list to be considered responsive. To be on the Bidder's List (and to obtain bid documents) contact: City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603, (907) 235-3130.

Invitation to Bid on Homer Spit Trail Boardwalk Revitalization Project Sealed bids for the construction of the Homer Spit Trail Boardwalk Revitalization Project will be received at the office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until 3:00 PM, Thursday, June 6, 2013, at which time they will be publicly opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for the receipt of the bids shall not be considered. Bidders are required to be on the plan holder's list to be considered responsive. To be on the Bidder's List (and to obtain bid documents) contact: City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603, (907) 235-3130.

Invitation to bid on Homer Spit Trail Shore Protection Project Sealed bids for the construction of the Homer Spit Trail Shore Protection Project will be received at the office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until 3:00 PM, Thursday, June 20, 2013, at which time they will be publicly opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for the receipt of the bids shall not be considered. Bidders are required to be on the plan holder's list to be considered responsive. To be on the Bidder's List (and to obtain bid documents) contact: City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603, (907) 235-3130.

CITY ATTORNEY REPORT

COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

RESOLUTIONS

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 13-055

A RESOLUTION OF THE HOMER CITY COUNCIL
SUPPORTING THE DIAMOND CREEK RECREATION AREA
PLAN AND ADOPTING THE PLAN AS IT APPLIES TO CITY
OWNED LANDS ACQUIRED THROUGH THE FOREST
LEGACY PROGRAM.

WHEREAS, The City routinely adopts park plans by resolution for city facilities; and

WHEREAS, The Homer City Council adopted Ordinance 07-03, accepting ownership of
two parcels totaling 273 acres in the Diamond Creek area as part of the Forest Legacy Program
to keep for public park land in perpetuity; and

WHEREAS, The Forest Legacy Program requires all development on the lands be
approved by certain state and federal agencies; and

WHEREAS, The Diamond Creek Recreation (DCRA) Plan is a management and
development plan; and

WHEREAS, State and Federal agencies can review the plan and all associated
development projects for consistency with the Forest Legacy Program.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby adopts
the Diamond Creek Recreation Area Plan as it applies to city owned lands.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 28th day of May,
2013.

CITY OF HOMER

MARY E. WYTHE, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: N/A



Homer Soil and Water Conservation District

4014 LAKE STREET, HOMER, ALASKA 99603
907-235-8177 ext 5

Memorandum to: Homer City Council

From: Tara Schmidt, District Manager, Homer Soil and Water Conservation District

Subject: Diamond Creek

Date: May 22, 2013

Introduction: Homer Soil and Water Conservation District, with funding from the USDA Natural Resources Conservation Service, has worked with the Homer Parks and Recreation Advisory Commission to develop the Diamond Creek Recreation Area (DCRA) Plan. This plan has been reviewed and adopted by the Homer Parks and Recreation Advisory Commission and the Homer Advisory Planning Commission.

Brief history: The City acquired the 273 acres between the Sterling Highway and Diamond Ridge in 2007, with the help of Kachemak Heritage Land Trust and funding from many sources, including the State Forest Legacy Program (FLP). The FLP requires the City to have a conservation easement filed for this parcel, and to develop a multi-resource management plan. A conservation easement was filed in 2010. The DCRA Management Plan will satisfy the final requirement.

Adopting the plan will have the added benefit of enabling the City to undertake improvements to the DCRA, as recommended under Goals and Objectives, without having to receive state approval on a project-by-project basis. Having an adopted plan will also enhance opportunities to apply for funding from a variety of sources to accomplish the goals identified in this plan.

The DCRA is adjacent to the state-owned Homer Demonstration Forest (HDF). The Homer Soil and Water Conservation District has an agreement with the State to oversee HDF management through the HDF Steering Committee, which includes the state Division of Forestry. The plan for the DCRA integrates with the plan for the HDF. Managing the two areas in a consistent and coordinated way will facilitate effective management for environmental, educational, and recreational benefits.

Conclusion and Requested Action:

The first step toward any trail or recreational development on the City property is adoption of a management plan, and approval by the state as required by Forest Legacy Program. The City Council will need review the plan and make any recommended changes. The council will need to pass a resolution, adopting the plan. Once the plan is adopted it will be forwarded to State for approval.

Homer Soil and Water Conservation District looks forward to continuing our partnership with the City of Homer, to seek funding, and to assist with accomplishing the objectives and goals as outlined in this plan.

Diamond Creek Recreation Area Multi-Resource Management Plan

Prepared by:



May 2013



Diamond Creek Recreation Area

Multi-Resource Management Plan

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Introduction

The Diamond Creek Recreation Area (DCRA) encompasses two parcels of land totaling 273 acres northwest of Homer, Alaska. Located within the Diamond Creek watershed, DCRA offers varied landforms and ecosystems—including Diamond Creek and its floodplain, diverse scenery, ecological features like “tree islands” and wetlands, and numerous opportunities for viewing wildlife (including moose, black and brown bears, eagles, spruce grouse, and many others, including the occasional wolf).

The DCRA lies directly west of the Homer Demonstration Forest (HDF) (see map below). Because many DCRA activities and projects will be coordinated with those occurring in the HDF, the management framework for the HDF is briefly outlined in the box at right. The 360-acre, state-owned HDF was established in 1986 after a collaborative effort spearheaded by Homer Soil and Water. The HDF is managed for education, research, forestry demonstrations, recreation, and environmental quality. North of the DCRA lies a 77-acre parcel protected by a conservation easement. Across the Sterling Highway to the west is the 220-ac state-owned Diamond Gulch recreational parcel, which provides non-motorized access along Diamond Creek to Cook Inlet (see www.evostc.state.ak.us/Universal/Documents/Habitat/CI_KENAI

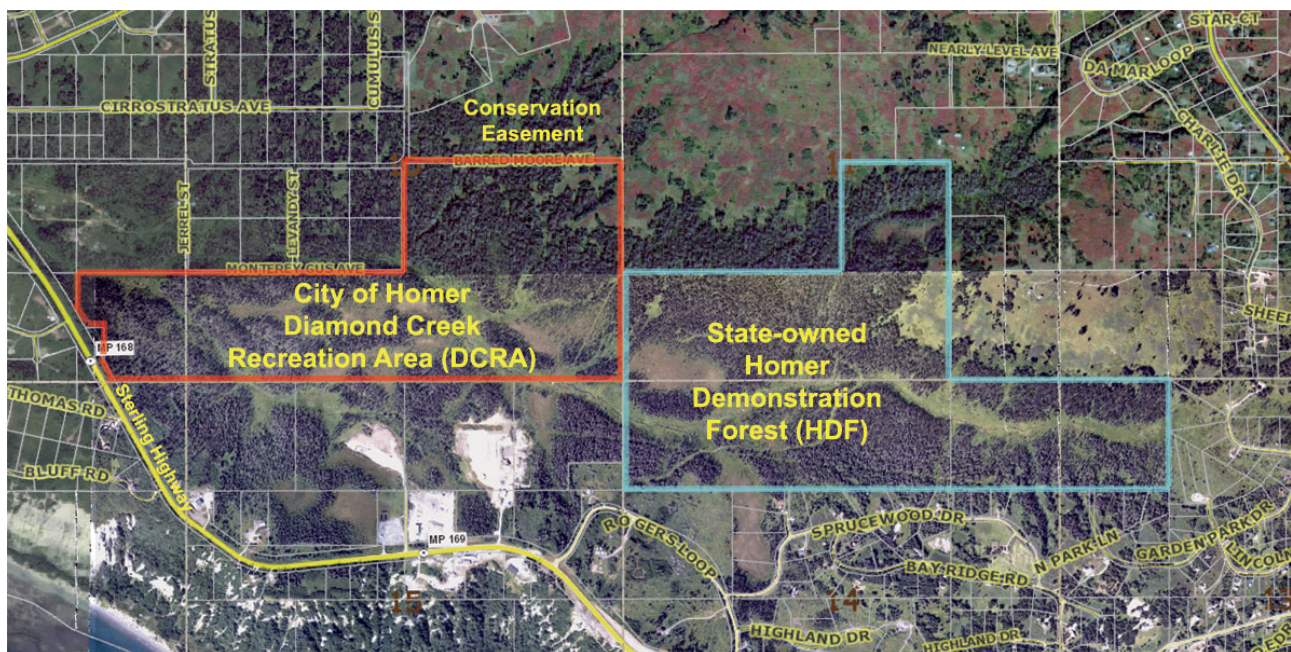
Management of the Homer Demonstration Forest

HDF management responsibility is laid out in an Interagency Land Management Assignment (ILMA ADL 218963), which transfers responsibility for the HDF from the Department of Natural Resources (DNR) Division of Mining, Land and Water Management to DNR's Division of Forestry (DOF). The ILMA, which was renewed for a second 25-year term in 2011, ensures that the HDF is managed for “...developing, operating, and maintaining a demonstration forest for educational purposes,” along with recreational and other uses compatible with that purpose. The plan for the HDF was developed by the HDF Steering Committee, led by Homer Soil and Water. The committee includes representatives from DOF, the Kachemak Nordic Ski Club, the University of Alaska, Cook Inletkeeper, Homer High School, and other groups and individuals with interests in the Demonstration Forest.

[SMPARCELS.pdf](#)). DCRA provides a critical link joining these parcels, complementing in essential ways the watershed functions they provide and the public uses they support.

History of the Diamond Creek Recreation Area

The DCRA is an outgrowth of the “Diamond Creek Project” initiated by Kachemak Heritage Land Trust



in 2000. This effort focused on protecting forestlands, wildlife habitats, recreational opportunities, and watershed functions in lands within the Diamond Creek watershed. Over the next few years, a coalition of interested groups and individuals joined a community-wide effort led by KHLT to purchase lands in the Diamond Creek watershed threatened with conversion to other uses.

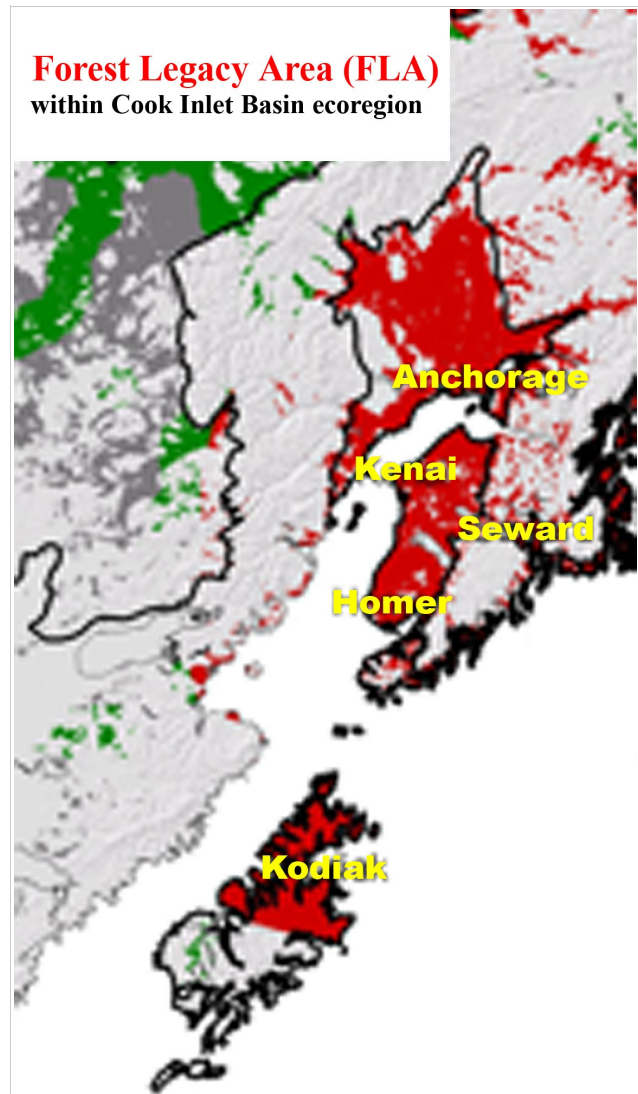
Among lands considered for purchase were the two parcels now making up the DCRA, which were owned by the University of Alaska (UAA). These encompass forestlands and extensive wetland areas and support ski trails connected to the HDF trail system, which is used by hundreds of skiers each year—including members of school ski teams. The UAA parcels were identified as suitable candidates for acquisition through the Forest Legacy Program.

The USDA Forest Legacy Program (FLP) provides state, regional, and other governments with help in identifying and protecting environmentally important forestlands likely to be converted to non-forest uses. As stated in its Implementation Guidelines (http://www.fs.fed.us/spf/coop/library/flp_guidelines.pdf), the FLP ... *seeks to promote forestland protection and other conservation opportunities. Such purposes shall include the protection of important scenic, cultural, fish, wildlife and recreational resources, riparian areas and other ecological values. Traditional forest uses, including timber management, as well as hunting, fishing, hiking, and similar recreational uses are consistent with purposes of the FLP. Both purchased and donated lands and interests in lands through the use of conservation easements and fee-simple purchase are used to acquire forested land meeting Forest Legacy purposes from willing sellers or donors.*

Each state receives funding and administers its own program in accordance with a statewide Assessment of Need that identifies Forest Legacy Areas (FLAs). Up to 75% of the costs related to acquiring land or easements within FLAs can be covered by the Forest Legacy Program, with the remaining 25% provided by match. The **map at right** shows the FLA in the Cook Inlet Basin ecoregion.

The Diamond Creek Project took a significant step forward in 2004 when DNR Division of Parks and Outdoor Recreation (DPOR)—partnering with the Kachemak Heritage Land Trust (KHLT)—was awarded a match grant from FLP to use towards purchase of FLA lands within the Diamond Creek watershed. KHLT completed purchase of the two UAA parcels in July 2007 using FLP funds and match provided by numerous entities, including The Conservation Fund, the Rasmuson Foundation, Pacific Coast Joint Venture, Kachemak Bay Conservation Society, Kachemak Bay Rotary Club, Kachemak Nordic Ski Club, and many individual donors.

KHLT immediately transferred title of the land to the City of Homer. The city accepted title through Ordinance 07-03 and Resolution 10-48 (see below).



ORDINANCE 07-03 of the City Council accepting ownership of property conveyed by the University of Alaska, consisting of two parcels identified by the Kenai Peninsula Borough parcel numbers 173-022-01 and 173-032-29 and designating the use as public purpose for park.

RESOLUTION 10-48: A Resolution of the City Council of Homer, Alaska, approving a conservation easement between the City, as Grantor, and the State of Alaska, for the City-owned land commonly referred to as the Diamond Creek Property.

Resolution 10-48 approved an attached conservation easement, which the city granted to the state Department of Natural Resources (DNR). (The easement is recorded with the state recorder's office, Homer Recording District, document 2010-003220-0.)

The conservation easement outlines both the purposes for acquiring the property and for granting the conservation easement. As stated in the easement, the purposes for acquiring the property “...include protecting environmentally important forest areas that are threatened by conversion to non-forest uses and for promoting forest land protection and other conservation opportunities as well as the protection of important scenic, cultural, fish, wildlife, and recreational resources, riparian areas and other ecological values.” The easement also specifies that the property “...must be used and maintained in accordance with the requirements of the Forest Legacy Program... and in the event the Property is not so used and maintained the Forest Service may require the State to restore the Property.”

The purpose of the conservation easement itself is “...to assure that the Property will be used, maintained, and disposed of in accordance with the requirements of the Forest Legacy Program and other applicable federal laws and regulations and the Grant Agreement... It is further the purpose of the Easement to provide for reimbursement to the State by the City in the event that the Property is not used, maintained and disposed of in accordance with the requirements of the Forest Legacy Program...”

The city retained ownership of the property, including all responsibilities, costs, and liabilities related to its operation and maintenance.

Management of the Diamond Creek Recreation Area

As is clear from the documents referenced above, management responsibility for the DCRA rests with the City of Homer. However, because Forest Legacy Program funds were used in purchasing the land, and a related conservation easement was granted to the state, a plan for the DCRA was needed that would satisfy both FLP and DNR requirements. Homer Soil and Water Conservation District, in cooperation with the city (which is a “cooperator” with the HSWCD), arranged for funding from the USDA Natural Resources Conservation Service (NRCS) to conduct a resource inventory and develop a DCRA management plan to be reviewed and adopted by the city. Because of its role in managing the Homer Demonstration Forest, Homer Soil and Water recognized the value of developing a DCRA plan that would be consistent and integrated with the Homer Demonstration Forest management plan.

This DCRA plan is now being submitted to the City of Homer for review and adoption. It is expected that the city will solicit public review of this draft, as well as community involvement and support in implementing the plan once adopted. The city will be responsible for coordinating approval of this plan from DNR in accordance with conditions of the conservation easement granted by the city to the state—outlined above.

Forest Legacy Program guidelines for the DCRA management plan

APPENDIX F of the FLP Implementation Guidelines cited above provides a *Sample Content of a Forest Stewardship [or Multi-Resource Management] Plan*. Homer Soil and Water referenced this material during development of this DCRA Multi-Resource Management Plan. FLP guidelines specify that plans:

- be prepared, or verified as meeting the minimum standards of a forest stewardship plan, by a professional resource manager.
- identify and describe actions to protect, manage, maintain and enhance relevant resources listed in the law (soil, water, range, aesthetic quality, recreation, timber, water, and fish and wildlife) in a manner compatible with landowner objectives.
- be approved by the State Forester or a representative of the State Forester.
- involve landowners in plan development by setting clear objectives; landowners should clearly understand the completed plan.

The DCRA plan should also:

- promote the purposes for which the land was acquired, that is: protecting environmentally important forest areas, as well as important scenic, cultural, fish, wildlife, and recreational resources, riparian areas, and other ecological values.
- accommodating a broad array of compatible uses and activities.

Compatibility between management goals for DCRA

and HDF lands is important because the value of the DCRA to the community in part derives from its relationship to HDF environmental processes and recreational resources (as well as its connections to the Diamond Gulch state recreation area across the Sterling Highway).

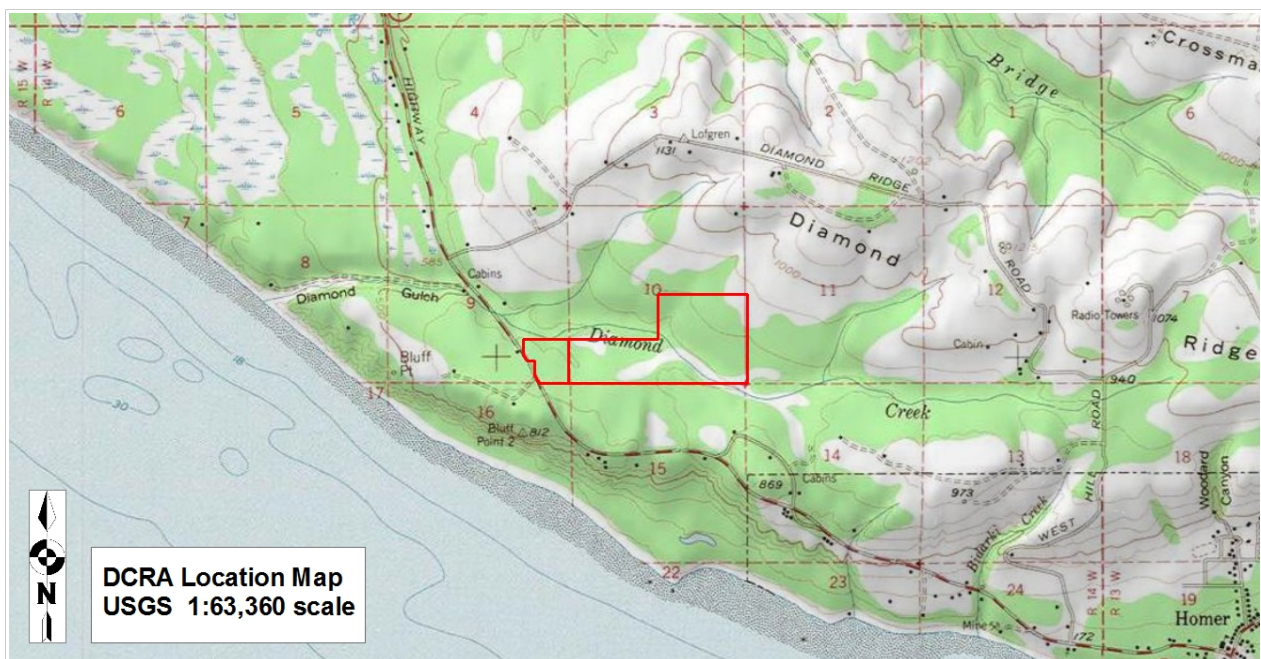
During development of this plan, input was solicited from the Homer Demonstration Forest Steering Committee. Equally important, input was obtained from the State of Alaska, Division of Forestry, and from the Homer Parks and Recreation Advisory Commission.

This document describes the DCRA area and its resources. It also identifies objectives that can guide future decisions related to how the DCRA is used and managed and suggests opportunities for enhancing community benefits from this area.

Site Description

Location and access

The DCRA is located ¼ mile north of the northwest boundary of Homer city limits, in the area known locally as Baycrest Hill. It is composed of a 33-acre parcel on the west and a 240-acre parcel on the east (see map below). The western parcel includes Sterling Highway frontage at several locations on either side of Milepost 168.



The legal description for DCRA lands is:

SE ¼ EXCLUDING THE W ½ SW ¼ SE ¼ SE ¼
SEC09 T06S, R14W – S.M. and

SE ¼ & S ½ SW ¼ SEC10 T06S, R14W – S.M.

The larger (eastern) parcel's southern boundary corresponds to the entire section line on the southern border of Section 10, Range 14 West, Township 6 South, Seward Meridian.

The Kenai Peninsula Borough has assigned Assessor's Parcel Number 17303229 to the western parcel (within Section 9) and APN 17302201 to the eastern parcel (located in Section 10).

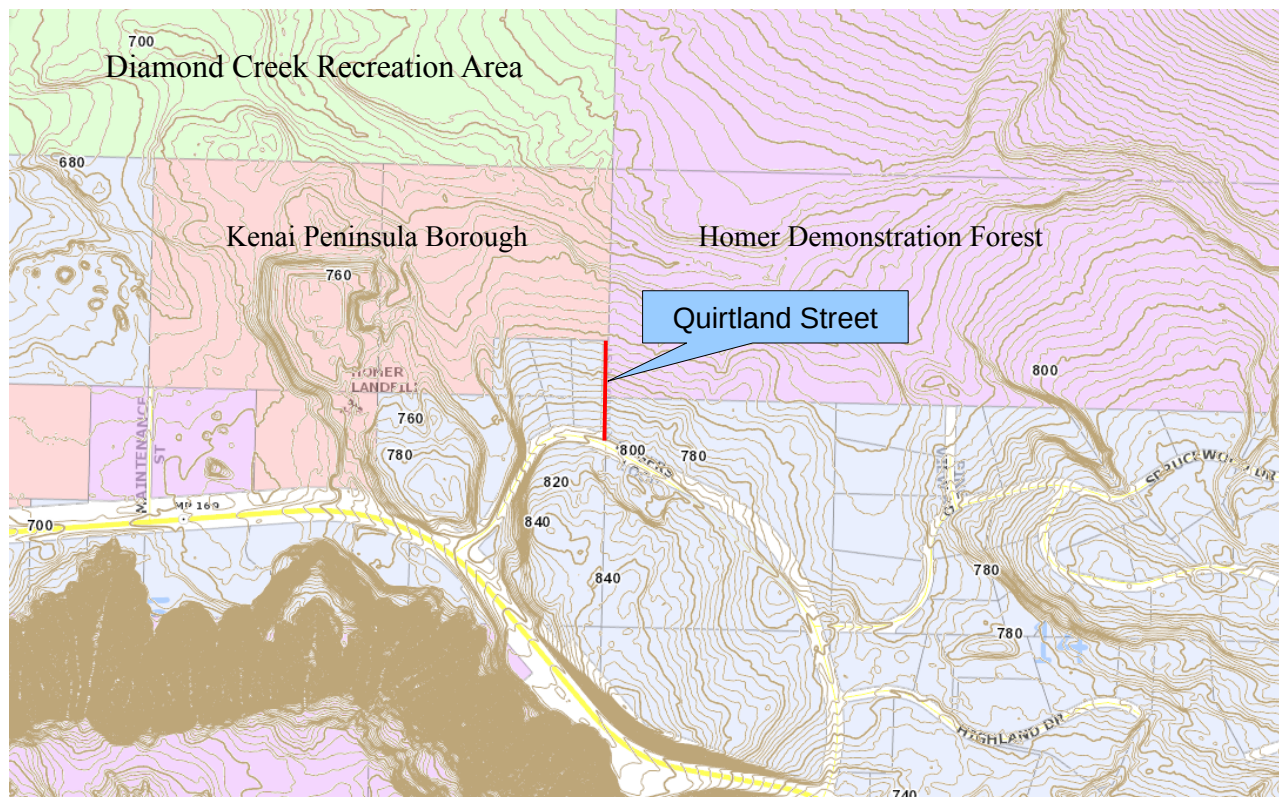
All points within the DCRA are less than 2 miles from Kachemak Bay.

Rogers Loop Road—an old loop of the Sterling Highway located near the top of Baycrest Hill—provides platted access to the DCRA. Access off Rogers Loop Road is via a platted but unimproved road about 540 ft long called Quirtland Street and then via a section line between a borough-owned parcel in Section 15 (salmon-colored in the map

below) and Section 14 (the HDF, shown in light purple below; blue indicates privately owned land, and green indicates city-owned land).

The Rogers Loop trailhead provides the most popular access to trails within the HDF; it receives moderate-to-heavy use during the winter months (after snow accumulation permits cross country skiing) and light-to-moderate use the rest of the year. Parking at this trailhead is limited to a widened road shoulder with a capacity of 15-20 cars. This is often inadequate during heavy winter use, when overflow parking spills out along the edge of Rogers Loop. The Kachemak Nordic Ski Club (KNSC), in its 2009 Baycrest Trails Strategic Plan, identified expansion of the Rogers Loop parking area as a goal. Signage and nearby restrooms are maintained by the HDF Steering Committee and KHLT, largely with volunteer labor. KNSC grooms cross country ski trails and packs snowshoe trails in the DCRA and HDF.

Further west and off the Sterling Highway, a second trailhead is provided from land managed by the Alaska Department of Transportation (DOT) (in the map below, the light purple parcel transected by Maintenance Street). Access from the DOT trailhead



involves crossing borough-owned parcels (again, salmon-colored parcels). KNSC holds a temporary winter-use agreement with the borough for use of ski trails in this area, and while occasional summer use occurs, there are no formal agreements in place regulating non-winter access. Public ownership and ample parking make the DOT trailhead particularly attractive as a year-round access point, although access across wetlands would require careful trail planning, design, and installation to prevent trail deterioration and wetland damage. Currently, public access via the DOT trailhead is less common than from Rogers Loop, especially during summer and fall when ground conditions are wet. KNSC owns a storage shed at this location and provides trail signage at the site.

Possible access improvements into the DCRA include the expansion of the parking area at the Rogers Loop trailhead (mentioned above), development and expansion of year-round trails through the property, and construction of a new trailhead on the western boundary of the DCRA where it fronts the Sterling Highway (discussed below).

Establishing a new trailhead on the eastern side of the Sterling Highway, on the western edge of the DCRA, offers a unique opportunity to create a highly useful and attractive recreational linkage between the DCRA and the Diamond Gulch trail on the opposite side of the highway. As mentioned earlier, the Diamond Gulch trail runs from the west side of the Sterling Highway, along Diamond Creek, and down to Cook Inlet. Many recreationists time their hike down the Diamond Gulch trail so as to reach the beach as the tide is receding. This allows them to hike south along the coast while the tide is out, with their destination being Bishop's Beach in downtown Homer, a hike along the beach of about 7 miles. Linking the Diamond Gulch trail to the DCRA would provide recreationists with an extended journey encompassing a greater variety of sights and experiences, combining the rolling terrain, varied plant communities, and wetland habitats of the DCRA with the steep coastal bluffs and tidelands of the Diamond Gulch to Bishop's Beach trail. Diamond Creek already passes under the Sterling Highway through a culvert, and

when the Baycrest Hill stretch of the highway is improved, an enlarged culvert could be installed to permit pedestrian (and wildlife) travel under the Sterling Highway along the creek.

While each of these access improvements poses unique challenges (a more detailed discussion is found under Goals and Objectives), they also present ways to enhance social, economic, and recreational opportunities in the Homer community by improving access to and throughout an extensive system of scenic landscapes and open space.

Motorized recreation conflicts with the forest stewardship goals of the DCRA, and motorized vehicles should be limited to construction and maintenance activities. Motorized vehicle use can damage wetlands, cause erosion, disturb wildlife, and render-groomed ski trails unusable.

Climate

The Homer area experiences a maritime climate—with relatively warm temperatures and high precipitation (see the table below). With the Kenai Mountains to the east and north, Homer is shielded from many storms moving out of the Gulf of Alaska. Proximity to the warm waters of the Pacific helps to moderate temperatures and reduce variations between highs and lows characteristic of areas further inland. Summers are generally cool and moist, and winters are comparatively mild compared to other areas of Southcentral Alaska. The following table shows average climate data from the Homer Airport weather station based on records from 9/01/1932 to 8/22/2012:

	Avg. max. temp. °F	Avg. min. temp. °F	Avg. total precip. (inches)	Avg. total snow (inches)	Avg. snow depth (inches)
Jan	29.1	16.5	2.22	9.6	4
Feb	32.3	18.9	1.81	11.3	5
Mar	35.5	21.3	1.52	9.2	5
Apr	43.1	28.9	1.20	2.9	2
May	50.7	35.7	0.97	0.3	0
Jun	57.1	42.1	0.96	0.0	0
Jul	60.8	46.3	1.56	0.0	0
Aug	60.5	46.0	2.47	0.0	0
Sep	54.9	40.2	3.03	0.0	0
Oct	44.5	31.3	3.13	2.1	0
Nov	35.0	22.8	2.74	7.4	1
Dec	30.1	18.1	2.83	12.1	4
Annual	44.5	30.7	24.45	54.9	2

Given the DCRA's average elevation of more than 600 feet above sea level, data from the weather station (situated about 63 feet above sea level) should be adjusted to reflect higher snowfall and cooler average temperatures. Snow depth and snow water equivalent have been measured at a snow survey site in the Homer Demonstration Forest for over 30 years.

Geology

(See Map 2, Contours)

Glacial processes are largely responsible for the landscape of the Kenai Lowlands, including DCRA landforms. Glacial deposits overlie older, Tertiary bedrock from the Beluga Formation of the Kenai Group. During the last glacial period on the peninsula—called the Naptowne—four major glacial advances and retreats carved the landscape. Of these four, the Moosehorn advance—the oldest and most extensive—was most influential in shaping the Diamond Creek watershed. When glaciers retreated from the area, roughly 17,000 years ago, they left behind a landscape of moraines, drained glacial lakebeds, drainageways carved by torrents of meltwater, “kettle and kame” topography, and other glacier-shaped features. Geological evidence indicates that Diamond Creek was once an ice marginal drainageway between moraines, flowing north into Anchor River. Upon retreat of Moosehorn glaciers, the steep coastal creek flowing down Diamond Gulch eroded headward through moraine deposits until it intercepted and “captured” these Diamond Creek flows. As a result, Diamond creek now flows directly into Cook Inlet.

Soils

(See Map Group 3, NRCS Soil Survey, and Map 4, Soil Drainage)

The Western Kenai Peninsula soil survey was published online in 2005 by the Natural Resources Conservation Service and can be downloaded at: http://soildatamart.nrcs.usda.gov/Manuscripts/AK652/0/WesternKenai_manu.pdf). The survey indicates that the dominant soil types within the DCRA are Spenard peat and Starichkof peat, both categorized as very poorly-drained soils with high acidity (low pH). Properties, features, limitations, and suitabilities of all soils in the survey area are provided in the online manuscript cited above, as well as from NRCS offices. A separate appendix provides a soil survey report generated for the DCRA area from web soil survey tool (<http://websoil>

survey.nrcs.usda.gov/app/HomePage.htm). This report lists acreages of all soil types in the DCRA, along with their selected properties and interpretations.

Hydrologic Features and Wetlands

(See Map 5, Wetlands)

The Diamond Creek watershed covers an area totaling 5.35 square miles, with Diamond Creek itself extending over 5 miles from its headwaters to its outlet in Cook Inlet. The DCRA's eastern half is bisected from southeast to northwest by Diamond Creek, and the stream also meanders inside the northern border of the western DCRA parcel.

Diamond Creek is an underfit stream, meaning that its current flow regime is insufficient to have created the valley within which the creek now flows. The stream valley was created by much larger flows fed by melting glaciers.

Ten types of wetland ecosystems (plus Wetland-Upland complexes and Disturbed wetland areas) have been identified and mapped in the Kenai Lowlands by the Kenai Watershed Forum (see <http://www.kenai-wetlands.net/>). The riparian corridor created by Diamond Creek is one of four wetland ecosystem types found in the DCRA, the other three being Drainageways (these are “relict” drainageways created by glacial meltwater), Kettles, and Discharge Slopes (see Map 5).

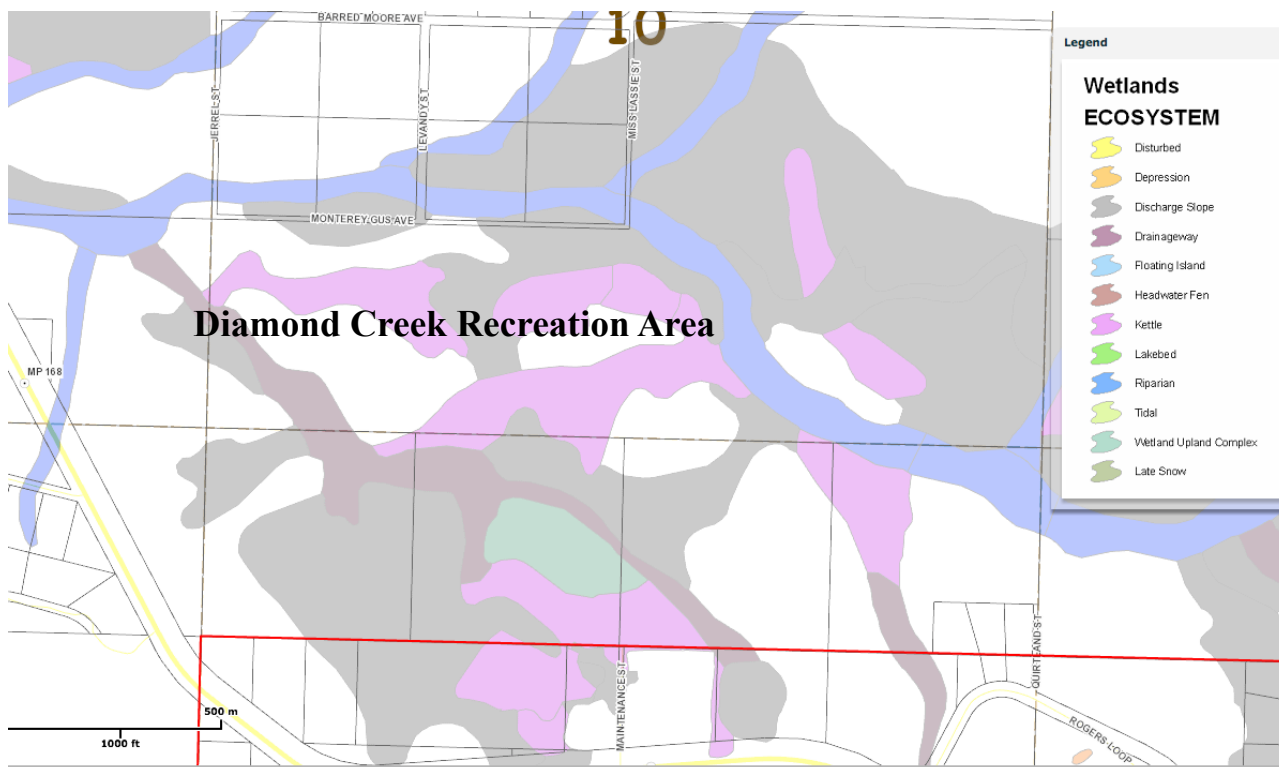
Riparian wetlands occur along streams and rivers and are fed by groundwater, surface runoff, precipitation, and snowmelt. (Some riparian corridors on the Kenai Peninsula are also fed by glacial meltwater.) The Diamond Creek riparian corridor encompasses broad fringe wetlands, with bluejoint grass (*Calamagrostis canadensis*) and Barclay's willow (*Salix barclayi*) meadows. Spruce forests generally cover adjacent slopes.

Discharge slopes are the most extensive wetland ecosystem within the DCRA, occurring over mineral soils in areas of transition from wetlands to uplands and at slope breaks on terraces. These wetlands

occupy locations where upslope groundwater is discharged or where water tables are perched near the surface. Discharge slopes on the lower Peninsula often support Lutz spruce (*Picea x lutzii*), especially at toe-slope transitional areas. The eastern half of the DCRA encompasses large areas mapped as Discharge Slope wetlands.

Kettle wetlands are found in depressions resulting from blocks of ice left behind by retreating glaciers. Meltwater streams flowing on top of ice deposited sediments forming broad outwash plains of glacial till. Ice blocks buried within the outwash then melted, leaving depressions known as “kettle holes” in the surrounding sediments. “Kettle and kame” topography refers to a landscape of mounds and basins formed by retreating glaciers. Kames are formed when glacial streams carry sediments into cracks or depressions on surface ice. As the glacier retreats, the buildup of sediments is eventually released and deposited as hills or ridges. Kettles are flat peatlands that are often found between kames. Unlike similar ice-block Depression wetlands, Kettle wetlands are connected to Cook Inlet by streams or other wetlands. The water table can range from relatively stable (open water or bogs) to highly variable. The central portion of the DCRA displays a kettle and kame landscape, with extensive peatlands surrounded by forested ridges.

Relict glacial Drainageway wetlands occupy areas where glacial meltwater flowed downslope. They sometimes support modern, underfit streams. Relict glacial drainageways are differentiated in terms of the depth and variability of their water tables. The DCRA contains hummocky, stream fringe Drainageway wetlands with variable water tables (hydrologic component = 3). Plant species typically found include thinleaf alder (*Alnus incana* ssp. *tenuifolia*), dwarf birch (*Betula nana*), sweetgale (*Myrica gale*), water horsetail (*Equisetum fluviatile*), water sedge (*Carex aquatilis*), and bluejoint grass (*Calamagrostis canadensis*). These wetlands are characterized by Starichkof soil and are often surrounded by spruce forest uplands.



Severe flooding occurred in 2002, significantly impacting Diamond Creek habitats that had supported a population of resident Dolly Varden (*Salvelinus malma* Walbaum). The floods also had a disastrous impact on local beaver populations, destroying the dams that protect them from predation and provide access to food sources.

Flora and Fauna

(See Map Group 6, Forest Productivity and Map 7, Spruce Bark Beetle Infestation)

Ridges and hillsides in the DCRA support Lutz spruce (*Picea x lutzii*), with black spruce (*Picea mariana*) in forested wetland areas. An extensive spruce bark beetle infestation occurred in the late 1980s and early 1990s, killing many of the old-growth stands of spruce. As a result, much of the DCRA upland is covered with deadfall. Adequate regeneration is occurring. Over 50% of the DCRA is characterized by moderate-to-high forest productivity. Stands are uneven aged. Extensive monitoring of the forest within the HDF since the beetle outbreak has shown high regeneration rates as well, although bluejoint grass (*Calamagrostis canadensis*) appears to

be increasing in areas where the forest canopy has been opened up by die off and blowdown of trees. Dense bluejoint cover limits survival of small tree seedlings, and can also substantially increase spring wildfire hazard.

The following shrub and groundcover species are common in the area. For detailed descriptions of plant communities associated with each mapped wetland ecosystem, see http://www.kenaiwetlands.net/plant_community_classification_i.htm.

Shrubs:

alder, *Alnus spp.*
 bog blueberry, *Vaccinium uliginosum*
 cloudberry, *Rubus chamaemorus*
 crowberry, *Empetrum nigrum*
 five leaf bramble, *Rubus pedatus*
 lowbush cranberry, *Vaccinium vitis-idaea*
 northern black currant, *Ribes husonianum*
 rusty menziesia, *Menziesia ferruginea*
 Steven's spirea, *Spiraea beauverdiana*
 willow, *Salix spp.*

Forbs, ferns, clubmosses, and grasses:

bluejoint grass, *Calamagrostis canadensis*
 elderberry, *Sambucus racemosa*
 fireweed, *Epilobium angustifolium*

geranium, *Geranium spp.*
horsetail, *Equisetum*
Labrador tea, *Ledum palustre*
oak fern, *Gymnocarpium dryopteris*
one-sided wintergreen, *Pyrola asarifolia*
shield fern, *Dryopteris dilatata*
Sitka burnet, *Sanguisorba stipulata*
tall Jacob's-ladder, *Polemonium acutiflorum*
watermelon berry, *Stretopus amplexifolius*

Wildlife sightings are frequent in the DCRA, which contains critical moose wintering habitat and also provides migration corridors for many species. Bears, wolves, lynx, ermines, and other carnivores prey upon hares, squirrels, voles, and other small mammals. The area also supports a variety of birds, including eagles, hawks, harriers, grouse, cranes, ducks, owls, woodpeckers, thrushes, corvids, owls, wrens, and finches.

Unofficial sightings of trout fingerlings within Diamond Creek have been reported in recent years, but as previously discussed, no beaver have been observed in the area since the 2002 flood events.

Cultural Resources

The Baycrest ski trails are a valuable resource for the Homer community, providing approximately 35 kilometers of interconnected trails for skiers and snowshoers to enjoy. The ski trails are also used by local schools for practices and events, and often draw visitors from around the region. Kachemak Nordic Ski Club, a volunteer organization, has improved and maintained ski trails for over three decades. Some of the maintained trails link up with neighborhood trails on private land, creating an extensive network of recreational trails and access. Continual efforts by KNSC to improve and expand the Baycrest ski trail system have helped to ensure permanent public access through surrounding private lands. Trails in the Baycrest area are also frequented in summer by hikers, mountain-bikers, and equestrians.

Goals and Objectives

The Forest Legacy Program requires that lands acquired with FLP funds be used for “recreation, conservation, and forestry uses.” With the adoption of Homer City Council Resolution 07-03, the City designated the Diamond Creek Recreation Area for “public purpose as park land in perpetuity.” In addition, the City of Homer Comprehensive Plan (COH-2009) states that the City will “...strive to identify, acquire, dispose of, or exchange lands to satisfy public recreation needs, acquire land, plan and construct facilities, and identify, protect and preserve scenic and natural areas, such as greenbelts, for recreation enjoyment.”

The conservation easement granted by the City of Homer to the Department of Natural Resources ensures that DCRA natural resources will be protected and sustainably managed. The State is authorized to take action if the DCRA is used in ways that do not comply with the Forest Legacy Program. Guidance from the city and the FLP provide the basis for the management goals and objectives outlined in this section.

Conservation

As described earlier, the DCRA encompasses forested hillsides, riparian zones, and wetlands. Use and management of these resources will be conducted in accordance with FLP and City of Homer guidance. The objectives listed below are consistent with this guidance.

Conservation Objective 1:

Preserve and protect forested areas within the DCRA.

Strategies

Monitor forest health in partnership with the Kenai Peninsula Borough and the DNR, Division of Forestry. Include the DCRA within any local wildfire risk assessments.

Where appropriate, route and establish non-motorized trails through forested areas so as to promote strategic

firebreaks (motorized vehicles are restricted except for maintenance and grooming unless approved by the City).

Conservation Objective 2:

Preserve and protect wetlands and riparian zones within the DCRA.

Strategies:

Locate, plan, and establish new routes for public access and recreation in the DCRA in a manner that minimizes impact(s) to wetlands.

Seek funding for bridge upgrades and maintenance at trail-stream crossings and for proper trail-hardening through wet areas.

Regulate and minimize non-winter motorized travel through the DCRA except for city-approved management activities.

Conservation Objective 3:

Preserve the natural scenic qualities of the DCRA.

Strategies:

Minimize unnecessary trail marking. Design and install signage so as not to detract from local scenery with sign height, color, material, or placement.

Display maps near trailheads. Provide trail users with adequate means to remain oriented, but use as few trail markers along trails as necessary.

Encourage users to pack out trash.

Prohibit overnight camping.

Identify and maintain functional landscape and ecological linkages between the DCRA, the HDF, and surrounding lands that have been protected through conservation easements or other mechanisms.

Ensure that the DCRA remains a viable wildlife corridor by protecting important habitat features and avoiding obstructions to wildlife movement.

Recreation

Recreational development within the DCRA should be focused primarily on summer use at this time, since winter access is already well-established. However, certain recreational objectives detailed here will benefit users on a year-round basis. Care should be exercised during all phases of recreational development to protect the environmental attributes of the DCRA, as well as the interests of surrounding landowners.

Recreational Objective 1:

Improve controlled, non-motorized recreational access to the DCRA.

Strategies:

Support efforts to enlarge the parking area at the Rogers Loop trailhead.

Work with the Kenai Peninsula Borough's Land Management Division to formalize year-round access from the DOT trailhead to the DCRA.

Provide a parking area and trailhead facilities at the western border of the DCRA.

Develop a preliminary plan with the AK-DOT, and seek funding, for a non-motorized route across the Sterling Highway near MP 168, in order to extend the recreational corridor to the Diamond Creek State Recreation Site on the south side of the Sterling Highway. (A pedestrian underpass at this location associated with an improved road-stream crossing should be investigated.)

Recreational Objective 2:

Construct summer-use trails within the DCRA.

Strategies:

Develop a summer trail system through and connecting upland areas ("forest islands") within the DCRA, including a route paralleling Diamond Creek (Map 1). Extend DCRA trails to the Sterling Highway and connect DCRA trails to current HDF trails, as shown on Map 1.

Develop summer access from the Sterling Highway-DOT trailhead to the DCRA, with trail-hardening through wet areas.

Plan and develop multi-use “loops” or trails, to include bicycling and equestrian users, where soils and slopes are suitable.

Display maps near trailheads. Provide trail users with adequate means to remain oriented, but use as few trail markers along trails as necessary.

Locate, plan, and install public restrooms in suitable location(s) such as at selected trailheads or public access points.

Education

Educational Objective 1:

Encourage area schools, local organizations, and area visitors to use the DCRA in sustainable ways that promote education.

Strategies:

Identify areas for observing scenery and wildlife and provide minimal-disturbance facilities (such as widened trail segments, lookouts, benches, or informational signage) to enhance visitor experiences.

Help to organize and promote educational events on significant dates or during appropriate community events to enhance public knowledge of forest and wetland ecology.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 07-03

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, ACCEPTING OWNERSHIP OF PROPERTY CONVEYED BY THE UNIVERSITY OF ALASKA, CONSISTING OF TWO PARCELS IDENTIFIED BY KENAI PENINSULA BOROUGH PARCEL NUMBERS 173-022-01 AND 173-032-29, AND THE DESIGNATING THE USE AS PUBLIC PURPOSE FOR PARK LAND.

WHEREAS, The Baycrest Ski Trail System in the Diamond Creek watershed is valuable both to the local quality of life and to Homer's winter economy, providing unparalleled recreational opportunities for thousands of residents and visitors; and

WHEREAS, For over 60 years the Baycrest Ski Trail System has been one of Homer's favorite winter recreational areas; and

WHEREAS, The Kachemak Nordic Ski Club maintains more than 30 kilometers of groomed ski trails within the Diamond Creek watershed, which is the largest non-motorized area maintained for cross-country skiers locally; and

WHEREAS, Many special events sponsored by the Kachemak Nordic Ski Club are held on these trails, such as the annual the Sea-to-Ski Triathlon, and each of these activities brings winter revenue to Homer; and

WHEREAS, Homer area schools often log over 2,500 user days per year on these trails, including practice, competition, and outdoor education classes; and

WHEREAS, The Homer Chamber of Commerce promotes the trails in its visitor's guide (distributed to over 110,000 people) and estimates that Chamber of Commerce personnel direct 6,000 to 8,000 visitors annually to the summer hiking trails in the area; and

WHEREAS, Kachemak Heritage Land Trust's Diamond Creek Project, initiated in 2002, was meant to purchase land and protect key historic ski trails in the Baycrest trail system and was approved for federal Forest Legacy Program funding to cover up to 75% of the total project cost; and

WHEREAS, The Homer City Council unanimously approved Resolution 03-58 urging approval of receipt authority by the State of Alaska for Forest Legacy Program funds for this project on April 14, 2003; and

WHEREAS, The Homer Chamber of Commerce, Homer Community Schools, Kachemak Nordic Ski Club, Homer Soil and Water Conservation District, Homer High School, Representative Paul Seaton, and Senator Gary Davis all wrote letters of support for Kachemak Heritage Land Trust's efforts to protect land in the Diamond Creek watershed; and

WHEREAS, Kachemak Heritage Land Trust has completed its due diligence for this purchase, obtaining a Phase 1 Environmental Assessment and an appraisal and federal review appraisal to meet Yellow Book Standards and federal guidelines as required by the Forest Legacy grant; and

WHEREAS, The Kachemak Nordic Ski Club is willing to negotiate a renewable agreement to continue ski trail grooming and maintenance; and

WHEREAS, The federal Forest Legacy grant requires that the property be owned by a municipality or other governmental entity; and

WHEREAS, The Kenai Peninsula Borough does not exercise recreational powers and therefore is not an appropriate steward for the property; and

WHEREAS, The Alaska Department of Natural Resources has stated that it does not wish to hold title to the property and has recommended that the City of Homer accept it; and

WHEREAS, Homer City Code section 18.06 permits the City of Homer to accept ownership of the property even though it is not within City limits; and

WHEREAS, Pursuant to Homer City Code Section 18.06.010 Real property acquisitions, authority, the City may acquire, own and hold real property within or outside the City boundaries by any lawful means or conveyance, and may exercise all rights and powers in the acquisition, ownership and holding of real property as if the City were a private person; and

WHEREAS, Acquisition of the property by the City of Homer is consistent with the Homer Comprehensive Plan (1999 Update), which states that the City will "strive to identify, acquire, dispose of, or exchange lands to satisfy public recreation needs," "acquire land, plan and construct facilities," and "identify, protect and preserve scenic and natural areas, such as greenbelts, for recreation enjoyment".

NOW, THEREFORE, BE IT ORDAINED by the City of Homer:

Section 1. The City of Homer accepts ownership of property conveyed by the University of Alaska, consisting of two parcels identified by Kenai Peninsula Borough parcel numbers 173-022-01 and 173-032-29, with the legal descriptions of HM T06S R14W S09 SE1/4 EXCLUDING THE W1/2 SW1/4 SE1/4 SE1/4 and HM T06S R14W S10 SE1/4 & S1/2 SW1/4.

Section 2. The City of Homer hereby affirms the use designation for public purpose as park land in perpetuity.

Section 3. The City of Homer acknowledges that this property will be acquired with federal funds under the Forest Legacy Program. In the event that the City of Homer determines that it is no longer desirable to hold the property and the property is conveyed, exchanged or otherwise disposed of, after providing notice to the United States Forest Service, the City of Homer shall either reimburse the Forest Service for the fair market value of the property, or, with Forest Service approval, exchange the property for other Forest Legacy Program eligible lands of at least equal market value and of reasonable equivalent location with public purposes that equal or exceed those on the property.

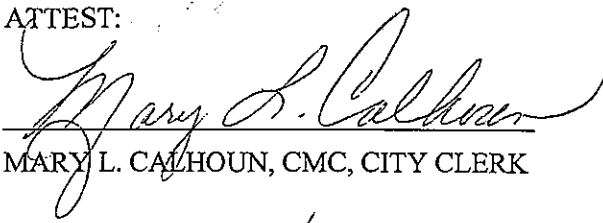
Section 4. This Ordinance is a non-Code Ordinance and is of a permanent nature.

PASSED AND ENACTED by the Homer City Council this 27 day of January, 2007.

CITY OF HOMER

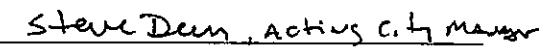

JAMES C. HORNADAY, MAYOR

ATTEST:

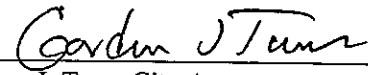

MARY L. CALHOUN, CMC, CITY CLERK

First Reading: 01/08/07
Public Hearing: 01/22/07
Second Reading: 01/22/07
Effective Date: 01/23/07

Ayes: 5
Noes: 0
Abstain: 0
Absent: 1


Walt Wrede City Manager

Date: 1/27/07


Gordon J. Tans, City Attorney

Date: 8 Feb 2007

Fiscal note: N/A



**CITY OF HOMER
HOMER, ALASKA**

City Council

RESOLUTION 13-056

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE LAND ALLOCATION PLAN TO MAKE APPROXIMATELY 10,000 SQUARE FEET IN THE NW CORNER OF LOT 2, TRACT 1-A, FISHING HOLE SUBDIVISION AVAILABLE FOR LEASE TO QUALIFIED NON-PROFIT ORGANIZATIONS, ESTABLISHING THE PARAMETERS FOR SUCH AN OFFERING, AND AUTHORIZING THE CITY MANAGER TO PROCEED WITH A REQUEST FOR PROPOSALS.

WHEREAS, Lot 2, Tract 1-A, Fishing Hole Subdivision is a parcel which is very much in demand by a variety of competing interest groups and current uses include a mix of recreation, dredged material storage, the theatre, camping, and marine industrial activities; and

WHEREAS, The City Council has determined that it will not consider any new leases on this property until a land use plan is approved that considers the overall best interest of the City now and in the future; and

WHEREAS, A conceptual plan was presented to the Council by the Planning Department several months ago and a revised concept plan was presented at a workshop on May 13 which was scheduled to further the discussion of the long term future of the parcel and the on-going planning effort; and

WHEREAS, The revised concept plan included a new Water Trail launch site, relocating the campground office, relocating and building a new picnic shelter, improving the day use areas, extending trails, reconfiguring the campground and making more efficient use of available space, and dividing and separating recreational uses from marine industrial uses; and

WHEREAS, The Council considered Memorandum 13-069 from the City Planner which addressed the new concept plan and the background for planning and Memorandum 13-032 from the City Manager regarding steps the Council needed to take if it wanted to make property available on this parcel for a non-profit that met certain criteria; and

WHEREAS, Step One in Memorandum 13-069 was to amend the Land Allocation Plan to make the desired property available for lease; and

WHEREAS, The Council had a general discussion about making land available, what the parameters should be for the successful applicant, and requested that a resolution be drafted for the next meeting so that further discussion and action could be taken.

NOW, THEREFORE, BE IT RESOLVED that Homer City Council hereby amends the Land Allocation Plan to make approximately 10,000 square feet in the NW corner of Lot 2, Tract 1-A, Fishing Hole Subdivision available for lease to qualified non-profit organizations.

BE IT FURTHER RESOLVED that the parameters and stipulations to be included in the Request for Proposals shall include:

- That the proposed use must be water related and water dependent
- That the proposed use must be consistent with the intent and requirements of the Marine Industrial District
- That the parcel is being offered to a qualified non-profit
- That the proposal includes rent that is at least 60 percent of market value
- That the applicant demonstrates tangible social and economic benefits to the community consistent with relevant selection criteria contained in the Lease Policies.

BE IT FURTHER RESOLVED that the City Manager is authorized to proceed with issuing the request for proposals.

PASSED AND ADOPTED by the Homer City Council this 28th day of May, 2013.

CITY OF HOMER

MARY E. WYTHER, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Note: N/A

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

