

City Council

Monday, November 26, 2018

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

November-December 2018

- Monday 26th:** **City Council**
Worksession 4:00 p.m. Committee of the Whole 5:00 p.m. Regular Meeting 6:00 p.m.
- Tuesday 27th:** **HERC Task Force**
Regular Meeting 3:00 p.m.
- Tuesday 4th:** **Library Advisory Board Commission**
Regular Meeting 5:00 p.m.
- Wednesday 5th:** **Planning Commission**
Worksession 5:30 p.m. Regular Meeting 6:30 p.m.
- Thursday 6th:** **ADA Compliance Committee**
Regular Meeting 4:00 p.m.
- Monday 10th:** **City Council**
Committee of the Whole 5:00 p.m. Regular Meeting 6:00 p.m.

Regular Meeting Schedule

- City Council 2nd and 4th Mondays 6:00 p.m.
Library Advisory Board 1st Tuesday 5:30 p.m. except January, April, August, November
Economic Development Advisory Commission 2nd Tuesday 6:00 p.m.
Parks Art Recreation and Culture Advisory Commission 3rd Thursday 5:30 p.m. except July, December, January
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.)

MAYOR AND CITY COUNCILMEMBERS AND TERMS

KEN CASTNER, MAYOR – 20
SHELLY ERICKSON, COUNCILMEMBER – 19
TOM STROOZAS, COUNCILMEMBER – 19
RACHEL LORD, COUNCILMEMBER – 20
CAROLINE VENUTI, COUNCILMEMBER – 20
DONNA ADERHOLD, COUNCILMEMBER – 21
HEATH SMITH, COUNCILMEMBER – 21

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



MAYOR KEN CASTNER
COUNCIL MEMBER DONNA ADERHOLD
COUNCIL MEMBER HEATH SMITH
COUNCIL MEMBER TOM STROOZAS
COUNCIL MEMBER SHELLY ERICKSON
COUNCIL MEMBER CAROLINE VENUTI
COUNCIL MEMBER RACHEL LORD
CITY ATTORNEY HOLLY WELLS
CITY MANAGER KATIE KOESTER
CITY CLERK MELISSA JACOBSEN

WORKSESSION AGENDA

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

Councilmember Aderhold requests telephonic participation.

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

3. Ordinance 18-44, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. Recommended dates Introduction October 22, 2018, Public Hearing November 26 and December 10, 2018 and Second Reading December 10, 2018. **Page 281**

Budget Amendment Packet 11-26-18 **Page 283**

Memorandum 18-114 from Mayor as backup **Page 313**

Resolution 18-077, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees. City Clerk. (Follows Ordinance 18-44) **Page 317**

Memorandum 18-131 from PARCAC as backup **Page 321**

Memorandum 18-132 from Library Advisory Board as backup **Page 323**

Resolution 18-078, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff. City Clerk. (Follows Ordinance 18-44) **Page 325**

4. 2020 Conceptual Budget

Supplemental Packet

5. COMMENTS OF THE AUDIENCE

6. ADJOURNMENT NO LATER THAN 4:50 P.M.

Next Regular Meeting is Monday, December 10, 2018 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



MAYOR KEN CASTNER
COUNCIL MEMBER DONNA ADERHOLD
COUNCIL MEMBER HEATH SMITH
COUNCIL MEMBER TOM STROOZAS
COUNCIL MEMBER SHELLY ERICKSON
COUNCIL MEMBER CAROLINE VENUTI
COUNCIL MEMBER RACHEL LORD
CITY ATTORNEY HOLLY WELLS
CITY MANAGER KATIE KOESTER
CITY CLERK MELISSA JACOBSEN

COMMITTEE OF THE WHOLE AGENDA

1. CALL TO ORDER, 5:00 P.M.

Councilmember Aderhold requests telephonic participation.

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

3. CONSENT AGENDA

4. REGULAR MEETING AGENDA

5. Ordinance 18-44, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. Recommended dates Introduction October 22, 2018, Public Hearing November 26 and December 10, 2018 and Second Reading December 10, 2018. **Page 281**

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Page 325

6. COMMENTS OF THE AUDIENCE

7. ADJOURNMENT NO LATER THAN 5:50 P.M.

Next Regular Meeting is Monday, December 10, 2018 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
AGENDA APPROVAL

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



REGULAR MEETING
6:00 P.M. MONDAY
NOVEMBER 26, 2018
COWLES COUNCIL CHAMBERS

MAYOR KEN CASTNER
COUNCIL MEMBER DONNA ADERHOLD
COUNCIL MEMBER HEATH SMITH
COUNCIL MEMBER TOM STROOZAS
COUNCIL MEMBER SHELLY ERICKSON
COUNCIL MEMBER CAROLINE VENUTI
COUNCIL MEMBER RACHEL LORD
CITY ATTORNEY HOLLY WELLS
CITY MANAGER KATIE KOESTER
CITY CLERK MELISSA JACOBSEN

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

Councilmember Aderhold requests telephonic participation.

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 2.08.040.)

3. MAYORAL PROCLAMATIONS AND RECOGNITIONS

- A. Recognition of Mayor Zak
- B. Recognition of Richard Klopp as Alaska Rural Water Association Wastewater Operator of the Year

4. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

5. RECONSIDERATION

- A. **Memorandum 18-112** from City Clerk Re: New Marijuana Cultivation License for 420 on Main. *(Timely notice of reconsideration issued by Councilmember Erickson)*

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6. 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 October 22, 2018 and Special Meeting Minutes of November 1, 2018. City Clerk. Recommend adoption. **Page 85**
- B. **Memorandum 18-123** from Mayor Re: Appointment of Katia Holmes to the Economic Development Advisory Commission as their Student Representative. **Page 107**
- C. **Memorandum 18-124** from Mayor Re: Appointment of Karin Marks as Kenai Peninsula Economic Development Division Board Representative for the City of Homer **Page 111**
- D. **Memorandum 18-125** from City Clerk Re: Liquor License Renewals for Don Jose's Mexican Restaurant, Fresh Catch Café, and Homer Spit Oyster Bar. **Page 113**
- E. **Memorandum 18-126** from City Clerk Re: Approval of a Letter to Kenai Peninsula Economic Development Division Requesting Outreach to Airlines for Seasonal Jet Service to Homer. Requested by Councilmember Stroozas. **Page 143**
- F. **Ordinance 18-49**, An Ordinance of the City Council of Homer, Alaska, Amending the 2019 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls. City Manager/Port Director. Recommended dates Introduction November 26, 2018, Public Hearing and Second Reading December 10, 2018. **Page 153**
- G. **Ordinance 18-50**, An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding Greatland Street, Nelson Avenue, Ronda Street, Father Dean Court, and South Slope Drive as Urban Roads. City Manager/Public Works Director. Recommended dates Introduction November 26, 2018, Public Hearing and Second Reading December 10, 2018. **Page 159**

Memorandum 18-133 from Public Works Superintendent as backup. **Page 161**
- H. **Ordinance 18-51**, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Chapter 21.18 Central Business District, Section 21.18.020 Permitted Uses and Structures to Delete Marijuana Cultivation Facilities as a Permitted Use. Smith.

Recommended dates Introduction and Refer to Planning Commission November 26, 2018, Public Hearing and Second Reading January 14, 2018. **Page 165**

I. **Resolution 18-088**, A Resolution of the City Council of Homer, Alaska, in Support of Full Funding (\$7,409,439) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2020 Capital Budget. City Manager/Port Director. **Page 169**

J. **Resolution 18-089**, A Resolution of the City Council of Homer, Alaska, Authorizing the Participation of its Employees in the Public Employees' Deferred Compensation Plan of Alaska and the Payment of the Required Contributions, Pursuant to AS 39.45 ET SEQ. City Manager. **Page 171**

Memorandum 18-128 from Personnel Director as backup. **Page 173**

K. **Resolution 18-090**, A Resolution of the Homer City Council Establishing a Regular Quarterly Report from the Southern Kenai Peninsula Opioid Task Force to the Homer City Council for 2019. Aderhold. **Page 179**

L. **Resolution 18-091**, A Resolution of the City Council of Homer, Alaska, Supporting the Siting of the Alaska Gas Line Development Corporation's Alaska LNG Liquefaction Plant and Marine Terminal in Nikiski, Alaska. Stroozas. **Page 181**

M. **Resolution 18-092**, A Resolution of the City Council of Homer, Alaska, Supporting the City Manager of the City of Kenai, or Their Designee, Be Appointed to the Municipal Advisory Gas Project Review (MAG) Board as the Member of an Organization Representing the Interest of Kenai Peninsula Borough Municipalities. Stroozas.

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7. VISITORS

A. Homer Chamber of Commerce Annual Report (10 minutes)

8. ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/ COMMISSION/COMMITTEE REPORTS

A. Borough Report

B. Commissions/Board/Committee Reports (5 minute limit per report)

1. Library Advisory Board
 2. Homer Advisory Planning Commission
 3. Economic Development Advisory Commission
 - a. Memorandum re: Commission Report **Page 191**
 4. Parks Art Recreation and Culture Advisory Commission
 5. Port and Harbor Advisory Commission
 - a. Memorandum re: PHC Goals for Developing a Work Strategy with City Council **Page 193**
 6. Americans with Disabilities Act Compliance Committee
 7. Employee Committee
 - a. Memorandum 18-117 from Employee Committee **Page 195**
- 9. PUBLIC HEARING(S)**
- A. **Ordinance 18-39**, An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.18.040 to Reduce the Setback Requiring a Conditional Use Permit from Twenty Feet to Ten Feet in the Central Business District. Aderhold. Introduction and Refer to Planning Commission August 27, 2018, Public Hearing and Second Reading November 26, 2018. **Page 203**
- Memorandum 18-129 from City Planner as backup. **Page 207**
- B. **Ordinance 18-40**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating the FY19 State of Alaska Community Assistance Program Payment the Amount of \$177,172.05 to the Police Station Fund. City Manager. Recommended Dates: Introduction September 10, 2018, Public Hearing and Second Reading November 26, 2018. **Page 275**
- Memorandum 18-130 from City Clerk as back up. **Page 277**
- C. **Ordinance 18-44**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. Recommended dates Introduction October 22, 2018, Public Hearing November 26 and December 10, 2018 and Second Reading December 10, 2018. **Page 281**

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- E. **Resolution 18-078**, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff. City Clerk. (Follows Ordinance 18-44) **Page 325**
- F. **Ordinance 18-45**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Grant from the Alaska Highway Safety Office in the Amount of \$27,633 for the Homer Police Department Project Drive and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018. **Page 329**
- Memorandum 18-120 from Police Chief as backup **Page 331**
- G. **Ordinance 18-46**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY 2018 State Homeland Security Grant for Upgrading the City's Radio Communication System and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018. **Page 341**
- Memorandum 18-122 from Police Chief as backup **Page 343**
- H. **Ordinance 18-47**, An Ordinance of the City Council of Homer, Alaska, Adopting the 2018 Homer Comprehensive Plan and Recommending Adoption by the Kenai Peninsula Borough. City Manager. Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018. **Page 351**
- Memorandum 18-115 from City Planner as backup **Page 355**
- 10. ORDINANCE(S)**
- 11. CITY MANAGER'S REPORT**

A. City Manager's Report **Page 361**

12. PENDING BUSINESS

A. **Memorandum 18-112** from City Clerk Re: New Standard Marijuana Cultivation License for 420 on Main. *(If reconsideration passes)* **Page 23**

13. NEW BUSINESS

A. **Memorandum 18-134** from City Clerk Re: Approval of a Letter to Marijuana Control Board Re: Request to postpone issuing a decision on permit for License 16446 for 420 On Main. Requested by Councilmember Smith. **Page 413**

B. **Memorandum 18-135** from City Clerk Re: New Marijuana Product Manufacturing Facility License for 420 on Main. **Page 417**

C. **Memorandum 18-127**, from City Clerk Re: Approval of a Letter to Alaska DOT Commenting on Changes to the Intersection at Lake Street and East End Road. Requested by Councilmember Stroozas. **Page 510**

14. RESOLUTIONS

15. COMMENTS OF THE AUDIENCE

16. COMMENTS OF THE CITY ATTORNEY

17. COMMENTS OF THE CITY CLERK

18. COMMENTS OF THE CITY MANAGER

19. COMMENTS OF THE MAYOR

20. COMMENTS OF THE CITY COUNCIL

21. ADJOURNMENT

Next Regular Meeting is Monday, December 10, 2018 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

MAYORAL PROCLAMATIONS
AND RECOGNITIONS

PUBLIC COMMENTS
UPON MATTERS
ALREADY ON THE AGENDA

RECONSIDERATION



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 18-112

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: OCTOBER 15, 2018
SUBJECT: NEW MARIJUANA STANDARD CULTIVATION LICENSE FOR 420 ON MAIN

We have been notified by the Alcohol Marijuana Control Office of a standard marijuana cultivation application in the City of Homer for the following:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
16446	420 on Main	Standard Cultivation	420 on Main, LLC	3684 Main Street

Per Homer City Code 21.62.040 the City Planner has reviewed the site and operation and finds 420 on Main is in compliance with Homer City Zoning Codes and recommends approval of license 16446 for a marijuana standard cultivation with the following conditions:

1. Lighting. Outdoor lighting must comply with Level One lighting standards per HCC 21.59.030. "No outside lighting shall be installed so as to cause light trespass or glare", HCC 21.59.030 (c)
2. Signage. Signage must comply with HCC 21.60. As the proposed location supports multiple businesses, signs must be coordinated to fit within the total allowance for the site.
3. Permitting. The proposed addition will require gaining a zoning permit from the City of Homer per 21.70

RECOMMENDATION: Confirm the approval of the new standard marijuana cultivation license.

Fiscal Note: Revenues.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Entity Documents
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS & PROFESSIONAL
 LICENSING**

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

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	420 on Main, LLC

Entity Type: Limited Liability Company

Entity #: 10068940

Status: Good Standing

AK Formed Date: 9/30/2017

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2019

Entity Mailing Address: PO BOX 3140, HOMER, AK 99603

Entity Physical Address: 3684 MAIN STREET, HOMER, AK 99603

Registered Agent

Agent Name: Robert K Bornt

Registered Mailing Address: 3684 MAIN STREET APT #1, HOMER, AK 99603

Registered Physical Address: 3684 MAIN STREET APT #1, HOMER, AK 99603

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Robert Bornt	Member	100

Filed Documents

Date Filed	Type	Filing	Certificate
9/30/2017	Creation Filing	Click to View	Click to View
7/13/2018	Initial Report	Click to View	

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EMAIL THE WEBMASTER

State of Alaska
Department of Commerce, Community, and Economic Development
Corporations, Business, and Professional Licensing

Certificate of Organization

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community, and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

420 on Main, LLC



IN TESTIMONY WHEREOF, I execute the certificate
and affix the Great Seal of the State of Alaska
effective September 30, 2017.

A handwritten signature in black ink, appearing to read "Chris Hladick".

Chris Hladick
Commissioner

Alaska Business License # 1061982

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

420 ON MAIN, LLC

PO BOX 3140 HOMER AK 99603

owned by

420 ON MAIN, LLC

is licensed by the department to conduct business for the period

November 06, 2017 through December 31, 2018
for the following line of business:

42 - Trade



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

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

Mike Navarre

**LIMITED LIABILITY COMPANY OPERATING AGREEMENT
OF
420 on Main, LLC**

FORMED IN THE STATE OF ALASKA, This Agreement, entered into on September 30, 2017, is a Single Member Operating Agreement, entered into by and between 420 on Main, LLC, an Alaska LLC and Robert Bornt of Homer, AK, hereinafter known as the "Member"

WHEREAS the Member(s) desire to create a limited liability company under the laws of the State of Alaska and set forth the terms herein of the Company's operation and the relationship between Member(s).

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and other valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Member(s) and the Company agree as follows:

1. Name and Principal Place of Business

The name of the Company shall be . 420 on Main LLC

2. Formation

The Company was formed on September 30, 2017, when the Member(s) filed the Articles of Organization with the office of the Secretary of State of the State of Alaska pursuant to the statutes governing limited liability companies in the State of Alaska (the "Statutes").

3. Purpose

The purpose of the Company is to engage in and conduct any and all lawful businesses, activities or functions, and to carry on any other lawful activities in connection with or incidental to the foregoing, as the Member(s) in their discretion shall determine.

4. Term

The term of the Company shall be perpetual, commencing on the filing of the Articles of Organization of the Company, and continuing until terminated under the provisions set forth herein.

5. Member Capital Contributions

The Member may make such capital contributions (each a "Capital Contribution") in such amounts and at such times as the Member shall determine. The Member shall not be obligated to make any Capital Contributions. The Member may take distributions of the capital from time to time in accordance with the limitations imposed by the Statutes.

6. Distributions

For purposes of this Agreement "net profits" and "net losses" mean the profits or losses of the Company resulting from the conduct of the Company's business, after all expenses, including depreciation allowance, incurred in connection with the conduct of its business for which such expenses have been accounted.

The term "cash receipts" shall mean all cash receipts of the Company from whatever source derived, including without limitation capital contributions made by the Member(s); the proceeds of any sale, exchange, condemnation or other disposition of all or any part of the assets of the Company; the proceeds of any loan to the Company; the proceeds of any mortgage or refinancing of any mortgage on all or any part of the assets of the Company; the proceeds of any insurance policy for fire or other casualty damage payable to the Company; and the proceeds from the liquidation of assets of the Company following termination.

The term "capital transactions" shall mean any of the following: the sale of all or any part of the assets of the Company; the refinancing of mortgages or other liabilities of the Company; the receipt of insurance proceeds; and any other receipts or proceeds are attributable to capital.

A "Capital Account" for the Member shall be maintained by the Company. The Member's Capital Account shall reflect the Member's capital contributions and increases for any net income or gain of the Company. The Member's Capital Account shall also reflect decreases for distributions made to the Member and the Member's share of any losses and deductions of the Company.

7. Books, Records and Tax Returns

The Company shall maintain complete and accurate books and records of the Company's business and affairs as required by the Statutes and such books and records shall be kept at the Company's Registered Office and shall in all respects be independent of the books, records and transactions of the Member.

The Company's fiscal year shall be the calendar year with an ending month of December.

The Member intends that the Company, as a single member LLC, shall be taxed as a sole proprietorship in accordance with the provisions of the Internal Revenue Code. Any provisions herein that may cause may cause the Company not to be taxed as a sole proprietorship shall be inoperative.

8. Bank Accounts

All funds of the Company shall be deposited in the Company's name in a bank account or accounts as chosen by the Member(s). Withdrawals from any bank accounts shall be made only in the regular course of business of the Company and shall be made upon such signature or signatures as the Members from time to time may designate.

9. Management of the Company

The business and affairs of the Company shall be conducted and managed by the Member(s) in accordance with this Agreement and the laws of the State of Alaska.

Robert Bornt, as sole member of the Company, has sole authority and power to act for or on behalf of the Company, to do any act that would be binding on the Company, or incur any expenditures on behalf of the Company. The Member shall not be liable for the debts, obligations or liabilities of the Company, including under a judgment, decree or order of a court. The Company is organized as a "member-managed" limited liability company. The Member is designated as the initial managing member.

10. Ownership of Company Property.

The Company's assets shall be deemed owned by the Company as an entity, and the Member shall have no ownership interest in such assets or any portion thereof. Title to any or all such Company assets may be held in the name of the Company, one or more nominees or in "street name", as the Member may determine.

Except as limited by the Statutes, the Member may engage in other business ventures of any nature, including, without limitation by specification, the ownership of another business similar to that operated by the Company. The Company shall not have any right or interest in any such independent ventures or to the income and profits derived therefrom.

11. Dissolution and Liquidation

The Company shall dissolve and its affairs shall be wound up on the first to occur of (i) At a time, or upon the occurrence of an event specified in the Articles of Organization or this Agreement. (ii) The determination by the Member that the Company shall be dissolved. Upon the death of the Member, the Company shall be dissolved. By separate written documentation, the Member shall designate and appoint the individual who will wind down the Company's business and transfer or distribute the Member's Interests and Capital Account as designated by the Member or as may otherwise be required by law.

Upon the disability of a Member, the Member may continue to act as Manager hereunder or appoint a person to so serve until the Member's Interests and Capital Account of the Member have been transferred or distributed.

12. Indemnification

The Member (including, for purposes of this Section, any estate, heir, personal representative, receiver, trustee, successor, assignee and/or transferee of the Member) shall not be liable, responsible or accountable, in damages or otherwise, to the Company or any other person for: (i) any act performed, or the omission to perform any act, within the scope of the power and authority conferred on the Member by this agreement and/or by the Statutes except by reason of acts or omissions found by a court of competent jurisdiction upon entry of a final judgment rendered and un-appealable or not timely appealed ("Judicially Determined") to constitute fraud, gross negligence, recklessness or intentional misconduct; (ii) the termination of the Company and this Agreement pursuant to the terms hereof; (iii) the performance by the Member of, or the omission by the Member to perform, any act which the Member reasonably believed to be consistent with the advice of attorneys, accountants or other professional advisers to the Company with respect to matters relating to the Company, including actions or omissions determined to constitute violations of law but which were not undertaken in bad faith; or (iv) the conduct of any person selected or engaged by the Member.

The Company, its receivers, trustees, successors, assignees and/or transferees shall indemnify, defend and hold the Member harmless from and against any and all liabilities, damages, losses, costs and expenses of any nature whatsoever, known or unknown, liquidated or unliquidated, that are incurred by the Member (including amounts paid in satisfaction of judgments, in settlement of any action, suit, demand, investigation, claim or proceeding ("Claim"), as fines or penalties) and from and against all legal or other such costs as well as the expenses of investigating or defending against any Claim or threatened or anticipated Claim arising out of, connected with or relating to this Agreement, the Company or its business affairs in any way; provided, that the conduct of the Member which gave rise to the action against the Member is indemnifiable under the standards set forth herein.

Upon application, the Member shall be entitled to receive advances to cover the costs of defending or settling any Claim or any threatened or anticipated Claim against the Member that may be subject to indemnification hereunder upon receipt by the Company of any undertaking by or on behalf of the Member to repay such advances to the Company, without interest, if the Member is Judicially Determined not to be entitled to indemnification as set forth herein.

All rights of the Member to indemnification under this Agreement shall (i) be cumulative of, and in addition to, any right to which the Member may be entitled to by contract or as a matter of law or equity, and (ii) survive the dissolution, liquidation or termination of the Company as well as the death, removal, incompetency or insolvency of the Member.

The termination of any Claim or threatened Claim against the Member by judgment, order, settlement or upon a plea of *nolo contendere* or its equivalent shall not, of itself, cause the Member not to be entitled to indemnification as provided herein unless and until Judicially Determined to not be so entitled.

13. Miscellaneous

This Agreement and the rights and liabilities of the parties hereunder shall be governed by and determined in accordance with the laws of the State of Alaska. If any provision of this Agreement shall be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement, which shall remain in full force and effect.

The captions in this Agreement are for convenience only and are not to be considered in construing this Agreement. All pronouns shall be deemed to be the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require. References to a person or persons shall include partnerships, corporations, limited liability companies, unincorporated associations, trusts, estates and other types of entities.

This Agreement, and any amendments hereto may be executed in counterparts all of which taken together shall constitute one agreement.

This Agreement sets forth the entire agreement of the parties hereto with respect to the subject matter hereof. It is the intention of the Member(s) that this Agreement shall be the sole agreement of the parties, and, except to the extent a provision of this Agreement provides for the incorporation of federal income tax rules or is expressly prohibited or ineffective under the Statutes, this Agreement shall govern even when inconsistent with, or different from, the provisions of any applicable law or rule. To the extent any provision of this Agreement is prohibited or otherwise ineffective under the Statutes, such provision shall be considered to be ineffective to the smallest degree possible in order to make this Agreement effective under the Statutes.

Subject to the limitations on transferability set forth above, this Agreement shall be binding upon and inure to the benefit of the parties hereto and to their respective heirs, executors, administrators, successors and assigns.

No provision of this Agreement is intended to be for the benefit of or enforceable by any third party.

IN WITNESS WHEREOF, the parties have executed this Agreement this 30th day of September, 2017.

420 on Main, LLC

By: ROBERT K. BORNT

Robert K. Bornt
Member Signature



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	420 ON MAIN, LLC		
Physical Address:	3684 Main Street		
City:	Homer	State:	AK
		Zip Code:	99603
Designated Licensee:	Robert Bornt		
Email Address:	420onmain@gmail.com		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ 60 - Corrected Application Certifications
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OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board

Form MJ-00: Application Certifications

What is this form?

This application certifications form is required for all marijuana establishment license applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306.

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

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	420 on Main, LLC		
Premises Address:	3684 Main Street		
City:	Homer	State:	AK
		ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	Robert Bornt
Title:	Owner/Member/Manager

Section 3 – Other Licenses

Ownership and financial interest in other licenses: Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?

15656	Retail Marijuana Store
16718	Marijuana Product Manufacturing Facility
16446	Standard Marijuana Cultivation



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Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

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

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

I certify that I am not currently on felony probation or felony parole.

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

I certify that my proposed premises is not located in a liquor licensed premises.

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) and affiliates (as defined in 3 AAC 306.990(a)(1)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.



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Alaska Marijuana Control Board
Form MJ-00: Application Certifications

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

Initials

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

[Handwritten initials]

I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located.

[Handwritten initials]

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

Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.

Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

[Handwritten initials]

All marijuana establishment license applicants:

As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that the online application and this form, including all accompanying schedules and statements, is true, correct, and complete.

[Handwritten signature]
 Signature of licensee



[Handwritten signature]
 Notary Public in and for the State of Alaska

Robert Bornt
 Printed name of licensee

My commission expires: 01/22/2022

Subscribed and sworn to before me this 8th day of February, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

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Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446		
License Type:	Standard Marijuana Cultivation Facility				
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Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-01 Marijuana Establishment Operating Plan
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Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes and Chapter 306 of the Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	MJ License #:	16446		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
City:	Homer	State:	Alaska	ZIP:	99603
Mailing Address:	3684 Main Street				
City:	Homer	State:	Alaska	ZIP:	99603
Designated Licensee:	Robert Bornt				
Main Phone:	907-843-2661	Cell Phone:	907-843-2661		
Email:	420onmain@gmail.com				



Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Our facility will adhere to the statutes and regulations and will prohibit any one under 21 from entering any portion of the facility by validating ID's., posting signs in accordance with 3 AAC 306.625 that "No one under 21 years of age allowed." The sign will be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign.

Our facility will have secure access doors to all areas of our facility which will ensure no unauthorized access by anyone unless they are 21 one and over, have a valid ID, signed into our log book, wear a visitor badge and are with an escort at all times.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

For the entry into our cultivation premise, the person(s) requiring entry will enter through our retail entrance as described below. Our premise will have a two stage entry system.

First stage will be to enter the reception area from the public access door. All persons will be required to give the clerk their valid photo ID through a bullet proof sliding window. Once the ID has been validated, the visitor will be required to sign into our log book and then given a visitor badge.

The second stage entry will require the clerk to press the release button on the secured entry door into the restricted area with the escort.

From there, the persons requiring entry into our cultivation center will be escorted through a second secured entry door that will lead into our cultivation center.

This will ensure that we meet the requirements as stated in 3 AAC 306-350 and 3 AAC 306.710

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

As stated above we will have a two stage entry protocol so our premise will be in compliance with 3 AAC 306.710.

Every visitor will be required to sign into our logbook with their name, date and time of visit so we will be in compliance with 3 AAC 306.755.

Once the visitor has provided the clerk with a valid ID, signed into our log book, the visitor will be escorted through our secure access door into the restricted access area and will be escorted at all times by a licensee, employee, or agent of the marijuana establishment.

Once the visitor has completed their business, they will be escorted back through the secured cultivation door and into the retail reception area where they will turn in their badge, sign out in the log book with the time of departure and continue through the public access door to the outside of the premise.

We shall limit the number of visitors to not more than five visitors for each licensee, employee or agent of the licensee who is actively engage in supervising those visitors



Form MJ-01: Marijuana Establishment Operating Plan

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:



Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior lighting will be placed and tested to give the best quality of video on the surveillance monitoring system as required by 3AAC 306.715



Form MJ-01: Marijuana Establishment Operating Plan

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Alarm system will be installed on all exterior doors and windows.
 The facility will have continuous video monitoring.
 The alarm system, if activated, an alarm will sound that will notify security person in charge and the alarm company. The alarm monitoring company will place a call to 911.
 The security person in charge will immediately contact the authorities that there has been a possible breach as well.
 The security person in charge is to stay on premise until authorities arrive and answer all questions to the best of their ability, provide access to the video surveillance, and assist in any manner necessary.
 Once the authorities have received all of the immediate information they need, our staff will be required to inventory and secure all product, give authorities any discrepancy found in the inventory count, immediately secure the premise where breach occurred, reset alarms.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

We will have monitoring as required and a clear view of all areas of marijuana at all times.
 We will have an inventory tracking system as issued by the state that will track our inventory. Should there be a discrepancy, all product will need to be recounted and verified, after which, if there is still missing product, security and licensee will be notified to review video from that days opening to closing and see who/when/how the product was taken out of inventory.
 Should there be a diversion, the licensee will notify local law enforcement immediately and provide them with all the information they require.
 Employees will be trained that if they see any possible diversion, they are to contact security immediately in a safe manner and then they are to remain on the premises until they have answered all questions necessary for the initial complaint/investigation.

3.7. Describe your policies and procedures for preventing loitering:

"No loitering" signs shall be placed in clear view to the public that loitering is not allowed.
 Loitering persons shall be asked to leave the premise by our security team, if they refuse to leave the premises the local law enforcement will be notified of the loitering and all persons loitering will no longer be allowed on premises again.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials


3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.





Form MJ-01: Marijuana Establishment Operating Plan


Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. 

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. 

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. 

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). 

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video cameras will be placed and tested for to produce a clear unobstructed view inside the premise. Appropriate lighting will also aide in the visual effect to adequately identify an individual. Video cameras will be placed within 20 feet outside of each entrance to the licensed premise as well as appropriate lighting to produce an unobstructed view to adequately identify an individual.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Our surveillance room will be offsite. It will be located in the same building and will be within the licensed premise of our Marijuana Product Manufacturing License #16718

The room will have a commercial grade security door that can only be accessed by limited authorized persons via a security lock system.

The room will house the security video surveillance equipment, the back up hard drive for the computerized data systems and nightly as close, the paper log book at close of each business day, and all paper manifests from receiving shipments as required by AMCO.

The room will also house the required back up video surveillance recordings.

The room will have no windows or any other access point except the commercial grade security door.



Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

- a. all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years (records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises); RPS
- b. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment; RPS
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; RPS
- d. records related to advertising and marketing; RPS
- e. a current diagram of the licensed premises, including each restricted access area; RPS
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area; RPS
- g. all records normally retained for tax purposes; RPS
- h. accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed; RPS
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and RPS
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745. RPS

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

We will have a secure room for all paper and electronic data on site.

All records will be maintained for a minimum of 6 months on the licensed premise, older records may be archived on or off premises per 3AAC 306.755



Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

We will train all staff on fundamental customer service.
We will train all staff on our floor plan and security measures in an emergency.
We will train all staff on our opening and closing procedures to ensure that all doors, windows and data is secure during closed hours.
We will train all staff to be safe first in an emergency situation.



Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

- 7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.
- 7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.
- 7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.
- 7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions:

Yes No

- 7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.
- 7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Our facility will prepare and package the marijuana to be shipped with the labels specifying all required information as 3 AAC 306.475, 3 AAC 306.645 to ensure we are in complete compliance.

When marijuana is transported, we shall use the marijuana inventory tracking system to record the type, amount and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times.

During transport, the marijuana or marijuana product will be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The vehicle will have thick walled vault that will have a key lock that only the transporter will have access to.

We shall keep records of all marijuana shipped from our establishment as required under 3 AAC 306.755.



Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

- 8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.
- 8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.
- 8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.
- 8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.
- 8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.
- 8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.
- 8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

One sign will be placed on our premise as required to do business in the State of Alaska.

The sign will be approximately 12" x 36" and will state our business name as 420 on Main LLC in a block letter font.



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

At this time we do not intend to advertise except our logo labels on our packaging. Here is a sample of our logo.



I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Robert H. Bornt
Signature of licensee

Robert Bornt

Printed name of licensee



Lisa Davis
Notary Public In and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 23 day of February, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet must be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	420 ON MAIN, LLC		
Physical Address:	3684 Main Street		
City:	Homer	State:	AK
		Zip Code:	99603
Designated Licensee:	Robert Bornt		
Email Address:	420onmain@gmail.com		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-02 Premises Diagrams
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Alaska Marijuana Control Board Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). All areas designated as the licensed premises of a single license must be contiguous.

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
a diagram showing only the licensed premises areas that will be ready to be operational at the time of your preliminary inspection and license issuance;
- **Diagram 2:**
if different than Diagram 1, a diagram outlining all areas for which the licensee has legal right of possession (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**
a site plan or as-built of the entire lot, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**
an aerial photo of the entire lot and surrounding lots, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**
a diagram of the entire building in which the licensed premises is located, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

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License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
City:	Homer	State:	Alaska	ZIP:	99603



Alaska Marijuana Control Board
Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices.

The following details must be included in all diagrams:

- License number and DBA
- Legend or key
- Color coding
- Dimensions
- Labels
- True north arrow

The following additional details must be included in Diagram 1:

- Surveillance room
- Restricted access areas
- Storage areas
- Entrances, exits, and windows
- Walls, partitions, and counters
- Any other areas that must be labeled for specific license types

The following additional details must be included in Diagram 2:

- Areas of ingress and egress
- Entrances and exits
- Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- Areas of ingress and egress
- Cross streets and points of reference

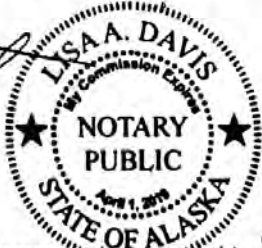
The following additional details must be included in Diagram 5:

- Areas of ingress and egress
- Entrances and exits
- Walls and partitions
- Cross streets and points of reference

I declare under penalty of unsworn falsification that I have attached all necessary diagrams that meet the above requirements, and that this form, including all accompanying schedules, statements, and depictions is true, correct, and complete.

Robert K. Bornt
 Signature of licensee

Robert Bornt
 Printed name of licensee



Lisa Davis
 Notary Public in and for the State of Alaska

My commission expires: 4/1/2018

Subscribed and sworn to before me this 23 day of February, 2018.

Diagram 3 License # 16446

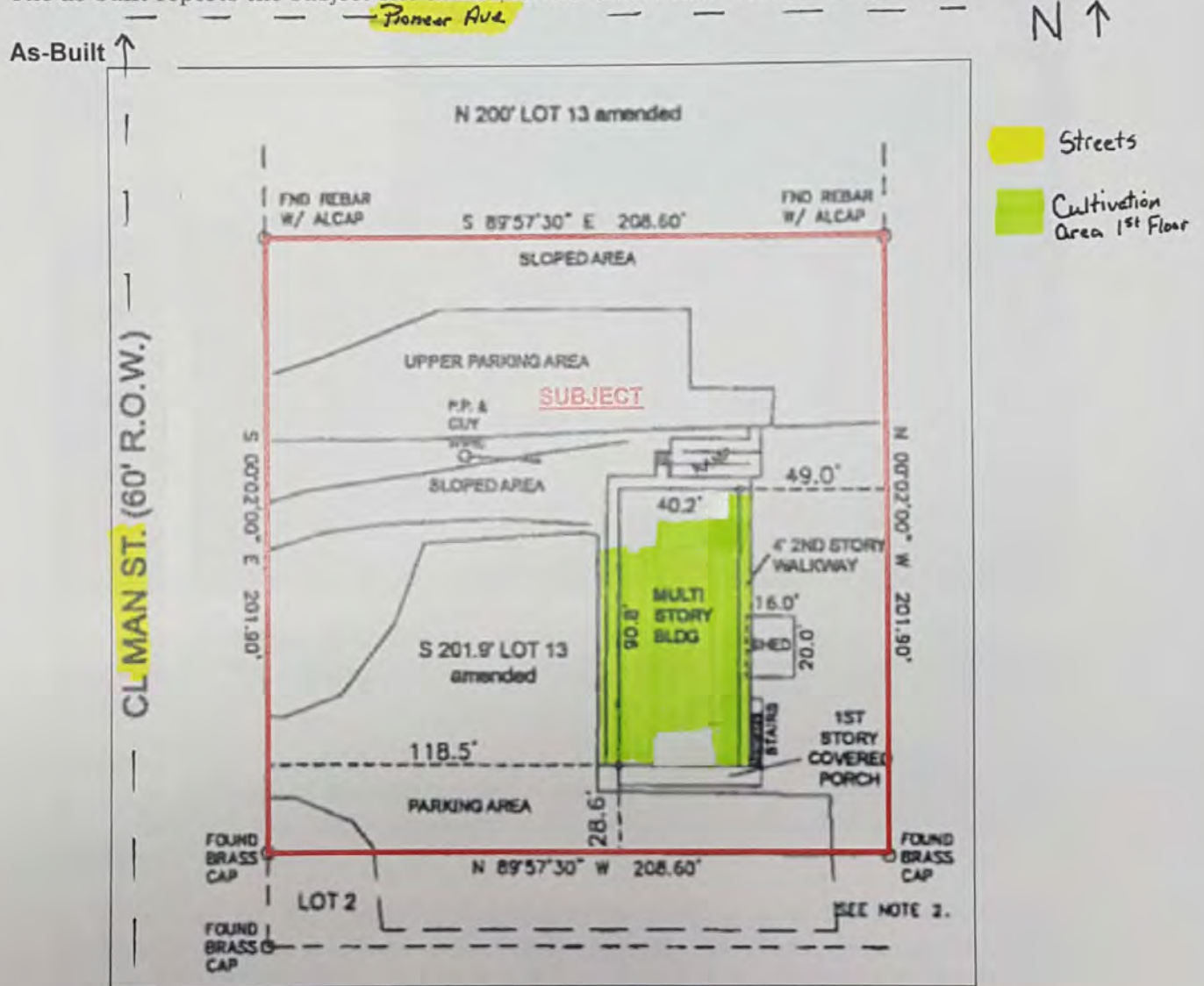
SITE DESCRIPTION

Location

The site is located on the east side of Main Street between W Pioneer Avenue and Sterling Highway, in Homer, Alaska. The street address is 3684 Main Street.

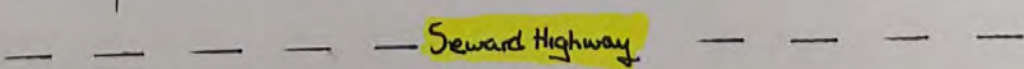
Site Area and Dimensions

The as-built reports the subject site at ±42,116 SF (±0.97 Ac). The site is square.



Utilities

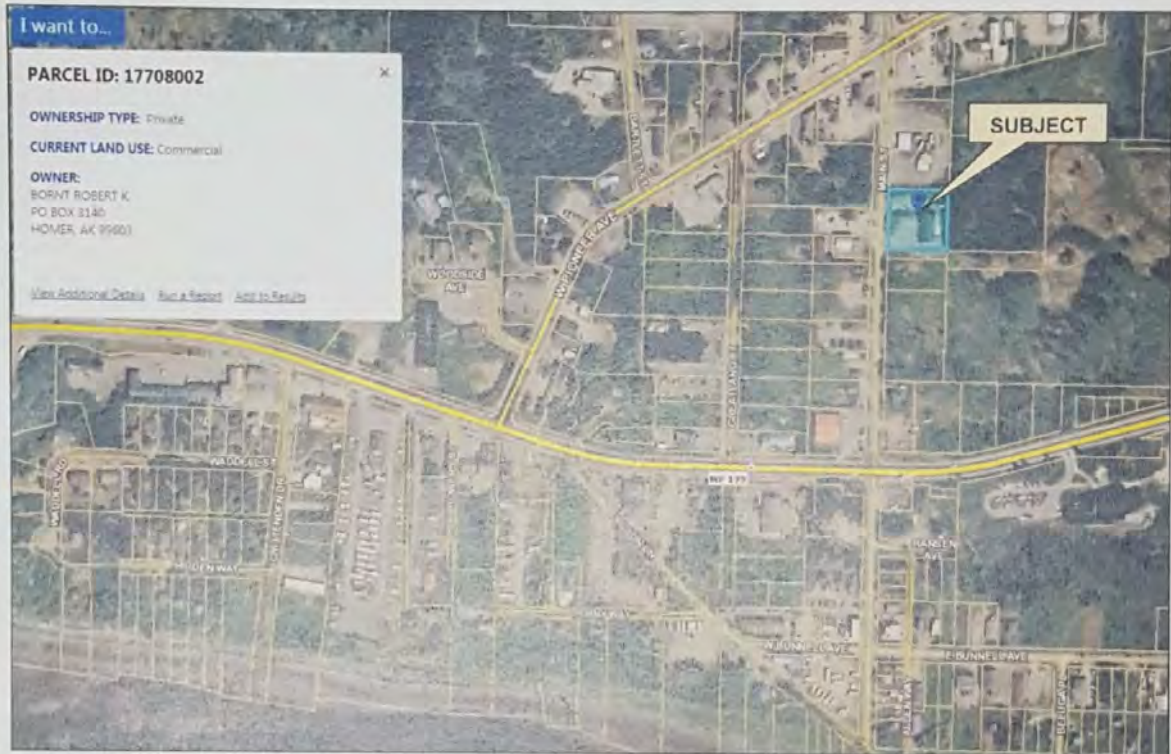
All public utilities are available with natural gas, electricity, water and sewer on-site.



EXECUTIVE SUMMARY

Property Appraised

The subject property consists of a ±42,116 SF (±0.97 acre) site located on the west side of Main Street between W Pioneer Avenue and Sterling Highway, in Homer, Alaska. The site address is 3684 Main Street.



The parcel is legally described as Lot 13, Tract B, Nils O Svedlund Subdivision (Amended). The Kenai Peninsula Borough (KPB) tax identification number is 17708002.

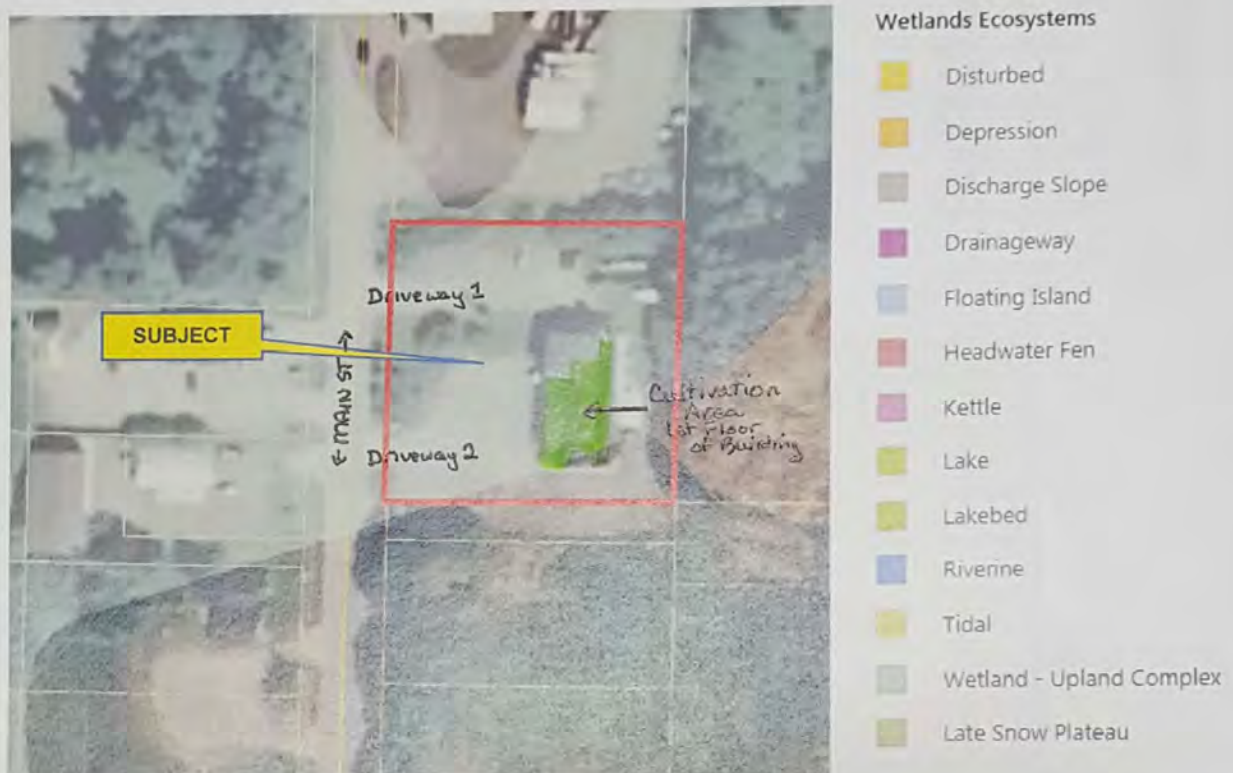
The subject was originally constructed as a three-story, mixed-use building. The ground floor consisted of a coin-operated laundromat / shower service for public use. The second and third floors consisted of (6) residential apartments (four 2-bedrooms and two one-bedrooms).

As of October 18, 2017 (date of inspection) the building is in the process of being significantly renovated. Three of the 2-bedroom units have been, or are in the process of being turned into studios. As proposed, the ground floor will feature a laundromat / shower service, retail space, owner-residence (known as the resiliency center), and an additional (12) studio units. In total, the project will feature (25) restricted housing units.²

² (22) studios, (2) one-bedrooms, and (1) two-bedroom unit. The ground floor, 1,600 SF, one-bedroom unit is the owner-residence (known as the resiliency center), and is not restricted.

Topography and Soils

The site is generally cleared and near grade of surrounding streets. It slopes from the north and is terraced with an upper and lower parking area.



The majority of the site appears to be a "Wetland/Upland Complex" area.²² Wetlands were not observed during our on-site inspection. Given the sloping topography and existing improvements, the drainage and soils appear adequate.

The subject appears to be outside of any flood plain.²³ Most of south-central Alaska is classified in "seismic zone 4". Permitting agencies typically recognize this zone in its application of the uniform building code.

Access and Frontage

The site has ±202' of frontage along Main Street (2-lane paved road). Overall, access is considered adequate.

²² Areas mapped as Wetland/Upland complex support wetlands mixed with uplands, but at a scale too fine to delineate. Wetlands cover at least 30% of the area. This designation is used to flag marginal areas. The most common wetland type occurring in the Wetland/Upland complex polygons are Discharge Slope Wetlands. Most of the area in the City of Homer contain either Discharge Slope or Wetland/Upland complex wetlands.

²³ FEMA Flood Map Service, Map No. 02122C2020E, effective 10/20/2016

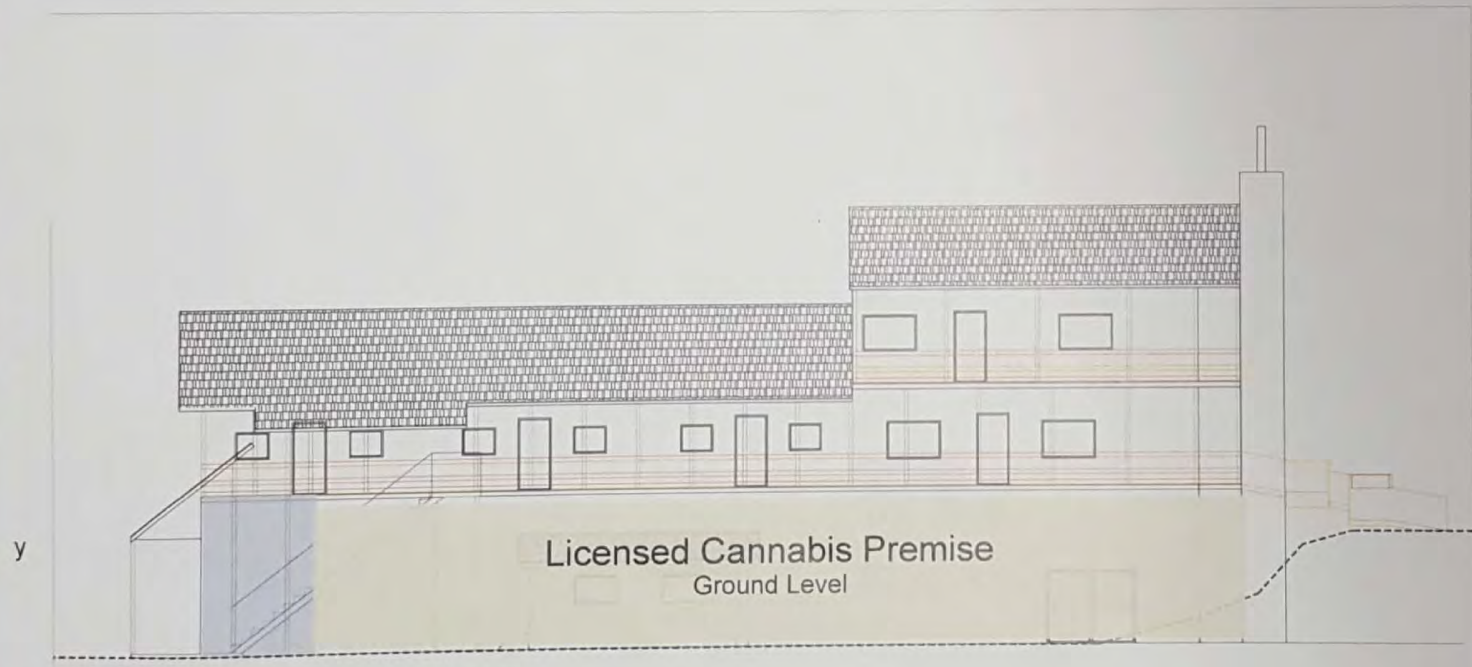
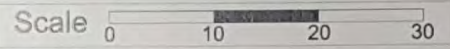


Mixed use elevation

Diagram 5A
 License # 16446
 Showing Relation to Building

Public Laundry
 ground level
 entrance

Elevation - West



Upper
 parking lot
 Residence
 and Guest
 2nd and 3rd floor



Alaska Marijuana Control Board

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City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-04 Marijuana Cultivation Facility
-----------------	--------------------------------------

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Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 4** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.420(2).

What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Cultivation plan
- Waste disposal
- Odor control
- Testing procedure and protocols
- Packaging and labeling

This form must be completed and submitted to AMCO's main office before any new or transfer application for a standard marijuana cultivation facility or limited marijuana cultivation facility license will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	MJ License #:	16446		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
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Section 2 - Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the flow of marijuana from seed or clone to harvest and transfer from your premises:

When we start our business, we will obtain seeds/clones and enter them into the tracking system. As the plants grow and mature, we will transfer the plants from the seedling room to the vegetation room and when ready they will be moved to the final stage room of flowering. When plants have matured, we will harvest the plants for drying and resale. All portions of the plant whether harvested or waste will be entered into the tracking system as required and in full compliance with all state regulations and statutes. All waste will be recorded and immediately mixed with compostable materials at a 50/50 ratio to make it unusable and disposed of according to all state regulations and statutes. Those portions that will be for resale to manufacturers and retailers will be tested, weighed, packaged, labeled and transported accordingly and in complete compliance with all state regulations and statutes. All marijuana handlers will be in compliance with the marijuana handlers card. Our facility will also follow all health, safety and sanitation regulations and statutes.

Section 3 - Prohibitions

Review the requirements under 3 AAC 306.405 and 3 AAC 306.410.

3.1. I certify that the marijuana cultivation facility will not:

Initials

- a. sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation;
b. allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on the licensed premises or within 20 feet of the exterior of any building or outdoor cultivation facility; or
c. treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana.

[Handwritten initials]

[Handwritten initials]

[Handwritten initials]

Section 4 - Cultivation Plan

Review the requirements under 3 AAC 306.420 and 3 AAC 306.430.

4.1. Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

Total Cultivation area - (not including trim/dry room, mechanical/electrical/sprinkler room or restrooms) will be 3932.53 sq ft
Flower/Vegetation Room 1 - 60' x 16' 8" = 960.66 sq ft
Flower/Vegetation Room 2 - 40' 2-1/2" x 44' 8" = 1795.70 but the actual cultivation area for this room is 1438.37 because the following are included in this room:
Mother/Clone Room 13'7" x 8" - 108.66 sq ft.
Restroom area - 15' 4" x 13' = 195.43 sq ft.
Mechanical Room - 15' 4" x 6' = 95 sq ft.
Sprinkler Room - 11.116' x 6' - 67 sq ft.
Flower/Vegetation Room 3 - 17' 3-1/2" x 90' = 1533.50 sq ft.
Trim/Dry Room - 26' 10-1/2" x 14' 8" = 306.02 sq ft.



Form MJ-04: Marijuana Cultivation Facility Operating Plan Supplemental

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

4.2. The proposed area(s) for cultivation are clearly identified on the Form MJ-02: Premises Diagram that is submitted with this application.

Answer "Yes" or "No" to the following question: Yes No

4.3. Will the marijuana cultivation facility include outdoor production?

Yes No

If "Yes", describe the outdoor structure(s) or the expanse of open or clear ground and how it is fully-enclosed by a physical barrier:

4.4. Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility, whether indoors or outdoors, cannot be observed by the public from outside the facility:

There are no windows in the facility for security purposes of the proposed restricted areas. The entrances to the facility will have solid (no windows) commercial grade security doors.

4.5. Describe the marijuana cultivation facility's growing medium(s) to be used:

The growing mediums to be used will be various types of perlite, rock wool, pro-mix, soil, sand, grow stones for the initial seed to grow, then the plant will be placed into the hydroponics with no grow medium necessary.

4.6. Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:

Our facility will utilize such brands as General Hydroponics Flora series for fertilizer and chemicals for the growing process.
Our facility will also be using CO2 injection and a monitoring system to control CO2 injections
Our delivery system of nutrients will be provided through the hydroponic pumping system that feeds the plants the necessary nutrients in timed increments to keep the plants healthy.



4.7. Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

We will be using a hydroponic grow system. We will recycle the water through a 1-6 stage reverse osmosis system for water recycling in the cultivation process.

Section 5 - Waste Disposal

Review the requirements under 3 AAC 306.740.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

5.1. The marijuana cultivation facility shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it.

[Handwritten initials]

5.2. Describe how you will store, manage, and dispose of any solid or liquid marijuana waste, including wastewater generated during marijuana cultivation, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown:

All solid waste will be ground and placed in barrels with a 50/50 ratio of compostable materials such as food waste, yard waste, vegetable oil to render the waste unusable.

We have contacted the local waste authority and they will supply us with containers with locks and after we render it unusable with compostable materials, it will be picked up by them and disposed of according to their Alaska Department of Conservation state and local regulations.

Liquid/water waste - The water waste in cultivation facility will be recycled. We have contacted the local water authority and at any time our water is deemed unusable to our standards, the liquid waste authority will pick up our wastewater in our holding tanks and dispose of it according their Alaska Department of Conservation state and local regulations.



Section 6 – Odor Control

Review the requirements under 3 AAC 306.430.

Answer "Yes" or "No" to the following question:

Yes No

6.1. Have you received an exemption from your local government for the odor control requirement set forth in 3 AAC 306.430(c)(2)?

Yes: [] No: [x]

If "Yes", you must be able to certify the statement below. Read the following and then sign your initials in the box:

Initials

I am attaching to this form documentation of my odor control exemption from the local government.

[]

If "No" to question 6.1., describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:

Our facility will be using a self contained, closed loop carbon filtration system. Any air extracted from the building will be piped through the system and additional carbon filters that will lead to the air exhaust pipe that will project through our roof 15' into the air.

Section 7 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:

Initials

7.1. I understand and agree that the board or director will, from time to time, require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks.

[Signature]

7.2. I will ensure that any individual responsible for collecting random, homogenous samples for required laboratory testing under 3 AAC 306.455 will prepare the necessary accompanying signed statement, provide the signed statement to the marijuana testing facility, and maintain a copy as a business record under 3 AAC 306.755.

[Signature]

7.3. Describe the testing procedures and protocols the marijuana cultivation facility will follow:

In accordance with 3 AAC 306.455 for the required laboratory testing our facility shall provide a sample of each harvest batch of marijuana produced at the facility to a marijuana testing facility and may not sell or transport any marijuana until all laboratory testing required under 3 AAC 306.645 has been completed. Our facility will collect a random, homogenous sample for testing by segregating harvested marijuana into batches of individual strains of bud and flower, then selecting a random sample from each batch in an amount required by the marijuana testing facility. Our facility shall designate an individual responsible for collecting each sample and that individual shall prepare a signed statement showing that each sample has been randomly selected for testing and will provide the signed statement to the marijuana testing facility. Our facility shall maintain a copy as a business record under 3 AAC 306.755. Our facility shall transport the sample to the marijuana testing facility's licensed premises in compliance with 3 AAC 306.750. Our facility shall segregate the entire batch from which the testing sample was selected until the marijuana testing facility reports the results from its tests. During this period of segregation, our facility shall maintain the batch in a secure, cool, and dry location to prevent the marijuana from becoming contaminated or losing its efficacy. Our facility will not sell or transport any marijuana from the segregated batch until the marijuana testing facility has completed its testing and provided those results, in writing to us. We shall maintain the testing results as part of its business books and records.



Section 8 – Packaging and Labeling

Review the requirements under 3 AAC 306.470 and 3 AAC 306.475.

Answer "Yes" or "No" to the following question:

Yes No

8.1. Will the marijuana cultivation facility be packaging marijuana for a retail marijuana store to sell to a consumer without repackaging?

Yes [checked] No []

If "Yes", describe how the marijuana cultivation facility will ensure that the marijuana sold will meet the packaging requirements in 3 AAC 306.470, and provide a sample label that the facility will use to meet the labeling requirements set forth in 3 AAC 306.475:

Our facility to be in compliance with 3 AAC 306.470 shall package its marijuana bud and flower for sale in a package not exceeding one ounce for resale to consumers without additional handling by the retail marijuana store except to add the retail marijuana store's own identifying name or logo and license number.
Our facility to be in compliance with 3 AAC 306.475. shall package marijuana for a retail marijuana store to sell to a consumer without re-packaging, our facility shall affix a label to each package of marijuana or marijuana product that contains each of the following statements:
(1) "Marijuana has intoxicating effects and may be habit forming and addictive.";
(2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";
(3) "There are health risks associated with consumption of marijuana.";
(4) "For use only by adults twenty-one and older. Keep out of the reach of children.";
(5) "Marijuana should not be used by women who are pregnant or breast feeding."
Please see attached sample label on page 7.

Answer "Yes" or "No" to the following question:

Yes No

8.2. Will the marijuana cultivation facility be packaging marijuana in wholesale packages?

Yes [checked] No []

If "Yes", describe how the marijuana cultivation facility will ensure that the marijuana sold will meet the packaging requirements in 3 AAC 306.470, and provide a sample label that the facility will use to meet the labeling requirements set forth in 3 AAC 306.475:

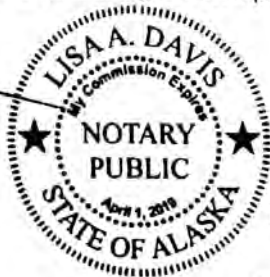
Our facility to be in compliance with 3 AAC 306.470 shall package the marijuana in a wholesale package not exceeding five pounds for repackaging by the retail marijuana store; or to a marijuana product manufacturing facility in a wholesale package not exceeding five pounds; and consisting of a single strain or a mixture of strains as identified on the label.
Our facility will package marijuana for a retail marijuana store to sell to a consumer without repackaging, the packaging will not have any printed images, including cartoon characters, that specifically target persons under 21 years of age. In addition, the packaging will protect the product from contamination and may not impart any toxic or damaging substance to the marijuana.
Our facility will prepare each package in compliance with the statutes and regulations and will be identified by a tracking label generated for tracking by our facilities marijuana inventory tracking system.
Our facility shall prepare marijuana for transport or transfer to another marijuana establishment by placing marijuana packaged in compliance with section 3 AAC 306.470 within a sealed, tamper-evident shipping container, affixing a label in compliance with 3 AAC 306.475 to the shipping container; and generating a transport manifest from our facility's marijuana inventory tracking system.
Our transport manifest will remain with the marijuana at all times while being transported, and a copy will be given to the licensed marijuana establishment that receives the shipment.

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and AS 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Robert K Bornt
Printed name of licensee



Signature of Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 23 day of February 2018.



(Additional Space as Needed):

Example: Section 8 j 8.1 Label

Front



Back

Marijuana has intoxicating effects and may be habit forming and addictive.
Marijuana impairs concentration, coordination, and judgment.
Do not operate a vehicle or machinery under its influence.
There are health risks associated with consumption of marijuana.
For use only by adults twenty-one and older. Keep out of the reach of children.
Marijuana should not be used by women who are pregnant or breast feeding.



(Additional Space as Needed):

Example: Section 8 ; 8.2 Label

Cultivated by: 420 on Main Lic # 16446

Warning:


Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

Batch # 1001
Growing Medium: Hydroponic
Fertilizer: Flora Aid
Ph Balancer: Flora Aid

Weight: 5lbs

TESTED FOR: 420 on Main FLOWER
Homer, AK INDOOR
COCO

Certificate of Analysis		
THC	Tetrahydrocannabinol	24.4 %
THCV	Tetrahydrocannabinarin	0.1 %
CBD	Cannabidiol	0.1 %
CBC	Cannabichromene	0.3 %
CBG	Cannabigerol	1.5 %
CBN	Cannabinol	0.2 %
Cannabinoid Total		26.6 %
MOISTURE CONTENT		7.5 %
MICROBIAL SCREEN		PASS


IntegrityLabs INC.
 Analytical Laboratory
 2747 Pacific Ave SE, #521
 Olympia WA 98501
 360.951.3220

INTEGRITY ID: 6015118
TEST DATE: 4/18/2018
LOT ID: 6033 4341 9000 0456
SAMPLE ID: 7197 2457 1954 9120



Alaska Marijuana Control Board

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Designated Licensee:	Robert Bornt		
Email Address:	420onmain@gmail.com		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MS-09 Statement of Financial Interest
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OFFICE USE ONLY

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Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest

What is this form?

A statement of financial interest completed by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) and affiliate (as defined in 3 AAC 306.990(a)(1)) is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(4). A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each proposed licensee or affiliate before any license application will be considered complete.

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City:	Homer	State:	AK
		ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	Robert Bornt		
Title:	Owner/Member		
SSN:		Date of Birth:	



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

Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest

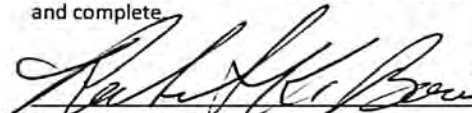
Section 3 – Certifications

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

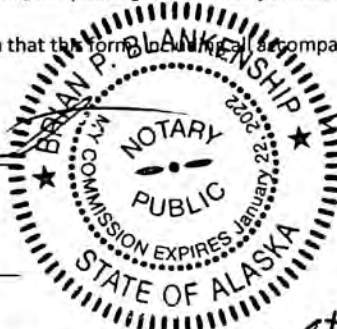
I further certify that any ownership change shall be reported to the board as required under 3 AAC 306.040.

I understand that my fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI), and that I have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. *The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.*

I declare under penalty of unsworn falsification that the form, including all accompanying schedules and statements, is true, correct, and complete.


 Signature of licensee

Robert Bornt
 Printed name of licensee




 Notary Public in and for the State of Alaska

My commission expires: 01/22/2022

Subscribed and sworn to before me this 8th day of February, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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 marijuana.licensing@alaska.gov
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 Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MS-08 Local Government Notice Affidavit
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Received Date:		Payment Submitted Y/N:		Transaction #:	
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<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to each local government and any community council in the area of the proposed licensed premises. For an establishment located inside the boundaries of city that is within a borough, both the city and the borough must be notified.

This form must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	420 on Main, LLC		
Premises Address:	3684 Main Street		
City:	Homer	State:	AK
		ZIP:	99603

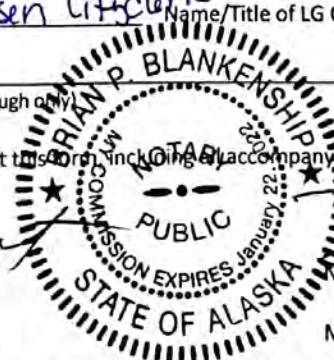
Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government (LG) official(s) and community council (if applicable):

Local Government(s): Homer Date Submitted: 02/07/2018
 Name/Title of LG Official 1: Melissa Jacobsen City Clerk Name/Title of LG Official 2: Planning Technician, Travis Brown
 Community Council: _____ Date Submitted: _____
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Robert Bornt
 Signature of licensee
 Robert Bornt



[Signature]
 Notary Public in and for the State of Alaska
 My commission expires: 01/22/2022

Printed name of licensee

Subscribed and sworn to before me this 8th day of February, 2018.



Alaska Marijuana Control Board

Form MJ-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to each local government and any community council in the area of the proposed licensed premises. For an establishment located inside the boundaries of city that is within a borough, both the city and the borough must be notified.

This form must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	420 on Main, LLC		
Premises Address:	3468 Main St.		
City:	Homer	State:	AK
		ZIP:	99603

Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government (LG) official(s) and community council (if applicable):

Local Government(s): Kenai Peninsula Borough Date Submitted: 07/13/2018

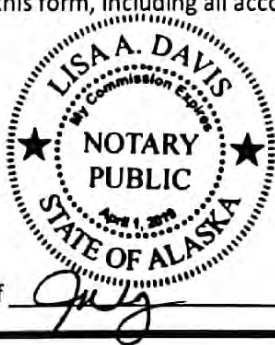
Name/Title of LG Official 1: Johni Blankenship, Borough Clerk Name/Title of LG Official 2: Bruce Wall, Planner

Community Council: _____ Date Submitted: _____
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Robert K Bornt
 Signature of licensee

Robert K Bornt
 Printed name of licensee



[Signature]
 Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 13th day of July, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

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Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-07 Public Notice Posting Affidavit
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 Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-07: Public Notice Posting Affidavit

What is this form?

A public notice posting affidavit is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(10). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by posting a true copy of the application for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1).

This form must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16446		
License Type:	Standard Marijuana Cultivation Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main St.				
City:	Homer	State:	AK	ZIP:	99603


Section 2 – Certification

I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: 02/01/2018 End Date: 02/12/2018

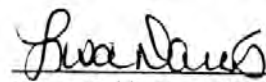
Other conspicuous location: Red Door Laundry, Captains Coffee, Spenard Builders Supply

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.


 Signature of licensee

Robert K. Bornt

Printed name of licensee


 Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 13th day of July, 2018.

Alcohol & Marijuana Control Office

License Number: 16446

License Status: New

License Type: Standard Marijuana Cultivation Facility

Doing Business As: 420 ON MAIN, LLC

Business License Number: 1061982

Designated Licensee: Robert Bornt

Email Address: 420onmain@gmail.com

Local Government: Homer

Community Council:

Latitude, Longitude: 59.383000, -151.325000

Physical Address: 3684 Main Street
Homer, AK 99603
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10068940

Alaska Entity Name: 420 on Main, LLC

Phone Number: 907-843-2661

Email Address: 420onmain@gmail.com

Mailing Address: 3684 Main Street
Homer, AK 99603
UNITED STATES

Entity Official #1

Type: Individual

Name: Robert Bornt

SSN: [REDACTED]

Date of Birth: [REDACTED]

Phone Number: 907-843-2661

Email Address: 420onmain@gmail.com

Mailing Address: PO Box 3140
Homer, AK 99603
UNITED STATES

Note: No affiliates entered for this license.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Publisher's Affidavit
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PUBLISHER'S AFFIDAVIT

UNITED STATES OF AMERICA, }
STATE OF ALASKA } ss:

Denise Reece being first duly
sworn, on oath deposes and says:

That I am and was at all times here in this
affidavit mentions, Supervisor of Legals of the
Morris Publishing Group/Peninsula Clarion, a
newspaper of general circulation and pub-
lished at Kenai, Alaska, that the
New Standard Marijuana Cultivation Facility

a printed copy of which is hereto annexed was
published in said paper one each and
every week for three successive and
consecutive weeks in the issues on the
following dates:

January 18, 25, 2018

February 1, 2018

X Denise Reece

SUBSCRIBED AND SWORN to me before
this 1st day of February, 2018

[Signature]

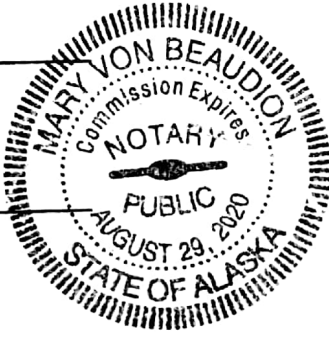
NOTARY PUBLIC in favor for the
State of Alaska.

My Commission expires 29-Aug-20

**NEW STANDARD
MARIJUANA CULTIVATION
FACILITY LICENSE**

420 on Main, LLC is applying under 3 AAC 306.400(a)(1) for a new Standard Marijuana Cultivation Facility license, license #16446, doing business as 420 ON MAIN, LLC, located at 3684 Main Street, Homer, AK, 99603, UNITED STATES.

Interested persons may object to the application by submitting a written statement of reasons for the objection to their local government, the applicant, and the Alcohol & Marijuana Control Office (AMCO) not later than 30 days after the director has determined the application to be complete and has given written notice to the local government. Once an application is determined to be complete, the objection deadline and a copy of the application will be posted on A M C O ' s w e b s i t e a t <https://www.commerce.alaska.gov/web/amco>. Objections should be sent to AMCO at marijuana.licensing@alaska.gov or to 550 W 7th Ave, Suite 1600, Anchorage, AK 99501.
Pub: 1/18,25,2/1/2018 8223135/743076





Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

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Physical Address:	3684 Main Street		
City:	Homer	State:	AK
		Zip Code:	99603
Designated Licensee:	Robert Bornt		
Email Address:	420onmain@gmail.com		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p>Proof of Possession Lease for # 16446.</p>
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Received Date:	Payment Submitted Y/N:	Transaction #:
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LEASE AGREEMENT

This Lease Agreement shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. Landlord/Lessor, Robert Bornt, shall be referred to as "OWNER" and TENANT/LICENSEE/Lessee, 420 on Main, LLC, shall be referred to as "TENANT/LICENSEE." As consideration for this agreement, OWNER agrees to rent/lease to TENANT/LICENSEE for use of Standard Marijuana Cultivation Facility #16446, the premises located at 3468 Main St in the city of Homer, AK 99603.

***Landlord/Robert Bornt acknowledges that this premises will be used as a marijuana establishment.
 ***Landlord/Robert Bornt acknowledges that they can not take possession or remove marijuana from the premises and must contact AMCO. AMCO phone: 907-269-0350, address: 550 W. 7th Ave., Anchorage, AK 99501.

1. TERMS: LANDLORD agrees TENANT/LICENSEE have possession of the property January 1, 2018 to clean premises and prepare premise for business venture. TENANT/LICENSEE agrees to pay \$ 1500 per month on the 1st day of each month. This agreement shall commence on July 1, 2018 and continue on a month-to-month tenancy until either party shall terminate this agreement by giving a written notice of intention to terminate at least 30 days prior to the date of termination.

2. PAYMENTS: Rent and/or other charges are to be paid at such place or method designated by the owner as follows in person. All payments are to be made by check or money order and cash shall be acceptable. All payments are to be made payable to Robert Bornt.

3. SECURITY DEPOSITS: The total of the above deposits shall secure compliance with the terms and conditions of this agreement and shall be refunded to TENANT/LICENSEE within 30 days after the premises have been completely vacated less any amount necessary to pay OWNER; a) any unpaid rent, b) cleaning costs, c) key replacement costs, d) cost for repair of damages to premises and/or common areas above ordinary wear and tear, and e) any other amount legally allowable under the terms of this agreement. A written accounting of said charges shall be presented to TENANT/LICENSEE within 3 days of move-out. If deposits do not cover such costs and damages, the TENANT/LICENSEE shall immediately pay said additional costs for damages to OWNER.

4. LATE CHARGE: A late fee of \$ 25.00, shall be added and due for any payment of rent made after the 5th of the month. Any dishonored check shall be treated as unpaid rent, and subject to an additional fee of \$ 40.00.

5. UTILITIES: TENANT/LICENSEE agrees to pay all utilities and/or services based upon occupancy of the premises.

6. OCCUPANTS: NO OTHERS shall occupy the premises.

7. PETS: No animal, fowl, fish, reptile, and/or pet of any kind shall be kept on or about the premises.

8. NOISE: TENANT/LICENSEE agrees not to cause or allow any noise or activity on the premises which might disturb the peace and quiet of the neighborhood after regular business hours. Said noise and/or activity shall be a breach of this agreement.

9. CONDITION OF PREMISES: TENANT/LICENSEE acknowledges that he has examined the premises and agrees to accepting the conditions of said premises.

10. ALTERATIONS: TENANT/LICENSEE shall have authorization to build to suit business needs on interior of building.

11. PROPERTY MAINTENANCE: TENANT/LICENSEE shall deposit all garbage and waste in a clean and sanitary manner into the proper receptacles and keep the garbage area neat and clean. TENANT/LICENSEE agrees to follow all state and local regulations for proper disposal of waste.

12. TERMINATION: Either party may terminate agreement by giving to the other a 30-day written notice of intention to terminate.

13. INSURANCE: TENANT/LICENSEE acknowledges that OWNERS insurance does not cover personal property damage caused by fire, theft, rain, war, acts of God, acts of others, and/or any other causes, nor shall OWNER be held liable for such losses. TENANT/LICENSEE is hereby advised to obtain his own insurance policy to cover any personal losses.

14. ASSIGNMENT: TENANT/LICENSEE agrees not to transfer, assign or sublet the premises or any part thereof.

15. PARTIAL INVALIDITY: Nothing contained in this Agreement shall be construed as waiving any of the OWNER'S or TENANT/LICENSEE'S rights under the law. If any part of this Agreement shall be in conflict with the law, that part shall be void to the extent that it is in conflict, but shall not invalidate this Agreement nor shall it affect the validity or enforceability of any other provision of this Agreement.

16. ATTORNEY FEES: If any legal action or proceedings be brought by either party of this Agreement, the prevailing party shall be reimbursed for all reasonable attorney's fees and costs in addition to other damages awarded.

28. NOTICES: All notices to TENANT/LICENSEE shall be served at TENANT/LICENSEE'S premises and all notices to OWNER shall be served at Robert Bornt, PO Box 3140, Homer, AK 99603.

31. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between OWNER and TENANT/LICENSEE. No oral agreements have been entered into, and all modifications or notices shall be in writing to be valid.

32. RECEIPT OF AGREEMENT: The undersigned TENANT/LICENSEES have read and understand this Agreement and hereby acknowledge receipt of a copy of this Rental Agreement.

Owner or Agent Signature Robert H. Bornt

Date: July 1, 2018

TENANT/LICENSEE'S Signature Robert H. Bornt

Date July 1, 2018

CONSENT AGENDA

Session 18-26 a Regular Meeting of the Homer City Council was called to order on October 22, 2018 at 6:00 p.m. by Mayor Ken Castner at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS: ADERHOLD, ERICKSON, LORD, SMITH, STROOZAS, VENUTI

STAFF: CITY MANAGER KOESTER
CITY CLERK JACOBSEN
HARBORMASTER HAWKINS
LIBRARY DIRECTOR DIXON
PERSONNEL DIRECTOR BROWNING
FINANCE DIRECTOR WALTON
FIRE CHIEF KADEL

Council met for a worksession from 4:00 p.m. to 4:23 p.m. to discuss the Comprehensive Plan; and from 5:00 p.m. to 5:50 p.m. to discuss Employee Benefits Update, City Manager Annual Review and Contract Process, 2019 Budget, consent agenda and regular 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 2.08.040.)

The following changes were made: **CONSENT AGENDA Resolution 18-077**, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees. City Clerk. Memorandum from Library Advisory Board as backup. **PUBLIC HEARING Ordinance 18-41**, An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.61.040(b) to Codify the City Council's Role as the Local Regulatory Authority under AS 17.38 and Authorizing Council to Decide Whether to Protest Marijuana Establishment Applications filed with the State of Alaska for Sites Within the City of Homer. City Clerk. Memorandum from Planning Commission as backup. **Ordinance 18-43**, An Ordinance of the City Council of Homer, Alaska Prohibiting Sellers from Providing Buyers with Single-Use Disposable Shopping Bags. Venuti. Introduction September 24, 2018, Public Hearing October 8 and 22, 2018 and Second Reading October 22, 2018. **Ordinance 18-43(S)**, An Ordinance of the Homer City Council Prohibiting Sellers From Providing Buyers Single-Use Plastic Carry Out Bags. **City Council of Homer, Alaska, Submitting A Ballot Question To The Voters At The October 1, 2019 Regular Municipal Election Inquiring Whether To Amend City Code To Prohibit Sellers From Providing Buyers Single-Use Plastic Carry Out Bags.** Initiative and petition process information requested by Councilmember Smith. **RESOLUTIONS Resolution 18-083**,

A Resolution of the City Council of Homer, Alaska, Amending the Homer City Council Operating Manual under City Council Agenda and Meeting Conduct Guidelines to Delete Item 3, Mayoral Recognitions and Proclamations and Item 12. City Attorney Report, and Amend Item 8. Announcements/Presentations/Borough Reports Commission Reports to Include Committee Reports; and Updating Conflict of Interest and Code of Ethics Sections. Mayor. Attachment from City Clerk outlining amendments with strikeouts and bold underline. **Resolution 18-085**, A Resolution of the City Council of Homer, Alaska, Amending City of Homer Personnel Regulations, Chapter 3, Section 3.13 Part-Time Appointments, Section 3.14.1 Employment Of Relatives, Chapter 5, Section 5.1.2 Schedule Revisions, Chapter 6, Section 6.1.1 Part-Time Employees, Section 6.2 Leave With Pay, Section 6.8.1 Part-Time, Section 6.91 Part-Time, Section 6.10.1 Part-Time, Section 6.11.1 Part-Time, Chapter 7, Section 7.2.1 Probationary Period, Chapter 8, Section 8.8.3 Step 3, Section 8.8.4 Step 4, Section 8.9.3 Political Activity. City Manager/Personnel Director. Written public comment.

Mayor Castner asked for a motion to approve the agenda as amended.

ERICKSON/VENUTI SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Ron Keffer, city resident, asked Council not to remove mayoral proclamations and recognitions from the City Council's agenda as proposed in Resolution 18-083. Proclamations create a sense of community with our government, draw people into the meetings, and allow an opportunity to become more familiar and at ease with City government. Removing this from the agenda in an effort to avoid controversy is in itself undemocratic, as tough conversations are necessary.

Roberta Highland, city resident, concurred with Mr. Keffer's comments. She agrees that mayoral proclamations and recognitions are very important, and there may be times the person filling during the Mayor's absence wants to continue the opportunity.

Wes Humbyrd, commented in support of the Disaster Declaration for the salmon fishery in Upper Cook Inlet. Cook Inlet has the second largest natural sockeye run and the largest mixed stock fishery in the United States. This year's season was a disaster and the fishermen and women really need the help.

Teresa Sundmark, nonresident and city employee at the Homer Public Library, commented in support of Resolution 18-085 and the proposed changes to the Personnel Regulations. She provided a letter for the packet and shared her history working as a part time employee and impacts of the current regulations.

Larry Slone, city resident, commented in support of eliminating mayoral proclamations. They have been used recently to divide the community rather than bring it together and they should be used for the betterment of the community as a whole.

Kate Finn, city resident, commented in support of keeping mayoral proclamations and recognitions on the Council's agenda. They bring awareness to the community beyond the financial piece of what we do here. It's important for the community to hear about the positive things going on in the community.

Hal Spence, city resident, commented in support of keeping mayoral proclamations and recognitions on the Council's agenda. He sees proclamations as a way to incorporate various parts of our community in the process and be inclusive. He recommends leaving it on the agenda as the Mayor can choose not to do them, but others in the future might want to.

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 October 8, 2018. City Clerk. Recommend adoption.
- B. **Memorandum 18-110** from Mayor Re: Re-appointment of Robert Archibald to the Parks, Art, Recreation & Culture Advisory Commission. Recommend Approval.
- C. **Memorandum 18-111** from City Clerk Re: Liquor License renewals for Grog Shop, Rum Locker, Homer Liquor & Wine Co., Patel's, and Patel's #2. Recommend approval.
- D. **Memorandum 18-112** from City Clerk Re: New Marijuana Cultivation License for 420 on Main Street. Recommend approval.

Moved to New Business B. smith

- E. **Ordinance 18-45**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Project Drive Grant in the Amount of \$27,633 and Authorizing the City Manager to Execute the Appropriate Documents. City Manager/Police Chief. Recommended dates Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-120 from Police Chief as backup

- F. **Ordinance 18-46**, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY 2018 State Homeland Security Grant for Upgrading the City's Radio Communication System and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommended dates Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-122 from Police Chief as backup

- G. **Ordinance 18-47**, An Ordinance of the City Council of Homer, Alaska, Adopting the 2018 Homer Comprehensive Plan and Recommending Adoption by the Kenai Peninsula Borough. City Manager. Recommended dates Introduction October 22, 2018, Public Hearing and Second Reading November 26, 2018.

Memorandum 18-115 from City Planner as backup

- H. **Resolution 18-077**, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees. City Clerk. (Follows Budget Ordinance)

- I. **Resolution 18-078**, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff. City Clerk. (Follows Budget Ordinance)

- J. **Resolution 18-081**, A Resolution of the City Council of Homer, Alaska, Awarding the Art Work Contract for the Fire Hall Improvements Project to Jeffery H. Dean, of Creative Fires Studio, Inc., of Homer, Alaska, in the Amount of \$6,976.80 and Authorizing the City Manager to Execute the Appropriate Documents. City Clerk. Recommend Adoption.

Memorandum 18-119 from Deputy City Clerk as backup

- K. **Resolution 18-084**, A Resolution of the City Council of Homer, Alaska, Awarding a New Five Year Short Term Lease to Alaska Scrap & Recycling, LLC., on a Portion of Lot 12, Homer Spit Subdivision No. 5, in the Amount of 1 Acre (43,560 sq. ft.) at an Annual Rate \$37,897.20 and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum 18-121 from Port and Harbor Advisory Commission as backup

Moved to Resolutions item H. Lord.

Item D. moved to New Business item B. Smith

Item K. moved to Resolutions item H. Lord

City Clerk Jacobsen read the consent agenda.

Mayor Castner asked for a motion to approve the recommendations of the consent agenda as read.

ERICKSON/VENUTI SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS

ANNOUNCEMENTS/PRESENTATIONS/BOROUGH REPORT/COMMISSION REPORTS (5 minute limit per report)

- A. Borough Report

Borough Assembly member Kelly Cooper reported that following the election the Borough will be working on plan B for the Kachemak Silo School. The Borough received a State Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management to

develop a Mass Care Services Plan that will complement the existing Emergency Management Plan. An ordinance will be introduced by the Land Department authorizing a subservice oil and gas lease to Hilcorp for five parcels in the Anchor Point area and there is community concern as those parcels are down by the beach, but its horizontal drilling and it won't be happening on those spots. A Road Service Area Director has been hired, which will be helpful for people, especially in the winter. They received word that the Court ruled against the Borough on the invocation lawsuit, they didn't meet the requirements for the separation so the Assembly will be deciding if they want to appeal that.

B. Commissions/Board Reports:

1. Library Advisory Board
2. Homer Advisory Planning Commission

Roberta Highland, Planning Commissioner, reported at their last meeting the Commission approved a CUP and a preliminary plat. They held a public hearing to reduce the setback from 20 feet to 10 feet in the central business district and one person spoke against it. The Commission reviewed current status of the rights-of-way in the CBD and they feel the various configurations of the roads deserve more detailed study before changing the setback. At this time they want to do an update on the Transportation Plan and that could provide enough information and detail to evaluate the merits of this setback. They are also working on Green Infrastructure which is an approach to managing wet weather impacts that provide many community benefits. It has a lot to do with storm water plans and making them work with more natural systems.

3. Economic Development Advisory Commission
4. Parks Art Recreation and Culture Advisory Commission

Jon Sharp, Parks Art Recreation and Culture Advisory Commissioner, said the Commission hasn't met since the September 20th meeting and he was available to answer questions. He thanked Council for the re-appointment of Robert Archibald.

There were no questions from Council.

5. Port and Harbor Advisory Commission

PUBLIC HEARING(S)

- A. **Ordinance 18-41**, An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.61.040(b) to Codify the City Council's Role as the Local Regulatory Authority under AS 17.38 and Authorizing Council to Decide Whether to Protest Marijuana

Establishment Applications filed with the State of Alaska for Sites Within the City of Homer. City Clerk. Introduction and Refer to Planning Commission September 10, 2018, Public Hearing and Second Reading, October 22, 2018.

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

ADERHOLD/ERICKSON ASKED FOR A MOTION FOR THE ADOPTION OF ORDINANCE 18-41 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was no discussion.

VOTE: YES: VENUTI, SMITH, ADERHOLD, LORD, STROOZAS, ERICKSON

Motion carried.

- B. **Ordinance 18-43**, An Ordinance of the City Council of Homer, Alaska Prohibiting Sellers from Providing Buyers with Single-Use Disposable Shopping Bags. Venuti. Introduction September 24, 2018, Public Hearing October 8 and 22, 2018 and Second Reading October 22, 2018.

Ordinance 18-43(S), An Ordinance of the ~~Homer City Council Prohibiting Sellers From Providing Buyers Single Use Plastic Carry Out Bags.~~ **City Council of Homer, Alaska, Submitting A Ballot Question To The Voters At The October 1, 2019 Regular Municipal Election Inquiring Whether To Amend City Code To Prohibit Sellers From Providing Buyers Single-Use Plastic Carry Out Bags.** Venuti.

Mayor Castner opened the public hearing.

Roberta Highland commented on behalf of the Kachemak Bay Conservation Society, in support of Ordinance 18-43 and 18-43(S). She commented regarding the importance of stewardship of the planet and shared regarding some of the negative impacts of plastic on fish. The problem is human caused and each of us can do our part.

Henry Reiske, nonresident, cited statistics of the increased use of plastic bags since they were introduced to the US in 1979 to reduce costs, before we became aware of negative impacts of plastics. We need to take this opportunity to be proactive and carry our community forward and work toward improvement. He encouraged Council to support the original ordinance and not put it off to a vote.

Kate Finn, city resident, echoed other comments that have been shared. She sees limitations of waiting for it to be on the ballot and urged Council to adopt Ordinance 18-43 tonight. She

noted the information she provided at the last meeting and the Save our Seas Act that was recently approved by the President.

Savannah Brinker, city resident, said she loves idea of council approving the original ordinance tonight and deciding it for us. If it goes to a vote, she hopes the community will come and support the decision together.

Jon Sharp, city resident, appreciates the comments people have shared. He thinks it's logical for this to happen and plastic bags not be allowed. He commented about the plastics found in the sand in Hawaii and that it can happen on our beaches as well. Those in the room now may not see it but future generations will.

Cassie Lawver commented it's not the Council's responsibility to educate us and something this controversial should go to the voters.

Roberta Copeland-McKinney, city resident, was glad when this passed the first time and supports the Council making the decision to pass the ordinance tonight. She shared information about negative impacts to the environment and to humans. Vote or no vote, let's do it.

Deb Lowney, city resident, commented we know the facts and convenience of plastic bags and it's important to remember as elected officials that it's not just a duty to vote as constituents tell them but also their responsibility to do their due diligence and research issues thoroughly. She encouraged them to think about the consequences and make the decision tonight.

Brenda Dolma, city resident, encouraged the Council to take action now and pass the ordinance tonight. She shared experiences seeing plastic bags and it's disheartening. She's traveled to places where they banned bags, including just up the road. She talked about the importance of fishing, tourism, and quality of life, and the need to protect the environment.

Connor Schmidt, city resident, commented in support of banning plastic bags and asked Council to consider the future generations. He cited statistics from a 2015 UN report on the 2025 planet population and commented on impacts to the environment.

RJ Nelson commented in support of banning plastic bags and shared information about plastics and trash along the beach lines, and impacts to marine life.

Joe Sallee, city resident, noted comments shared tonight and questioned why he hasn't seen anyone in front of Safeway trying to say, hey, these are bad for you. He's not seeing the education out there.

VENUTI/LORD MOVED TO ADOPT ORDINANCE 18-43 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

VENUTI/ADERHOLD MOVED TO SUBSTITUTE ORDINANCE 18-43(S) FOR 18-43.

Councilmember Venuti commented after having more information regarding different types of bags she is no longer in support of Ordinance 18-43(S). She commented in support of Council taking action on Ordinance 18-43.

Councilmembers Erickson, Lord, and Aderhold were supportive of the substitute ordinance and the idea of putting the question to the voters. It addresses the concern that the voters voted to keep plastic bags. Bringing it forward at the next election also gives community members an opportunity to consider the issue further and make an educated decision.

Councilmember Smith concurred with the notion of having it on the ballot and noted his preference that it come forward through a voter initiative.

Councilmember Stroozas agreed it should be addressed through a voter initiative.

VOTE (substitute): YES: LORD, ADERHOLD, ERICKSON SMITH, VENUTI
NO: STROOZAS

Motion carried.

There was no further discussion.

VOTE (adoption of Ord 18-43(S)): YES: ADERHOLD, LORD, VENUTI, ERICKSON
NO: STROOZAS, SMITH

Motion carried.

Mayor Castner called for a recess at 7:21 p.m. and the meeting resumed at 7:32 p.m.

ORDINANCE(S)

- A. **Ordinance 18-44**, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds. City Manager. Recommended dates Introduction October 22, 2018, Public Hearing November 26 and December 10, 2018 and Second Reading December 10, 2018.

Memorandum 18-114 from Mayor Re: Budget Review Process

ADERHOLD/VENUTI MOVED TO INTRODUCE ORDINANCE 18-44 BY READING OF TITLE ONLY.

There was discussion on the budget review process, taking into consideration the review schedule proposed by Mayor Castner. They addressed budget surplus information with City Manager Koester and how the city spends its reserves versus how it spends from the fund balance, and also transfers from fund balance.

VOTE: YES: ERICKSON, VENUTI, LORD, STROOZAS, ADERHOLD, SMITH

Motion carried.

- B. **Emergency Ordinance 18-48** An Ordinance of the City Council of Homer, Alaska, Appropriating \$22,000 to Fund Emergency Seawall Repairs and Authorizing a Sole Source Contract with East Road Services to Perform the Repairs. City Manager/Public Works Director.

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ADERHOLD/VENUTI MOVED TO ADOPT EMERGENCY ORDINANCE 18-48 BY READING OF TITLE ONLY.

In response to questions from Council, City Manager Koester explained this the first time we've spent money on the seawall this year. Earlier this year Council addressed the issue of the City Manager's authority to spend budgeted money for emergency repairs. \$28,000 was budgeted for repairs, based on the five year average of expenditures, but it wasn't enough this time.

VOTE: YES: STROOZAS, ERICKSON, SMITH, LORD, VENUTI, ADERHOLD

Motion carried.

CITY MANAGER'S REPORT

- A. City Manager's Report

There were brief comments in appreciation of the lists of city vehicles that was provided in the Manager's report, and that it emphasizes the need to establish a vehicle replacement schedule and process.

There was also brief comment about the Neighborhood Watch Grant information. City Manager Koester commented the Police Department will work with neighborhood groups to help them get started.

CITY ATTORNEY REPORT

COMMITTEE REPORT

- A. Americans with Disabilities Act Compliance Committee
- B. HERC Task Force

PENDING BUSINESS

- A. **Memorandum 18-108** from Councilmember Erickson Re: Council Approval of a Letter to the State of Alaska Requesting Disaster Declaration for Salmon Fishery in Upper Cook Inlet.

ERICKSON/VENUTI MOVED TO APPROVE THE RECOMMENDATION TO SEND THE LETTER REQUESTING DISASTER DECLARATION FOR THE SALMON FISHERY IN UPPER COOK INLET.

There was brief discussion confirming the Mayor will sign on behalf of the Council.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- A. **Memorandum 18-113**, from City Clerk Re: Selection/Appointment of Mayor Pro Tempore 2018/2019.

Mayor Castner opened the floor to nominations for Mayor Pro Tempore.

Councilmember Stroozas nominated Councilmember Smith.

Councilmember Venuti nominated Councilmember Aderhold.

Council voted by secret ballot and the result was three votes for Smith and three votes for Aderhold.

When asked how to proceed, City Clerk Jacobsen suggested following the same process for an election tie and flipping a coin.

Mayor Castner confirmed that no Councilmember wanted the opportunity to vote again and no Councilmember objected to deciding by a coin flip. City Clerk Jacobsen flipped the coin and Councilmember Smith was named Mayor Pro Tempore for 2018/2019.

ADERHOLD/VENUTI MOVED TO AMEND 18-113 TO INCLUDE HEATH SMITH AS MAYOR PRO TEMPORE.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. **Memorandum 18-112** from City Clerk Re: New Marijuana Cultivation License for 420 on Main Street.

ADERHOLD/LORD MOVED TO ADOPT MEMORANDUM 18-112 BY READING OF TITLE.

There was discussion regarding the timeline for Council to comment on the license. City Clerk Jacobsen said she would have to look back in the record to confirm but she believed the 60 day deadline is before the next meeting.ⁱ

Councilmember Smith commented in opposition to approving the license because he doesn't believe there was proper notice to the land owners, there will be negative impacts from the smell, and while retail sales is different, this is a cultivation facility and he struggles with it.

Councilmember Aderhold appreciates that consideration, but in accordance with city code it is allowed and she doesn't think it's appropriate to go against code.

Councilmember Stroozas, Lord, and Erickson concurred that it's allowed in code. Councilmember Erickson suggested they may want to have the Planning Commission consider this again.

VOTE: YES: LORD, STROOZAS, ADERHOLD, ERICKSON
NO: SMITH, VENUTI

Motion carried.

RESOLUTIONS

- A. **Resolution 18-079**, A Resolution of the City Council of Homer, Alaska, Designating Signatories of City Accounts and Superseding any Previous Resolutions so Designating City Manager.

ADERHOLD/VENUTI MOVED TO ADOPT RESOLUTION 18-079 BY READING OF TITLE ONLY.

ADERHOLD/LORD MOVED TO AMEND THE RESOLUTION TO ADD COUNCILMEMBER SMITH AS MAYOR PRO TEMPORE.

There was no discussion.

VOTE (amendment): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

There was no discussion on the main motion as amended.

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

Motion carried.

- B. **Resolution 18-080**, A Resolution of the City Council of Homer, Alaska, Approving a Memorandum of Agreement between the City of Homer and the Kenai Peninsula Borough Regarding a Regional Application to Assistance to Firefighters Grant Program and Authorizing the City Manager to Execute the Appropriate Documents. City Manager.

Mayor Castner asked for a motion for the adoption of Resolution 18-080 by reading of title only.

ERICKSON/LORD SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- C. **Resolution 18-082**, A Resolution of the City Council of Homer, Alaska, Amending the Homer City Council Operating Manual to Clarify the Duties and Obligations of the Mayor Pro Tempore. Aderhold.

ADERHOLD/VENUTI MOVED TO ADOPT RESOLUTION 18-082 BY READING OF TITLE ONLY.

Mayor Castner ruled the motion to be out of order in that it violates City Council bylaws and state law which is very clear on the duties of the Mayor Pro Tem. Title 29 states the Mayor Pro Tem is to be the presiding officer in the absence of the Mayor. He cited an excerpt from the bylaws and noted there is no authority for the Mayor to write proclamations, and the Mayor Pro Tem's authority is directly related to the Mayor's in state law and city code. This creates an impossible situation giving the Mayor Pro Tem power that he, as the Mayor, doesn't have. Secondly, there's only one Mayor in this town and the Council has no authority under state law to create a second Mayor. The concept that there is a second person created that has all the rights and responsibilities that he has as an elected official is a fraudulent notion. He referenced a chart he prepared that outlines the Mayor's responsibilities, noting the Mayor Pro Tem has the same responsibilities referenced in state and city code, and that the responsibilities under policy, are those which the Mayor Pro Tem may not do.

There were comments that this would have been better addressed directly with the sponsor or discussed during Committee of the Whole as a body.

Councilmember Aderhold explained her intent on clarifying the role of the Mayor Pro Tem when they are running a meeting.

ADERHOLD/LORD MOVED TO APPEAL THE MAYOR'S RULING

City Clerk Jacobsen commented there are levels of authority, which includes the Council's Operating Manual, explained it is adopted by a resolution of the Council, and referenced the areas that apply to the Mayor Pro Tem.

Mayor Castner reiterated that the Mayor Pro Tem cannot assume the powers of his office, but the law is clear the Mayor Pro Tem is supposed to be a presiding officer so the business can go on. It's one thing for the Mayor Pro Tem to act instead of the Mayor, where the actions are consistent with what the Mayor would do. He said he doesn't want to go on vacation and wonder what's going on back in Homer because the Mayor Pro Tem has decided to whatever they thought they could do in his name.

Councilmember Lord commented she's disappointed to hear that perspective toward council. The relationship between Council and the Mayor has long been a more generously spirited one. In this year there have been an unusual number of meetings run by the Mayor Pro Tem and she appreciates that. It isn't clear if this is just targeting proclamations and recognitions, but sounds like more of a higher level procedure, and in that instance if they are disregarding operational standard manuals that aren't codified, that's bigger discussion that she would need more time to wrap her head around. The Council Operating Manual is policy that's been set, voted on by Council, and that they operate under. She understands this resolution as a clarification and thinks it's important, particularly in a situation like they've had this year. She doesn't see this as anything but helpful and never interpreted it as a subversion of power.

Councilmember Smith commented that as Mayor Pro Tem he has no plans to usurp any power, and questioned the Mayor as his specific concern regarding the language proposed in the resolution. Councilmember Smith commented that should something happen to the Mayor, someone has to take his place and be able to conduct business with the power of the Mayor. There are some inherent safeguards to help the City continue to function should the Mayor's absence be extended or permanent. He doesn't take issue with what's proposed.

Mayor Castner clarified his concern is that someone wrote at one time that the Mayor Pro Tem has all the rights and responsibilities as if they'd been sworn in and were Mayor at the same time, which to him is a second Mayor, and code says the Mayor is elected by the people. He campaigned on two items and it upsets him to know that there is a resolution to undo one of those things.

Councilmember Aderhold clarified this resolution was written before the election and was not written with any particular Mayor in mind. She cited what is currently in the operating manual state that “the Mayor Pro Tem shall, in the absence of the Mayor, act as the Mayor of the City of Homer as though they themselves had taken the oath of office of Mayor with all the duties responsibilities and powers of the office of the Mayor of the City of Homer.” It’s already the standard, she is simply trying to clarify for the functioning of meeting, who is in control if the Mayor is not going to be running the meeting.

There were further comments with the Mayor reiterating his concerns, and Councilmembers reiterating their perspective on the role of the Mayor Pro Tem and the ability of that position to serve in the absence of the Mayor.

It was clarified that a yes vote supports the appeal and a no vote supports the Mayor’s ruling.

VOTE (appeal): YES: VENUTI, SMITH, ADERHOLD, LORD, STROOZAS, ERICKSON

Motion carried.

There was no further discussion on the main motion to adopt Resolution 18-082.

VOTE (main motion): YES: ADERHOLD, LORD, VENUTI, SMITH, ERICKSON
NO: STROOZAS

Motion carried.

D. **Resolution 18-083**, A Resolution of the City Council of Homer, Alaska, Amending the Homer City Council Operating Manual under City Council Agenda and Meeting Conduct Guidelines to Delete Item 3, Mayoral Recognitions and Proclamations and Item 12. City Attorney Report, and Amend Item 8. Announcements/Presentations/Borough Reports Commission Reports to Include Committee Reports; and Updating Conflict of Interest and Code of Ethics Sections. Mayor.

ERICKSON/SMITH MOVED FOR THE ADOPTION OF RESOLUTION 18-038 BY READING OF TITLE ONLY

ADERHOLD/LORD MOVED TO AMEND AND STRIKE “3. MAYORAL RECOGNITION AND MAYORAL PROCLAMATIONS AND”, ON LINES 9 AND 19, STRIKE LINES 17-23, AND “3. MAYORAL RECOGNITION AND MAYORAL PROCLAMATIONS AND” LINE 38.

Councilmember Aderhold commented she recognizes that Mayor Castner has decided not to bring forward recognitions and proclamations, but future Mayor’s or the Mayor Pro Tem may want to do so. She feels they should stay on the agenda even if they are not done during the present Mayor’s term.

Councilmember Venuti expressed her disappointment regarding the Mayor's stand on issuing proclamations and she talked about the importance of recognizing people in our community.

Councilmember Lord said she will support the amendment because the other pieces in the resolution are good and should move forward. She understands not to expect proclamations or recognitions during Mayor Castner's term, but doesn't believe that should predicate what the Council's operating manual says.

Councilmember Smith explained he will be in favor of the amendment because of the other components in the resolution.

VOTE (amendment): YES: ERICKSON, VENUTI, LORD, STROOZAS, ADERHOLD, SMITH

Motion carried.

ADERHOLD/LORD MOVED TO AMEND LINE 41 TO ADD THE PHRASE TO INCORPORATE LANGUAGE FROM ORDINANCE 18-14(A) TO THE END OF THE SENTENCE.

There was brief comment that this clarifies how the sections will be edited.

VOTE (amendment): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

There was no further discussion on the main motion as amended.

VOTE (main motion): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- E. **Resolution 18-085**, A Resolution of the City Council of Homer, Alaska, Amending City of Homer Personnel Regulations, Chapter 3, Section 3.13 Part-Time Appointments, Section 3.14.1 Employment Of Relatives, Chapter 5, Section 5.1.2 Schedule Revisions, Chapter 6, Section 6.1.1 Part-Time Employees, Section 6.2 Leave With Pay, Section 6.8.1 Part-Time, Section 6.9.1 Part-Time, Section 6.10.1 Part-Time, Section 6.11.1 Part-Time, Chapter 7, Section 7.2.1 Probationary Period, Chapter 8, Section 8.8.3 Step 3, Section 8.8.4 Step 4, Section 8.9.3 Political Activity. City Manager/Personnel Director.

Memorandum 18-116 from Personnel Director as backup

Memorandum 18-117 from Employee Committee as backup

Mayor Castner asked for a motion for the adoption of Resolution 18-085 by reading of title only.

ERICKSON/VENUTI SO MOVED

There was brief discussion that this relates to the permanent part time employees.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- F. **Resolution 18-086**, A Resolution of the City Council of Homer, Alaska, Authorizing the City to Apply for an Alaska Clean Water Actions 2019-2020 Grant Phase One of a Storm Water Master Plan in an Amount up to \$60,000 and Expressing its Commitment to Provide a Local 40% Match of Grant Funds. City Manager.

LORD/VENUTI MOVED FOR THE ADOPTION OF RESOLUTION 18-086 BY READING OF TITLE ONLY.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- G. **Resolution 18-087**, A Resolution of the City Council of Homer, Alaska, Approving a New One-Year Contract with Premera Blue Cross, VSP, and Prudential. City Manager.

Memorandum 18-117 from Employee Committee as backup

Mayor Castner asked for a motion for the adoption of 18-087 by reading of title only.

ERICKSON/ VENUTI SO MOVED

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

- H. **Resolution 18-084**, A Resolution of the City Council of Homer, Alaska, Awarding a New Five Year Short Term Lease to Alaska Scrap & Recycling, LLC., on a Portion of Lot 12, Homer Spit Subdivision No. 5, in the Amount of 1 Acre (43,560 sq. ft.) at an Annual Rate \$37,897.20 and Authorizing the City Manager to Execute the Appropriate Documents. City Manager. Recommend adoption.

Memorandum 18-121 from Port and Harbor Advisory Commission as backup

Mayor Castner asked for a motion for the adoption of 18-084 by reading of title only.

ERICKSON/LORD SO MOVED

Councilmember Lord commented she pulled this and got clarification from the City Manager regarding requirement for short term versus long term leases.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

COMMENTS OF THE AUDIENCE

Ron Keffer, city resident, shared that in Latin, Mayor Pro Tempore means Mayor for a while. Tonight's discussion came as a surprise because he's accustomed to watching this group work in an atmosphere of professional collaboration and a great deal of politeness, even when there was some serious disagreement. Tonight an issue was wrangled out of the air, he heard about "my rights and responsibilities" "sticks in my craw" "my powers" "my ability to operate" and with all those "my-s" it became a personal thing. It creates an adversarial spirit and makes him wonder what thinking's were going on behind the scenes. That spirit has got to go away because that can't happen at the table. He also disagrees that it's a valid view of the law or operating manual of the council. He's disappointed at what he saw happen this evening, he was tickled that the councilmembers represented their positions appropriately, firmly, and did the right kinds of things.

Larry Slone, city resident, commented he sees this as an attempt to reset the way this body conducts business according to the law as opposed to how it's drifted off from the main line based on local traditions and interest. He thinks the law is clear and they should get back to that. He also commented that believes they handled the appeal incorrectly in accordance with Robert's Rules of Order.

Jackie McDonough, city resident, thanked everyone for their time and consideration tonight. She thanked them for passing Resolution 18-085 regarding the part time employee benefits.

COMMENTS OF THE CITY ATTORNEY

COMMENTS OF THE CITY CLERK

City Clerk Jacobsen confirmed Council scheduled a Special Meeting November 1st at 4:00 p.m. and share the hours for Absentee in Person voting at city hall.

COMMENTS OF THE CITY MANAGER

City Manager Koester had no comment.

COMMENTS OF THE MAYOR

Mayor Castner had no comment.

COMMENTS OF THE CITY COUNCIL

Councilmember Stroozas commented it was an interesting meeting and. In the end it was a good meeting and accomplished some meaningful things.

Councilmember Aderhold thanked the audience for staying with them tonight and said she will be telephonic for the next meeting on November 26th.

Councilmember Erickson thanked President Trump and Senator Sullivan for the Save our Seas Act to aid in ocean clean up. She commented its dark and rainy out and encouraged bicyclists to have reflective items and clothing so motorists can see them on the road.

Councilmember Lord reminded people to vote. Regarding proclamations, she doesn't have the impression there was picking and choosing so much as maybe how open the floodgates were given who was sitting in the Mayor's seat. She commented Halloween is next week, reminded people to be safe, and thanked the Mt. View residents for being available to the kids and Story Real Estate for collecting candy for those residents to hand out.

Councilmember Smith commented one thing is clear that there will be some growing pains, but he looks forward to working with Mayor Castner. He brought some bags of groceries that he didn't get to use, but wanted to illustrate how much the things we buy include plastics.

Councilmember Venuti thanked everyone who comes to the meetings and who speaks at the meetings. She thanked KBBi for their support and those who listen in on the meetings. She encourage people vote.

ADJOURN

There being no further business to come before the Council Mayor Castner adjourned the meeting at 9:30 p.m. The next Regular Meeting is Monday, November 26, 2018 at 6:00 p.m., Worksession at 4:00 p.m. Committee of the Whole at 5:00 p.m. and a Special Meeting November 1, 2018 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.

MELISSA JACOBSEN, MMC, CITY CLERK

Approved: _____

ⁱ Clerk's note: It was confirmed after the meeting the 60 day review period expires December 6, 2018.

Session 18-27 a Special Meeting of the Homer City Council was called to order on November 1, 2018 at 4:00 p.m. by Mayor Ken Castner at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS: ADERHOLD, ERICKSON, LORD, SMITH, STROOZAS, VENUTI

STAFF: CITY MANAGER KOESTER
CITY CLERK JACOBSEN

AGENDA APPROVAL

(Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 5)

LORD/VENUTI MOVED TO APPROVE THE AGENDA

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

David Lewis, city resident, commented that as they are contemplating their evaluation of the City Manager, they keep in mind that she's basically the CEO of the City and runs all the daily operations and has a board of directors, which is the council. While doing her city job she has to also entertain them when they come in with an idea or complaint, while she's doing her job. If she were doing this job in the private sector she'd likely have a compensation package, double what she's getting now. He thinks that should be kept in the forefront along with the fact that in the past we've had a lot of city managers who have caught a lot of flack in the papers, but he can't recall one bit of it toward Katie or her managing of the city.

NEW BUSINESS

- A. **Memorandum 18-123**, from City Clerk Re: Request for Executive Session Pursuant to AS §44.62.310(a-c)(2), Matters, Subjects that tend to Prejudice the Reputation and Character of Any Person, Provided the Person May Request a Public Discussion.(City Manager Koester Annual Performance Evaluation/Employment Contract)

STROOZAS/ADERHOLD MOVED THAT COUNCIL ADJOURNS INTO EXECUTIVE SESSION PURSUANT TO AS 44.42.310(A-C)(2), MATTERS, SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION FOR CITY MANAGER KOESTER'S ANNUAL PERFORMANCE EVALUATION AND EMPLOYMENT CONTRACT.

There was no discussion.

VOTE: YES: VENUTI, SMITH, ADERHOLD, LORD, STROOZAS, ERICKSON

Motion carried.

Council adjourned into executive session at 4:07 p.m.

Mayor Castner called the meeting back to order at 6:55 p.m.

Mayor Pro Tem Smith reported council met in executive session to discuss City Manager Koester's performance review and negotiate her new contract.

COMMENTS OF THE AUDIENCE

ADJOURN

There being no further business to come before the Council, Mayor Castner adjourned the meeting at 6:56 p.m. The next Regular Meeting is Monday, November 26, 2018 at 6:00 p.m., Worksession at 4:00 p.m. Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

MELISSA JACOBSEN, MMC, CITY CLERK

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 18-123

TO: HOMER CITY COUNCIL
FROM: KEN CASTNER, MAYOR
DATE: NOVEMBER 19, 2018
SUBJECT: APPOINTMENT OF KATIA HOLMES TO SERVE AS STUDENT REPRESENTATIVE ON THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION

Katia Holmes is appointed to serve as the Student Representative on the Economic Development Advisory Commission.

RECOMMENDATION:

Confirm the appointment of Katia Holmes to serve as Student Representative on the Economic Development Advisory Commission.



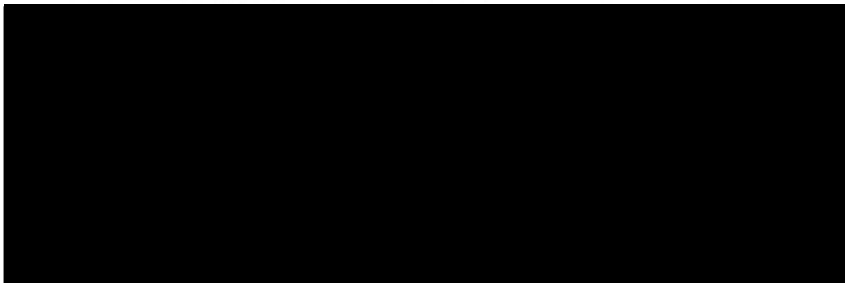
CITY OF HOMER
APPLICATION TO SERVE ON ADVISORY BODY
COMMISSION, BOARD, COMMITTEE, TASK FORCE

OCT 30 2018 PM 08:26 RK
CITY CLERK'S OFFICE
CITY OF HOMER
491 E. PIONEER AVE
HOMER, AK 99603
PH. 907-235-3130
FAX 907-235-3143
clerk@cityofhomer-ak.gov

The information below provides some basic background for the Mayor and Council
This information is public and will be included in the Council Information packet

Name: Katia Holmes

Date: 10/30/18



Work #: -

The above information will be published in the City Directory and within the city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council

Please indicate the advisory body that you are interested in serving on by marking with an X.
You may select more than one.

- | | |
|---|---|
| <input type="checkbox"/> ADVISORY PLANNING COMMISSION
1ST & 3RD WEDNESDAY OF THE MONTH AT 6:30 PM
WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM | <input checked="" type="checkbox"/> ECONOMIC DEVELOPMENT ADVISORY COMMISSION
2ND TUESDAY OF THE MONTH AT 6:00 PM |
| <input type="checkbox"/> PARKS ART RECREATION & CULTURE ADVISORY COMMISSION
3RD THURSDAY OF THE MONTH AT 5:30 PM | <input type="checkbox"/> CANNABIS ADVISORY COMMISSION
4TH THURSDAY OF THE MONTH AT 5:30 PM |
| <input type="checkbox"/> PORT & HARBOR ADVISORY COMMISSION
3RD WEDNESDAY OF THE MONTH
OCT-APRIL AT 5:00 PM
MAY - SEPT AT 6:00 PM | <input type="checkbox"/> LIBRARY ADVISORY BOARD
1ST TUESDAY OF THE MONTH AT 5:30 PM |
| <input type="checkbox"/> PUBLIC ARTS COMMITTEE
2ND THURSDAY OF THE MONTH AT 5:00 P.M.
FEB, MAY, AUGUST & NOVEMBER
WORKSESSIONS PRIOR AT 4:00 PM | <input type="checkbox"/> OTHER - PLEASE INDICATE
_____ |
| <input type="checkbox"/> CITY COUNCIL
2ND & 4TH MONDAY OF THE MONTH
SPECIAL MEETINGS & WORKSESSIONS AT 4:00 PM
COMMITTEE OF THE WHOLE AT 5:00 PM
REGULAR MEETING AT 6:00 PM | |

I have been a resident of the city for 17 years. I have been a resident of the area for 17 years.
I am presently employed at Student at Homer High School

Please list any special training, education or background you may have which is related to your choice of advisory body.

N/A

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

Student Council Representative for two years at Homer High

Why are you interested in serving on the selected advisory body?

Family is involved in a local business catering to tourists and would like to learn more about the economics of the visitor industry.

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

N/A

Please answer the following only if you are applying for the Advisory Planning Commission:
Have you ever developed real property other than a personal residence, if so briefly explain:

N/A

Please answer if your are applying for the Port & Harbor Advisory Commission:
Do you use the Homer Port and/or Harbor on a regular basis?

Yes No What is your primary use? Commercial Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

When you have completed the application please review and return to the City Clerk's Office. You may also email this to clerk@cityofhomer-ak.gov or fax to 907-235-3143. Thank you for applying!



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 18-124

TO: HOMER CITY COUNCIL
FROM: KEN CASTNER, MAYOR
DATE: NOVEMBER 19, 2018
SUBJECT: APPOINTMENT OF KARIN MARKS TO THE KENAI PENINSULA ECONOMIC DEVELOPMENT DISTRICT

On November 19, 1987, the Kenai Peninsula Borough Resource Development (RDC) adopted a resolution recommending to the Assembly that a borough-wide economic development district be formed, with the Borough participating along with the Borough's home-rule, first class, and second-class cities. Kenai Peninsula Economic Development District was organized in 1988. KPEDD serves residents of the Kenai Peninsula Borough in south central Alaska. The Borough is home to approximately 49,600 people residing in a land area of 16,100 square miles. KPEDD has actively pursued development opportunities for the region. Over its lifetime, KPEDD has been involved in a variety of projects, including public works projects, shellfish industry development, international trade, promoting a North Slope Natural Gas Pipeline to Cook Inlet, building infrastructure and industry recruitment.

The seat is for three years, commencing in January 2019 and expiring December 31, 2021.

RECOMMENDATION:

Confirm the appointment of Karin Marks the Kenai Peninsula Economic Development District

Fiscal Note: N/A



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 18-125

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: NOVEMBER 19, 2018

SUBJECT: LIQUOR LICENSE RENEWALS DON JOSE'S MEXICAN RESTAURANT, FRESH CATCH CAFÉ,
AND HOMER SPIT OYSTER BAR

We have been notified by the Alcohol Marijuana Control Office of liquor license renewals in the City of Homer for the following:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
2252	Don Jose's Mexican Restaurant	Beverage Dispensary	Don Jose's LLC	127 W. Pioneer Ave. Homer, Alaska 99603
4894	Fresh Catch Café	Restaurant/Eating Place- Public Convenience Seasonal	Harrison McHenry	4025 Homer Spit Road #20 Homer, Alaska 99603
5563	Homer Spit Oyster Bar	Restaurant/Eating Place- Public Convenience Seasonal	Suvi Mirja Bayly	3851 Homer Spit Road Homer, Alaska 99603

RECOMMENDATION: Voice non objection and approval for the liquor license renewals.

Fiscal Note: Revenues.



October 16, 2018

City of Homer

Attn: City Clerk

Via Email: clerk@cityofhomer-ak.gov

Cc: joanne@borough.kenai.ak.us

jblankenship@borough.kenai.ak.us

tshassetz@kpb.us

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	2252
Licensee:	Don Jose's, LLC		
Doing Business As:	Don Jose's Mexican Restaurant		

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

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

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

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Don Jose's Mexican Restaurant	License Number:	2252
License Type:	Beverage Dispensary		
Examiner:	<i>Quinn</i>	Transaction #:	940871

Document	Received	Completed	Notes
AB-17: Renewal Application	10/15/2018	10/15	
App and License Fees	10/15/2018	10/15	

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

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

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

LGB 1 Response:

Waive
 Protest
 Lapsed

LGB 2 Response:

Waive
 Protest
 Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

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

Licensee:	Don Jose's, LLC	License #:	2252
License Type:	Beverage Dispensary	Legal Ref.:	AS 04.11.090
Doing Business As:	Don Jose's Mexican Restaurant		
Premises Address:	127 W Pioneer Ave. Homer		
Local Governing Body:	City of Homer (Kenai Peninsula Borough)		
Community Council:	None		
Mailing Address:	127 W Pioneer Ave		
City:	Homer	State:	AK
		ZIP:	99603

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Jose Ramos	Contact Phone:	907-229-7196
Contact Email:	Salmonalaska@yahoo.com		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Lisa Fink	Contact Phone:	678-382-9654
Contact Email:	finklisa89@gmail.com		





Form AB-17: 2019/2020 Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. **You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>**

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	Don Jose's LLC #56813D
-----------------------	------------------------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Jose Ramus				
Title(s):	member	Phone:	907-229-7196	% Owned:	51
Mailing Address:	127 W Pioneer Ave				
City:	Homer	State:	AK	ZIP:	99603

Name of Official:	Maria C Ramus				
Title(s):	member	Phone:	907-229-3947	% Owned:	49
Mailing Address:	127 W Pioneer Ave				
City:	Homer	State:	AK	ZIP:	99603

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





Form AB-17: 2019/2020 Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate (spouse)

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

This individual is an: applicant affiliate (spouse)

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

Section 4 – Alcohol Server Education

This section must be completed only by the holder of a **beverage dispensary, club, or pub license or conditional contractor's permit**. The holders of all other license types should skip to Section 5.

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

Section 5 – License Operation

Check a **single box** for each calendar year that best describes how this liquor license was operated:

	2017	2018
The license was regularly operated continuously throughout each year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 240 total hours each calendar year. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years. <i>If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.</i>	<input type="checkbox"/>	<input type="checkbox"/>





Form AB-17: 2019/2020 Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Certifications

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

Printed name of licensee

Jose Ramos
Jose Ramos



Signature of Notary Public

and for the State of

AK

My commission expires:

9-16-20

Subscribed and sworn to before me this 15 day of Oct, 2018.

Seasonal License? Yes No

If "Yes", write your six-month operating period: _____

License Fee:	\$ 2500.00	Application Fee:	\$ 300.00	TOTAL:	\$ 2800.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	DON JOSE'S, LLC

Entity Type: Limited Liability Company

Entity #: 56813D

Status: Good Standing

AK Formed Date: 9/28/1995

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2021

Entity Mailing Address: 127 W PIONEER AVE, HOMER, AK 99603

Entity Physical Address: 2052 E NORTHERN LIGHTS BLVD, ANCHORAGE, AK 99508

Registered Agent

Agent Name: JOSE RAMOS

Registered Mailing Address: 127 PIONEER, HOMER, AK 99603

Registered Physical Address: 127 PIONEER, HOMER, AK 99603

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Jose' Ramos	Member	51
	Maria C Ramos	Member	49

Filed Documents

Date Filed	Type	Filing	Certificate
10/12/1994	Biennial Report		
9/28/1995	Creation Filing	Click to View	
9/28/1995	Creation Filing		
12/16/1996	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
12/31/1998	Biennial Report	Click to View	
12/14/2000	Biennial Report	Click to View	
1/03/2003	Biennial Report	Click to View	
7/20/2005	Biennial Report	Click to View	
10/15/2006	Biennial Report	Click to View	
4/24/2009	Biennial Report	Click to View	
3/10/2011	Biennial Report	Click to View	
11/28/2012	Biennial Report	Click to View	
10/23/2014	Biennial Report	Click to View	
12/21/2016	Biennial Report	Click to View	
10/15/2018	Biennial Report	Click to View	

[Close Details](#)[Print Friendly Version](#)

Date: 3-31-18

Licensee: Don Jose's LLC

#3311/Beverage Dispensary

AMCO Case #: AB18-0257

I believe this is closed.





Alcohol & Marijuana Control Office
 550 W. 7th AVE, SUITE 1600
 Anchorage, AK 99501

Date: 1-4-17
 Number: AB16-0746
 Page: 1 of 1

ADVISORY NOTICE

3AAC 304.525(2)

Licensee Don Jose's, LLC	License Number 3039	Type of License Beverage Dispensary
D.B.A. Don Joses Mexican Restaurant 205 S. Willow Street	How Delivered Via e-mail to sluebbert@alaskadonjoses.com	Law Enforcement Agency N/A
Street or P.O. Box 2052 E. Northern Lights Blvd	City, State Anchorage, AK	Zip 99508

This is an Advisory Notice to you as the licensee that a deficit has been identified on your licensed premises requiring your immediate attention.

VIOLATION OR DEFICIT OBSERVED:

During an inspection on 12-28-16, it was noted that the dba depicted on the exterior of the building was now "The Mad Moose". AMCO records do not show that a change of name was applied for or approved.

Your attention is directed to: 3AAC304.185: Licensed premises

Receipt:	Violation / Deficit Observed By: FRH0
Filed By: F.R. HAMILTON, FRH0	Title: Investigator III





October 30, 2018

City of Homer

Attn: City Clerk

Via Email: clerk@cityofhomer-ak.gov

Cc: joanne@borough.kenai.ak.us

jblankenship@borough.kenai.ak.us

tshassetz@kpb.us

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Restaurant/Eating Place – Public Convenience Seasonal	License Number:	4894
Licensee:	Harrison McHenry		
Doing Business As:	Fresh Catch Cafe		

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

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

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

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Fresh Catch Cafe	License Number:	4894
License Type:	Restaurant/Eating Place-Public Convenience Seasonal		
Examiner:	JOHN CHURCH	Transaction #:	-944958 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	10/22/2018	10/22/18	
App and License Fees	10/22/2018	10/22/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	10/22/2018	10/22/18	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

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

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

LGB 1 Response:

Waive
 Protest
 Lapsed

LGB 2 Response:

Waive
 Protest
 Lapsed



Alaska Alcoholic Beverage Control Board
Restaurant or Eating Place License
Form AB-17a: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

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

Licensee:	Harrison McHenry	License #:	4894
License Type:	Restaurant or Eating Place - Public Convenience Seasonal	Statute:	AS 04.11.400(d)
Doing Business As:	Fresh Catch Cafe		
Premises Address:	4025 Homer Spit Rd #20		
Local Governing Body:	City of Homer (Kenai Peninsula Borough)		
Community Council:	None		

Mailing Address:	PO Box 15236		
City:	Fritz Creek	State:	AK
ZIP:	99603		

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Harrison McHenry	Contact Phone:	(907) 299-4538
Contact Email:	freshcatchcafe@yahoo.com		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			





Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. **You may view your entity's status or find your CBPL entity number by using the following site:** <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	
------------------------------	--

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

--

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

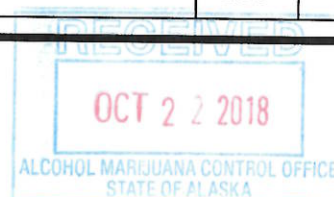
- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

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

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

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





Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate (spouse)

Name:	Harrison McHenry	Contact Phone:	(907)299-4538
Mailing Address:	PO Box 15236		
City:	Fritz Creek	State:	AK
Email:	freshcatchcafe@yahoo.com		
ZIP:	99603		

This individual is an: applicant affiliate (spouse)

Name:	Heather McHenry	Contact Phone:	(907)299-4539
Mailing Address:	PO Box 15236		
City:	Fritz Creek	State:	AK
Email:	hmchenry2000@yahoo.com		
ZIP:	99603		

Section 4 – Alcohol Server Education

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

- The license was regularly operated continuously throughout each year. 2017 2018
- The license was regularly operated during a specific season each year. 2017 2018
- The license was only operated to meet the minimum requirement of 240 total hours each calendar year. 2017 2018
If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.
- The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years. 2017 2018
If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.





Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

Yes No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

Yes No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Certifications

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

Initials: *HM*

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

Initials: *HM*

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Initials: *HM*

I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

Initials: *HM*

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

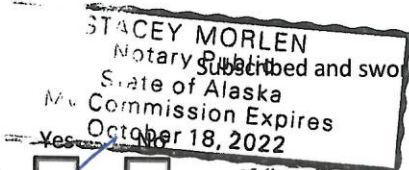
Harrison McHenry
Printed name of licensee

Signature of Notary Public

Stacey Morlen

Notary Public in and for the State of Alaska

My commission expires: 10/18/22



Subscribed and sworn to before me this 17 day of oct, 2018.

Seasonal License?

If "Yes", write your six-month operating period: 5/1 - 10/31

License Fee:	\$ 300.00	Application Fee:	\$ 300.00	TOTAL:	\$ 600.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



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

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

LICENSE DETAILS

License #: 966810

[Print Business License](#)

Business Name: FRESH CATCH CAFE

Status: ACTIVE

Business Type: SOLE PROPRIETOR

Issue Date: 12/19/2011

Expiration Date: 12/31/2019

Primary Line Of Business: 72 - Accommodation and Food Services

Primary NAICS: 722110 - FULL-SERVICE RESTAURANTS

Secondary Line Of Business:

Secondary NAICS:

Mailing Address: PO BOX 15236, FRITZ CREEK, AK 99603

Physical Address: 4025 HOMER SPIT RD #20, HOMER, AK 99603

Owners

HARRISON MCHENRY

Endorsements

No Endorsements Found

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October 22, 2018

City of Homer

Attn: City Clerk

Via Email: clerk@cityofhomer-ak.gov

Cc: joanne@borough.kenai.ak.us

jblankenship@borough.kenai.ak.us

tshassetz@kpb.us

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Restaurant/Eating Place	License Number:	5563
Licensee:	Suvi Mirja Bayly		
Doing Business As:	Homer Spit Oyster Bar		

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

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

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

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Homer Spit Oyster Bar	License Number:	5563
License Type:	Restaurant/Eating Place - Public Convenience Seasonal		
Examiner:	<i>Cavie</i>	Transaction #:	939247

Document	Received	Completed	Notes
AB-17: Renewal Application	10/12/2018	10/17	
App and License Fees	10/12/2018	10/12	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	10/12/2018	10/12	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

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

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

LGB 1 Response:

Waive Protest Lapsed

LGB 2 Response:

Waive Protest Lapsed



Alaska Alcoholic Beverage Control Board
Restaurant or Eating Place License
Form AB-17a: 2019/2020 Renewal License Application

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

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

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

Licensee:	Suvi Mirja Bayly	License #:	5563
License Type:	Restaurant or Eating Place - Public Convenience Seasonal	Statute:	AS 04.11.400(d)
Doing Business As:	Homer Spit Oyster Bar		
Premises Address:	3851 Homer Spit Road		
Local Governing Body:	City of Homer (Kenai Peninsula Borough)		
Community Council:	None		

Mailing Address:	P.O. BOX 195		
City:	Girdwood	State:	AK
ZIP:	99587		

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Suvi Mirja Bayly	Contact Phone:	907-885-5340
Contact Email:	suvibayly@gmail.com		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			





Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	
-----------------------	--

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

--

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

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

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

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





Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: [X] applicant [] affiliate (spouse)

Form with fields: Name: Suvi Mirja Bayly, Contact Phone: 907-885-5340, Mailing Address: P.O. Box 195, City: Girdwood, State: AK, ZIP: 99587, Email: suvibayly@gmail.com

This individual is an: [] applicant [] affiliate (spouse)

Empty form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

Section 4 – Alcohol Server Education

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

[Handwritten initials SB]

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

[] []

The license was regularly operated during a specific season each year.

[X] [X]

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

[] []

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.

[] []





Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

Yes No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

Yes No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Certifications

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

SB

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

SB

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

SB

I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

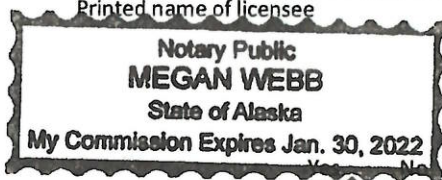
SB

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Suvi Bayly
Signature of licensee
Suvi Mirja Bayly
Printed name of licensee

Megan Webb
Signature of Notary Public
Notary Public in and for the State of Alaska

My commission expires: Jan. 30, 2022



Subscribed and sworn to before me this 17th day of October, 2018.

Seasonal License? Yes No

If "Yes", write your six-month operating period: April 15th-October 15th

License Fee:	\$ 300.00	Application Fee:	\$ 300.00	TOTAL:	\$ 600.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					





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

Alaska Alcoholic Beverage Control Board

Form AB-33: 2017/2018 Restaurant Receipts Affidavit

What is this form?

A restaurant or eating place licensee must file a complete copy of this form along with its 2019/2020 license renewal application, in order to provide evidence to the Alcoholic Beverage Control Board that this licensed restaurant's receipts from the sale of food upon the licensed premises constitute no less than 50% of the gross receipts (food + alcohol sales) of the licensed premises for each calendar year in 2017 and 2018, as required by AS 04.11.100(e). This form is considered to be confidential.

This form must be completed correctly and submitted along with a complete and correct copy of Form AB-17a before a license renewal application may be considered to be complete.

Section 1 – Establishment Information

This form is being submitted for the following license:

Licensee:	Suvi Mirja Bayly	License #:	5563
License Type:	Restaurant or Eating Place - Public Convenience Seasonal		
Doing Business As:	Homer Spit Oyster Bar		
Premises Address:	3851 Homer Spit Road		
Local Governing Body:	City of Homer (Kenai Peninsula Borough)		

Section 2 – Gross Receipts for 2017 and 2018

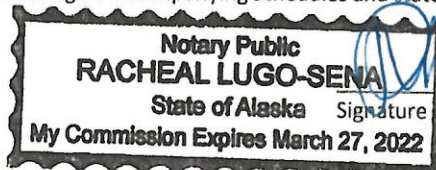
Enter the dollar amounts of the food and gross (food + alcohol) receipts on the licensed premises, and calculate the percentage of gross receipts that are from food sales on the licensed premises for each calendar year. (Food Receipts ÷ Gross Receipts x 100 = %)

2017 Food Receipts:	\$ 65,450	2017 Gross Receipts:	\$ 77,000	% From Food:	85 %
2018 Food Receipts:	\$ 88,400	2018 Gross Receipts:	\$ 110,500	% From Food:	80 %

I declare under penalty of perjury that this form, including all accompanying schedules and statements, is true, correct, and complete.

Suvi Bayly
 Signature of licensee
 Suvi Mirja Bayly

Printed name of licensee



[Signature]
 Signature of Notary Public
 My commission expires: March 27, 2022

Subscribed and sworn to before me this 12th day of October, 2018.



City of Homer

www.cityofhomer-ak.gov

Police Department

4060 Heath Street
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

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

Memorandum

TO: Rachel Tussey, Deputy City Clerk

FROM: Mark Robl, Police Chief 

DATE: November 15, 2018

SUBJECT: Liquor License Renewals for, Don Jose's, Fresh Catch Café, & Homer Spit Oyster Bar

There is no objection to these Liquor License Renewals.

License #: 2252

Doing Business as: Don Jose's Mexican Restaurant

License Type: Beverage Dispensary

Licensee: Don Jose's, LLC

Premises Address: 127 W. Pioneer Ave. Homer, AK 99603

License #: 4894

Doing Business as: Fresh Catch Café

License Type: Restaurant/Eating place - Public Convenience Seasonal

Licensee: Harrison McHenry

Premises Address: 4025 Homer Spit Road #20, Homer, AK 99603

License #: 5563

Doing Business as: Homer Spit Oyster Bar

License Type: Restaurant/Eating Place- Public Convenience Seasonal

Licensee: Suvi Mirja Bayly

Premises Address: 3851 Homer Spit Road, Homer, AK 99603



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: MARK ROBL, POLICE CHIEF

CC: JONA FOCHT, COMMUNICATIONS SUPERVISOR

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK I

DATE: NOVEMBER 14, 2018

SUBJECT: LIQUOR LICENSE RENEWALS FOR DON JOSE'S, FRESH CATCH CAFÉ, & HOMER SPIT OYSTER BAR

We have been notified by the Alcohol and Marijuana Control Office of three applications for liquor license renewals in the City of Homer for the following:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
2252	Don Jose's Mexican Restaurant	Beverage Dispensary	Don Jose's, LLC	127 W Pioneer Ave.
4894	Fresh Catch Cafe	Restaurant/Eating Place - Public Convenience Seasonal	Harrison McHenry	4025 Homer Spit Rd. #20
5563	Homer Spit Oyster Bar	Restaurant/Eating Place - Public Convenience Seasonal	Suvi Mirja Bayly	3851 Homer Spit Rd.

This matter is scheduled for the November 26, 2018 City Council meeting. Please respond with objections/non-objections to these liquor license renewals by **Tuesday, November 20, 2018**.

Thank you for your assistance.



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 18-126

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: NOVEMBER 8, 2018

SUBJECT: LETTER FROM COUNCIL TO KENAI PENINSULA ECONOMIC DEVELOPMENT
DIVISION REQUESTING OUTREACH TO AIRLINES FOR SEASONAL JET SERVICE
TO HOMER

Councilmember Stroozas has proposed the attached letter be sent to the Kenai Peninsula Economic Development Division requesting outreach to airlines for seasonal jet service to Homer.

RECOMMENDATION:

Discuss the letter and if approved the letter will be sent to the Kenai Peninsula Economic Development Division.



City of Homer

www.cityofhomer-ak.gov

Homer City Council

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-3130

(f) 907-235-3143

November xx, 2018

Tim Dillon
Executive Director
Kenai Peninsula Economic Development Division (KPEDD)
14896 Kenai Spur Hwy, Suite 103-A
Kenai, AK 99611

Dear Mr. Dillon,

The City of Homer is interested in attracting seasonal jet service to/from a major West Coast hub, such as Seattle or Portland. Jet service would foster economic development in a variety of sectors. Commercial fishing and marine industries, tourism, health care, construction, and the arts, are viable industries that would benefit from seasonal jet service and could help support the “back-haul.”

The City of Homer would like to request that, as the economic development association for the region, Kenai Peninsula Economic Development District represent the City’s interests and reach out to major airlines regarding the prospect of seasonal jet service to/from the West Coast. In particular, it would be valuable to know what interest Alaska Airlines or other airlines that offer seasonal service to Alaska’s smaller airports (such as Delta Airlines which offers seasonal service from Ketchikan to Seattle) may have in Homer. Direct service to Homer would offer their customers an excellent and convenient destination and local residents would undoubtedly take advantage of the service.

Thank you in advance for your time and consideration.

Respectfully submitted,

Mayor Ken Castner
On behalf of the Homer City Council

Enc:
Spec sheet for Homer Airport

FAA INFORMATION EFFECTIVE 11 OCTOBER 2018, HOMER, ALASKA

Lat/Long: 59-38-41.9819N / 151-29-08.9103W
59-38.699698N / 151-29.148505W
59.6449950 / -151.4858084 (estimated)
Elevation: 84.3 ft. / 25.7 m (surveyed)
Variation: 17E (2015)

Airport Operations

Control tower: no
ARTCC: ANCHORAGE CENTER
FSS: HOMER FLIGHT SERVICE STATION (on field) [907-235-8588]
Alternate FSS: ENA KENAI FLIGHT SERVICE STATION [1-866-864-1737]
NOTAMsHOM (NOTAM-D service available)
facility:
Attendance: NOV-MAR 0400-2030, APR-OCT 0600-2030,
Pattern altitude: 884.3 ft. MSL
Wind indicator: lighted
Segmented circle: yes
Lights: ACTVT HIRL RY 04/22; VASI RYS 04 & 22 & MALSF RY 04 AND MALSR RY
22 - CTAF.
Beacon: white-green (lighted land airport)
Operates sunset to sunrise.
Fire and rescue: ARFF index A
AirlinePPR FOR ACR OPNS WITH MORE THAN 30 PSGR SEATS WRITE AMGR:
operations: 2336 KACHEMAK DR. HOMER; AK 99603.

Airport Communications

CTAF: 123.6
UNICOM: 123.0
WX ASOS: 135.65 (907-235-3603)
AFIS: 135.65
WX ASOS at SOV (14 nm SW): 135.4 (907-234-7407)

- ADDITIONAL UNICOM FREQUENCIES: 122.700, 123.050.
- APCH/DEP SERVICE PRVDD BY ANCHORAGE ARTCC ON FREQS 125.9/270.3 (HOMER RCAG).
- HOM AFIS ON FREQUENCY 135.65.

VOR radial/distance	VOR name	Freq	Var
HOM r178/4.0	HOMER VOR/DME	114.60	15E

NDB name	Hdg/Dist	Freq	Var	ID
KACHEMAK	at field	277	17E	ACE .- -.- . .

Airport Services

Fuel available: 100LL JET-A JET-B
CALL OUT FEE AFTER 1700 CALL 907-235-7969.
Parking: hangars and tie-downs

Airframe service: MINOR
 Powerplant service: MINOR
 Bottled oxygen: NONE
 Bulk oxygen: NONE

Runway Information - Runway 4/22

Dimensions: 6701 x 150 ft. / 2042 x 46 m

Surface: asphalt/aggregate friction seal coat, in fair condition

Weight bearing capacity: PCN 55 /F/B/X/T

Single wheel: 62.0
 Double wheel: 70.0
 Double tandem: 189.0
 Dual double tandem: 130.0

Runway edge lights: high intensity

RUNWAY 4

Latitude: 59-38.417545N
 Longitude: 151-29.485825W
 Elevation: 70.5 ft.
 Gradient: 0.2%

Traffic pattern: right

Runway heading: 038 magnetic, 055 true

Markings: precision, in fair condition

Visual slope indicator: 4-box VASI on left (3.00 degrees glide path)

Approach lights: MALSF: 1,400 foot medium intensity approach lighting system with sequenced flashers

Runway end identifier lights: no

Touchdown point: yes, no lights

Instrument approach: LOC/DME

Obstructions: none

RUNWAY 22

59-39.048183N
 151-27.705252W
 74.3 ft.
 0.2%

left

218 magnetic, 235 true

precision, in good condition

4-box VASI on left (3.00 degrees glide path)

MALSR: 1,400 foot medium intensity approach lighting system with runway alignment indicator lights

no

yes, no lights

MLS

70 ft. tree, 2200 ft. from runway, 350 ft. left of centerline, 28:1 slope to clear

Runway 6W/24W

RUNWAY 6W

Latitude: 59-38.496667N
 Longitude: 151-30.967167W
 Elevation: 18.0 ft.
 Traffic pattern: left

RUNWAY 24W

59-38.725000N
 151-30.293000W
 18.0 ft.
 left

Ownership: Publicly-owned

Owner: ALASKA DOT&PF CENTRAL REGION
 PO BOX 196900
 ANCHORAGE, AK 99519-6900
 Phone 907-269-0783

Manager: KEVIN JONES
2336 KACHEMAK DR
HOMER, AK 99603
Phone 907-235-8872
ALSO 907-235-4394 OR 907-235-5217 (MESSAGE PHONE).

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-49

An Ordinance of the City Council of Homer, Alaska, Amending the 2019 Capital Budget in the Amount of \$37,298.98 for the Purchase of Escape Ladders for the Homer Harbor Leased Stalls.

Sponsor: City Manager/Port Director

1. City Council Regular Meeting November 26, 2018 Introduction

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Port Director

ORDINANCE 18-49

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE 2019 CAPITAL BUDGET IN THE AMOUNT OF
\$37,298.98 FOR THE PURCHASE OF ESCAPE LADDERS FOR THE
HOMER HARBOR LEASED STALLS .

WHEREAS, The Port and Harbor has been working towards the goal of installing escape ladders in every stall in the harbor which will greatly increase a person's ability to self-rescue from a fall into the harbor; and

WHEREAS, The City Manager has approved this budget request in the draft 2019 budget; and

WHEREAS, Our supplier has supplied a quote that does not include the new federal tariff on steel but voiced concern that the rate will likely go up by as much as 25% after the first of the year potentially increasing our materials cost by \$9,000; and

WHEREAS, Taking advantage of this offer before the new year saves the Port and Harbor reserves dollars that can be used for other beneficial projects; and

WHEREAS, It has been a goal to have escape ladders in every leased stall in the harbor and with this funding the goal will be accomplished; and

WHEREAS, This is a public and employee safety measure.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby amends the 2019 Capital Budget to appropriate \$37,298.98 for the purchase of escape ladders for the Homer Harbor Leased Stalls:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
456-0380	Port & Harbor Reserves	\$37,298.98

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2018.

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CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

Introduction:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Katie Koester, City Manager

Holly Wells, Attorney

Date: _____

Date: _____

**CITY OF HOMER
DEPARTMENT BUDGET REQUEST
Budget 2019**

Requesting Department Port and Harbor Date 8/27/2018

<input type="checkbox"/> Request for Additional Personnel: Position Title	<input checked="" type="checkbox"/> Capital Request (for acquiring/constructing a major, long-term asset valued at \$5,000 or more)	<input type="checkbox"/> Operating Line Item Increase
Salary Range & Step	Request Title	Escape Ladders
Full-time _____ Part-time <input type="checkbox"/> Hours Per Year _____	Fund Name:	Port and Harbor reserves
(FINANCE DEPT WILL COMPLETE)	Account Name:	
5101 Permanent Employees _____	Account #	456-380
5102 Fringe Benefits _____	Estimated Cost:	<u>\$40,000</u>
5103 P/T Employees _____		
5104 Fringe Benefits P/T _____		
5105 Overtime _____		
Total Personnel Cost _____		

Fully describe the specifics of your budget request i.e. item(s) to be purchased, their function and justification.

We began installing Up and Out safety ladders in all the new annual moorage stalls during our 2015 float project. We choose this particular product after an extensive product search and actual field trial, and found it to be the best all-around ladder for our use. It has been a goal to have escape ladders in every stall in the harbor and with this funding we will be able to accomplish that goal.
At this time we have not found a ladder that will work for us in the transit areas of the harbor but we are actively searching for solutions.

How is this request necessary for the Department to carry out its mission, or to meet Department goals?

This is a relatively inexpensive safety feature that helps to make the floats safer for everyone.
Earlier this year I heard from one of our lessees that they had the occasion to use the escape ladder in their stall because of an accidental overboard situation. They reported that the ladder worked quite well and that because the person was able to "self rescue" they were not injured or bruised like what could have happened if others were trying to help them out of the water back onto the float.

Priority of Need: This budget request item ranks # of the department's budget requests.

Requestor's Name: _____ Dept Head Approval _____
Date _____

City Manager Recommendation: Approved Denied Amended

Comments: _____

Marina Dock Parts, LLC

2919 Wilson Ave
Bellingham, WA 98225

sales@marinadockparts.com

Estimate

Date	Estimate #
10/30/2018	647

Name / Address
City of Homer Ports & Harbor Aaron Glidden 4667 Homer Spit Rd. Ste. #3 Homer, AK 99603

Ship To
City of Homer Ports & Harbors C/O KGS Aaron Glidden 3216 70th Ave. East Fife, WA 98424

P.O. No.	Terms	Due Date	Lead Time	Project	Rep	
	Net 10	2/17/2018	6-8 Weeks		TLT	
Description				Qty	Rate	Total
SW-1224 Up-N-Out Universal Direct Mount Ladder Stainless Steel 4 Step Fits Docks With 24" to 12" Freeboard				22	175.20	3,854.40
SW-1336 Up-N-Out Universal Direct Mount Ladder Stainless Steel 5 Step Fits Docks With 36" to 13" Freeboard				148	199.20	29,481.60
Up-N-Out Universal Direct Mount Sign Plate				170	18.00	3,060.00
NOTE: For Install use 3//8" Lag Bolt with 2 Fender Washers per Lag or 1/2" Lag with Washers can be used as well						
Freight (FOB) Fife, WA 98424 - 2 pallets 1200 lbs. each				1	902.98	902.98
Finance Charges of 2% (24% APR) per month will be added to past due account. With a \$25.00 Minimum.				Subtotal		\$37,298.98
				Sales Tax (0.0%)		\$0.00
Signature _____				Total		\$37,298.98

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-50

An Ordinance of the City Council of Homer, Alaska, Amending the Official Road Maintenance Map of the City of Homer by adding Greatland Street, Nelson Avenue, Ronda Street, Father Dean Court, and South Slope Drive as Urban Roads.

Sponsor: City Manager/Public Works Director

1. City Council Regular Meeting November 26, 2018 Introduction

Memorandum 18-133 from Public Works Superintendent as backup

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

3 City Manager/
4 Public Works Director

5 **ORDINANCE 18-50**

6
7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING THE OFFICIAL ROAD MAINTENANCE MAP OF THE CITY
9 OF HOMER BY ADDING GREATLAND STREET, NELSON AVENUE,
10 RONDA STREET, FATHER DEAN COURT, AND SOUTH SLOPE DRIVE
11 AS URBAN ROADS.
12

13 WHEREAS, The City of Homer has determined that it is necessary to provide minimum
14 standards to regulate design and construction of public streets, roads, and highways within
15 the City of Homer; and
16

17 WHEREAS, Ordinance 85-14, HCC 11.04.055, adopted July 2, 1985 provides appropriate
18 street design and construction standards as well as an official maintenance map to record
19 streets officially accepted for maintenance; and
20

21 WHEREAS, HCC 11.04.055 provides that the City shall not accept maintenance
22 responsibility for any road or street which is not constructed or reconstructed to the adopted
23 standards unless the road is shown on the Official Road Maintenance Map. As amended via
24 Ordinance 02-23(S), adopted June 10, 2002, of the City of Homer; and
25

26 WHEREAS, An additional 4267 lineal feet has been duly inspected, reviewed, approved
27 by the Department of Public Works and recommended for acceptance by the City of Homer as
28 Urban Road.
29

30 NOW THEREFORE, The City of Homer Ordains:
31

32 Section 1: Section 11.04.055 Official Road Maintenance Map adopted is hereby
33 amended per provisions of sections (a) through (e) to include the following additional streets
34 as Urban Road by the City of Homer and recorded as amendment #40 on the New Official Road
35 Maintenance Map adopted: the following mileage calculation is to the nearest hundredth.
36

<u>AmendSubdivision</u>	<u>Roadway Name</u>	<u>Lineal Feet</u>	<u>Mile</u>	<u>Class</u>
37 Chamberlain & Watson	Greatland Street	566	.11	Urban
38 Quiet Creek Park	Nelson Avenue	2630	.50	Urban
39 Quiet Creek Park	Ronda Street	430	.09	Urban
40 Quiet Creek Park	Father Dean Ct.	402	.08	Urban
41 Quiet Creek Park	South Slope Drive	239	.05	Urban
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Section 2: This is a non code ordinance and of a permanent nature.

ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER THIS ___ DAY OF _____,
2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Katie Koester, City Manager

Holly Wells, City Attorney

Date: _____

Date: _____



City of Homer

Dan Gardner, Superintendent

Public Works

3575 Heath Street

Homer, AK 99603

dgardner@ci.homer.ak.us

(p) 907-235-3170

(f) 907-235-3145

MEMORANDUM 18-133

To: Melissa Jacobsen, City Clerk

Through: Carey S. Meyer, PW Director
From: Dan Gardner, PW Superintendent

Date: November 7, 2018

Subject: Street Improvements – Official Road Maintenance Map
Greatland Street
Quiet Creek Park Sub. Streets – Nelson Ave, Ronda St, Father Dean Ct, South Slope Dr

Per Ordinance 17-05 (A-3), Greatland Street Improvements were constructed, and as part of a Subdivision Agreement, road improvements have been constructed for the Quiet Creek Park Subdivision. These road improvements were finished in 2018 and this department has inspected and approved the construction.

The 5 streets are:

- | | | |
|----|-------------------|------------------|
| 1. | Greatland Street | 566 lineal feet |
| 2. | Nelson Avenue | 2630 lineal feet |
| 3. | Ronda Street | 430 lineal feet |
| 4. | Father Dean Court | 402 lineal feet |
| 5. | South Slope Drive | 239 lineal feet |

This is a total of 4267 lineal feet (.81 miles)

In accordance with Ordinance 85-13, Section 12.20.090, and Section 11.20.100, this Department requests that the City Council formally accept the street improvements for operation and maintenance. Upon the Council's approval, please add the additional .81 miles of road to the Official City Road Maintenance Map for year-round maintenance.

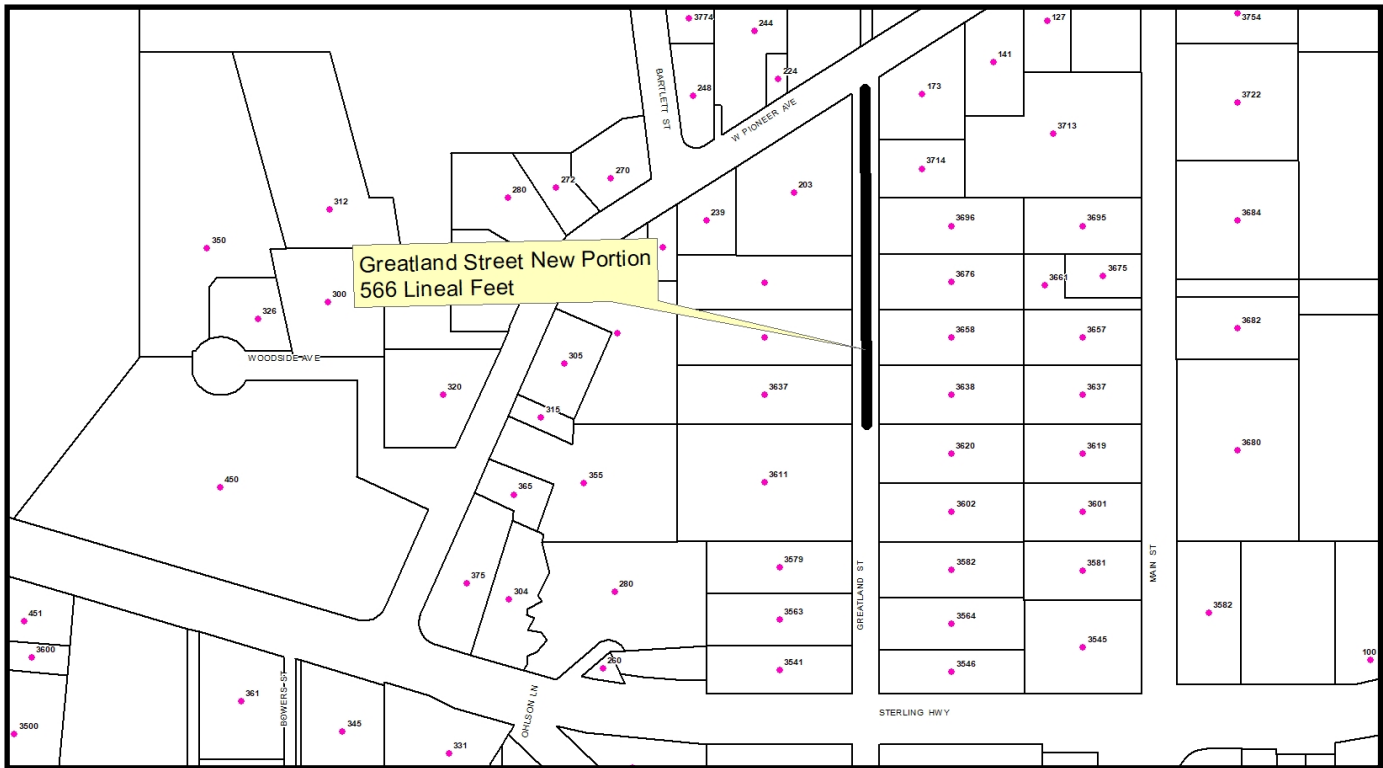
See attached maps for location.

Fiscal Note – Annual maintenance costs for these improvements is estimated to be \$15,650.

C: Carey Meyer, PW Director
Katie Koester, City Manager

Historical Info on Roads Maintained per Equipment Operator:

	<u>Total Miles</u>	<u># of Operators</u>	<u>Miles Per Operator</u>
Roads Maintained 2001	27.14	4	6.8
Roads Maintained After Annexation	40.24	5	8.0
Roads Added Since 2006	7.37		
Roads Currently Maintained	47.61	5	9.53



ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-51

An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Chapter 21.18 Central Business District, Section 21.18.020 Permitted Uses and Structures to Delete Marijuana Cultivation Facilities as a Permitted Use.

Sponsor: Smith

1. City Council Regular Meeting November 26, 2018 Introduction and Refer to Planning Commission

- 44
- 45 f. Hotels and motels;
- 46
- 47 g. Mortuaries;
- 48
- 49 h. Single-family, duplex, and multiple-family dwellings, including townhouses, but not
- 50 including mobile homes;
- 51
- 52 i. Floatplane tie-up facilities and air charter services;
- 53
- 54 j. Parks;
- 55
- 56 k. Retail and wholesale sales of building supplies and materials, only if such use, including
- 57 storage of materials, is wholly contained within one or more enclosed buildings;
- 58
- 59 l. Customary accessory uses to any of the permitted uses listed in the CBD district; provided,
- 60 that a separate permit shall not be issued for the construction of any detached accessory
- 61 building prior to that of the main building;
- 62
- 63 m. Mobile homes, provided they conform to the requirements set forth in HCC 21.54.100;
- 64
- 65 n. Home occupations, provided they conform to the requirements of HCC 21.51.010;
- 66
- 67 o. Ministorage;
- 68
- 69 p. Apartment units located in buildings primarily devoted to business or commercial uses;
- 70
- 71 q. Religious, cultural, and fraternal assembly;
- 72
- 73 r. Entertainment establishments;
- 74
- 75 s. Public, private and commercial schools;
- 76
- 77 t. Museums and libraries;
- 78
- 79 u. Studios;
- 80
- 81 v. Plumbing, heating and appliance service shops, only if such use, including the storage of
- 82 materials, is wholly within an enclosed building;
- 83
- 84 w. Publishing, printing and bookbinding;
- 85

- 86 x. Recreational vehicle parks only if located south of the Sterling Highway (Homer Bypass) from
87 Lake Street west to the boundary of the Central Business District abutting Webber Subdivision,
88 and from Heath Street to the west side of Lakeside Village Subdivision, provided they shall
89 conform to the standards in HCC 21.54.200 and following sections;
- 90 y. Taxi operation limited to a dispatch office and fleet parking of no more than five vehicles;
91 maintenance of taxis must be conducted within an enclosed structure, and requires prior
92 approval by the City Planner of a site, access and parking plan;
- 93
- 94 z. Mobile food services;
- 95
- 96 aa. Itinerant merchants, provided all activities shall be limited to uses permitted outright
97 under this zoning district;
- 98
- 99 bb. Day care homes and facilities; provided, however, that outdoor play areas must be fenced;
- 100
- 101 cc. Rooming house, bed and breakfast and hostel;
- 102
- 103 dd. Auto repair and auto and trailer sales or rental areas, but only on Main Street from Pioneer
104 Avenue to the Sterling Highway, excluding lots with frontage on Pioneer Avenue or the Sterling
105 Highway, subject to the following additional requirements: Vehicles awaiting repair or service,
106 inoperable vehicles, vehicles for parts, and vehicles awaiting customer pickup shall be parked
107 indoors or inside a fenced enclosure so as to be concealed from view, on all sides. The fence
108 shall be a minimum height of eight feet and constructed to prohibit visibility of anything inside
109 of the enclosure. The portion of any vehicle exceeding eight feet in height may be visible
110 outside of the fence. Vehicle parts (usable or unusable), vehicle service supplies, and any other
111 debris created in the repair or servicing of vehicles shall also be stored indoors or inside the
112 fenced enclosure out of view of the public;
- 113
- 114 ee. Farmers' market;
- 115
- 116 ff. Dormitory;
- 117
- 118 gg. Financial institutions;
- 119
- 120 hh. As an accessory use, one small wind energy system per lot having a rated capacity not
121 exceeding 10 kilowatts;
- 122
- 123 ii. One detached dwelling unit, excluding mobile homes, as an accessory building to a principal
124 single-family dwelling on a lot;
- 125
- 126 jj. Marijuana cultivation facilities, manufacturing facilities, retail facilities, and testing facilities
127 as defined by State law.

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Section 2. This ordinance shall take effect upon its adoption by the Homer City Council.

Section 3. This ordinance is of a permanent and general character and shall be included in the Homer City Code.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

Introduction:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form:

Katie Koester, City Manager

Holly Wells, Attorney

Date: _____

Date: _____

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

3 City Manager/Port Director

4 **RESOLUTION 18-088**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, IN
7 SUPPORT OF FULL FUNDING (\$7,409,439) FOR THE STATE OF
8 ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY
9 2020 STATE CAPITAL BUDGET.

10
11 WHEREAS, The majority of the public boat harbors in Alaska where constructed by the
12 State during the 1960s and 1970s; and

13
14 WHEREAS, These harbor facilities represent critical transportation links and are the
15 transportation hubs for waterfront commerce and economic development in Alaskan coastal
16 communities; and

17
18 WHEREAS, These harbor facilities are ports of refuge and areas for protection for ocean-
19 going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan
20 communities; and

21
22 WHEREAS, The State of Alaska over the past nearly 30 years has transferred ownership
23 of most of these State-owned harbors, many of which were at or near the end of their service
24 life at the time of transfer, to local municipalities; and

25
26 WHEREAS, The municipalities took over this important responsibility even though they
27 knew that these same harbor facilities were in poor condition at the time of transfer due to the
28 state's failure to keep up with deferred maintenance; and

29
30 WHEREAS, Consequently, when local municipal harbormasters formulated their annual
31 harbor facility budgets, they inherited a major financial burden that their local municipal
32 governments could not afford; and

33
34 WHEREAS, In response to this financial burden, the Governor and the Alaska Legislature
35 passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port
36 Administrators, to create the Municipal Harbor Facility Grant program, AS 29.60.800; and

37
38 WHEREAS, The Alaska Association of Harbormasters and Port Administrators, is
39 pleased with the Department of Transportation and Public Facilities administrative process to
40 review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state
41 funds may be limited; and

43 WHEREAS, For each harbor facility grant application, these municipalities have
44 committed to invest 100% of the design and permitting costs and 50% of the construction cost;
45 and
46

47 WHEREAS, The municipalities of the City of Anchorage, the City and Borough of Juneau,
48 City of Ketchikan, City and Borough of Sitka, City of Whale Pass, and the City of Whittier have
49 offered to contribute \$7,409,439 in local match funding for FY 2020 towards eight harbor
50 projects of significant importance locally as required in the Harbor Facility Grant Program; and
51

52 WHEREAS, Completion of these harbor facility projects is all dependent on the 50%
53 match from the State of Alaska's Municipal Harbor Facility Grant Program; and
54

55 WHEREAS, During the last ten years the Municipal Harbor Facility Grant Program has
56 only been fully funded twice; and
57

58 WHEREAS, During the last ten years the backlog of projects necessary to repair and
59 replace these former State owned harbors has increased to over \$100,000,000.
60

61 NOW, THEREFORE, BE IT RESOLVED that City Council of Homer, Alaska, urges full
62 funding in the amount of \$7,409,439 by the Governor and the Alaska Legislature for the State
63 of Alaska's Municipal Harbor Facility Grant Program in the FY 2020 State Capital Budget in
64 order to ensure enhanced safety and economic prosperity among Alaskan coastal
65 communities.
66

67 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 26th day of November,
68 2018.
69

70
71 CITY OF HOMER
72

73
74 _____
75 KEN CASTNER, MAYOR
76

77 ATTEST:
78

79 _____
80 MELISSA JACOBSEN, MMC, CITY CLERK
81

82 Fiscal Note: N/A

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 18-089

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AUTHORIZING THE PARTICIPATION OF ITS EMPLOYEES IN THE
PUBLIC EMPLOYEES' DEFERRED COMPENSATION PLAN OF
ALASKA AND THE PAYMENT OF THE REQUIRED CONTRIBUTIONS,
PURSUANT TO AS 39.45 ET SEQ

WHEREAS, The City of Homer , located in Homer, Alaska, wishes to increase the fringe benefits of its employees by adoption of a deferred compensation program NOW THEREFORE BE IT RESOLVED by the City Council that;

Pursuant to AS 39.45.010 et seq., the City Council of the City of Homer requests permission to become a participating employer of the Public Employee's Deferred Compensation Program of Alaska; and

All regular full-time employees of the City of Homer are eligible to participate in the Public Employees' Deferred Compensation Program of Alaska; and

All regular part-time employees of the City of Homer are eligible to participate in the Public Employees' Deferred Compensation Program of Alaska; and

Temporary and Casual employees are excluded from participation; and

The City of Homer further requests that participation in the Public Employee's Deferred Compensation Program of Alaska made effective February 1, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby authorizes and directs City Manager Katie Koester to sign the agreement on behalf of the City of Homer and take any and all steps necessary to enroll the City of Homer and its employees in the Public Employee's Deferred Compensation Program and initiate a Participation Agreement between the City of Homer and the State of Alaska; Department of Administration.

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PASSED AND ADOPTED by the Homer City Council this 26th day of November, 2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



City of Homer

www.cityofhomer-ak.gov

Human Resources

491 East Pioneer Avenue
Homer, Alaska 99603

personnel@cityofhomer-ak.gov

(p) 907-235-8121 x2225

(f) 907-235-3148

MEMORANDUM 18-128

TO: City Council
THRU: Katie Koester, City Manager
FROM: Andrea Browning, HR Director
DATE: November 7, 2018
RE: State of Alaska Public Employees' Deferred Compensation Plan

The City of Homer currently offers multiple deferred compensation plans to all regular and part-time employees. These plans are at no cost to the City, requiring employee contributions only- no employer contribution. Enrollment in a deferred compensation plan allows employees to voluntarily set aside a portion of their income either before it is taxed or after it has been taxed under the Internal Revenue Code Section 457. The amount set aside, plus any change in value (interest, gains and losses), is payable to the employee or their beneficiary at a future date. Employees may elect to defer their income on a pre-tax or post-tax basis. By doing so, they agree to reduce their salary by an agreed-upon amount.

The Alaska Deferred Compensation Plan (DCP), the State's deferred compensation plan, was previously only available to State employees. This is no longer the case. Now, municipalities have the option to participate in the DCP as well. This is exciting news for the City of Homer employees! Participation in the DCP allows City employees who were previously employed by the State to resume making contributions into their current accounts, and provides other employees the opportunity to enroll.

This City is not required to get rid of the other currently offered deferred compensation plans. However, that will be something to consider moving forward. Employees that have deferred compensation plans with various plans such as ICMA or GWN will have the option to move their current investments over to the DCP.

Advantages to the DCP:

- Lower participation fees
- The State Division of Retirement and Benefits is responsible for the overall administration of this plan, which means the City does not have the fiduciary responsibility that we currently shoulder with the other plans
- PERS Tier I-III employees will have their retirement \$\$\$ in one place. This means a PERS rep can easily view their investments and offer advice based on all aggregate information.
- PERS Tier IV employees can view their deferred compensation account online with their retirement account! DCP info can be uploaded to the Empower Retirement employee page, so all funds are viewable and become part of the employee's portfolio. This makes retirement planning easier!

General Plan Information



What is a deferred compensation plan?

The State of Alaska 457 Deferred Compensation Plan (DCP) allows you to voluntarily set aside a portion of your income before it is taxed. The amount set aside, plus any change in value (interest, gains and losses), is payable to you or your beneficiary at a future

date. Upon becoming eligible to participate in the DCP, you may elect to defer your income on a pretax basis. You also have the option to contribute to a Roth 457 account, which offers after-tax savings.

By contributing, you agree to reduce your salary by an agreed-upon amount. This amount may not exceed certain requirements (outlined below).

Who is eligible for the Plan?

Any permanent employee, long-term non-permanent employee, or elected official of the State of Alaska.

How do I enroll?

Contact the Anchorage office at **1-800-526-0560** or **1-907-276-1500**. Also, you can contact Empower Retirement (Empower) at **1-800-232-0859** or enroll online at www.akdrb.com by selecting “REGISTER” on the home page.

What is the maximum amount of compensation I may defer?

You can contribute a maximum of 100% of includible compensation in a combination of before-tax and Roth contributions up to the tax code’s limit of **\$18,500** in 2018.

Participants age 50 or older in 2018 will be able to make additional catch-up contributions up to **\$6,000** for 2018.

Therefore, the regular contribution limit *for those age 50 and over* is **\$24,500** in 2018.

What is the “catch-up” provision?

The catch-up provision is available to employees who are within three years of their normal retirement. It allows you to make up for contributions you could have made during previous years of State employment but didn’t.

The catch-up limit is *double* the regular contribution limit. For 2018, this equals **\$37,000**.

You may contribute under the catch-up provision for a maximum of three consecutive years. Once you elect catch-up, if you do not utilize it for all three consecutive years, you cannot make up the amounts not utilized at a later time or with another employer.

The age 50 and over catch-up and the regular catch-up provisions cannot be used in the same year.

Can I change my contribution amount?

You may increase or decrease your contribution amount once per month.

What are the advantages of before-tax savings?

With before-tax savings, you owe no income tax on any contributions or any earnings until you withdraw the money. This leads to the benefit of compounding—that is to say, you generate returns on money that you would have paid in taxes if you did not defer those taxes. The Plan reinvests any earnings in your account, where they have the potential for continued growth because taxes do not reduce them each year.

What are the advantages of Roth savings?

You make Roth contributions with after-tax dollars. Roth 457 contributions reduce your take-home pay because you pay taxes on your Roth 457 contribution up front rather than deferring those taxes until you take a distribution.

How is the money invested?

The DCP is a participant-directed plan. This means that you choose from the investment options offered by the Plan. The providers of these investment options are selected by the Alaska Retirement Management Board. Investment options are described in detail in the Plan Information Booklet and in the individual Fund Overviews, which are available at www.akdrb.com by selecting “Investment information” under the “Investing” menu.

What are my investment options?

- U.S. Real Estate Investment Trust Index Fund²
- U.S. Small-Cap Trust Fund³
- International Equity Fund⁴
- World Equity Ex-US Index Fund⁴
- Allianz/RCM Socially Responsible Investment Fund⁵
- Russell 3000 Index Fund
- S&P 500® Index Fund⁶
- Alaska Target Retirement 2060 Trust⁷
- Alaska Target Retirement 2055 Trust⁷
- Alaska Target Retirement 2050 Trust⁷
- Alaska Target Retirement 2045 Trust⁷
- Alaska Target Retirement 2040 Trust⁷
- Alaska Target Retirement 2035 Trust⁷
- Alaska Target Retirement 2030 Trust⁷
- Alaska Target Retirement 2025 Trust⁷
- Alaska Target Retirement 2020 Trust⁷
- Alaska Target Retirement 2015 Trust⁷
- Alaska Target Retirement 2010 Trust⁷
- Alaska Long-Term Balanced Trust⁷
- Alaska Balanced Trust⁷
- World Government Bond Ex-US Index Fund^{4,8}
- Long US Treasury Bond Index Fund⁹
- Government/Credit Bond Index Fund^{8,9}
- US Treasury Inflation Protected Securities Index Fund^{8,9}
- Intermediate Bond Fund⁸
- Interest Income Fund
- State Street Treasury Money Market Fund – Inst.

Carefully consider the investment objectives, risks, fees and expenses of the annuity and/or the investment options. Contact us for a prospectus, a summary prospectus and disclosure document, as available, containing this information. Read them carefully before investing.

Target Retirement Trusts: *Generally, the asset allocation of each target retirement trust will gradually become more conservative as the trust nears the target retirement date. The date in a target retirement trust's name is the approximate date when investors plan to start withdrawing their money (generally assumed to be at age 65). The principal value of the trust(s) is not guaranteed at any time, including at the time of the target date and/or withdrawal.*

You could lose money by investing in a money market fund. Although the fund seeks to preserve the value of your investment at \$1 per share, it cannot guarantee it will do so. An investment in the fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The fund's sponsor has no legal obligation to provide financial support to the fund, and you should not expect that the sponsor will provide financial support to the fund at any time.

What if I need to make investment changes?

You may make transfers among existing fund options and allocation changes for future contributions once a day. There is no charge. Changes may be made by telephone via the voice response system at **1-800-232-0859** or by visiting **www.akdrb.com**.¹

How can I get help choosing my investment options?

Your Plan offers access to three different levels of investment advisory tools and services called Empower Retirement Advisory Services, offered by Advised Assets Group, LLC, a registered investment adviser. You can have AAG manage your retirement account for you through the Managed Account service. Or if you prefer to manage your retirement account on your own, you can use Online Investment Guidance or Online Investment Advice. These services provide a retirement strategy based on your income replacement goals, desired retirement age and current savings. There is no guarantee provided by any party that participation in any of the Advisory Services will result in a profit or that the related account will outperform a self-managed portfolio invested without assistance.

For more information about Advisory Services, please visit the website at **www.akdrb.com**. Select the “Investment assistance” option under the “Investing” menu. You may also call **1-800-232-0859**. Enter your Social Security number (SSN) and Personal Identification Number¹⁰ (PIN) and then say “representative.”

What fees do I pay to participate in Advisory Services?

While Online Investment Guidance is available at no additional cost to you, there is a \$25 annual fee assessed quarterly at \$6.25 for Online Investment Advice.

If you choose to have AAG manage your account for you, the annual Managed Account service fee will be based on a percentage of your account balance and deducted from your account on a quarterly basis as follows:

Account Balance	Annual Fee
Up to \$100,000	0.45%
Next \$150,000	0.35%
Next \$150,000	0.25%
Greater than \$400,000	0.15%

For example, if your account balance is \$50,000, the annual Managed Account service fee will be 0.45% (0.1125% quarterly) of the account balance.

If your account balance is \$500,000, the first \$100,000 will be subject to an annual Managed Account service fee of 0.45% (0.1125% quarterly); the next \$150,000 will be subject to an annual fee of 0.35% (0.0875% quarterly); the next \$150,000 will be subject to an annual fee of 0.25% (0.0625% quarterly); and any amounts over \$400,000 will be subject to an annual fee of 0.15% (0.0375% quarterly).

What are the Plan expenses?

There are no front-end loads for investment. Your account has an annual recordkeeping/administration fee of 0.17% (0.17 of 1%), which is assessed to your account monthly. In addition, the funds have annual investment expenses that vary depending upon the fund you choose. The returns are net of these costs. The plan may also charge fees for using specific plan features.

When can I withdraw the money from my before-tax contributions?¹¹

Funds may be withdrawn at any age in the event of:

- Leaving State employment (including retirement)
- Proven Unforeseeable Emergency (as defined by the Internal Revenue Code)
- Death

Any withdrawal must be authorized by the State Division of Retirement and Benefits (DRB).

There are no withdrawal fees or IRS penalties for any benefit payable. All funds are subject to federal income tax as they are paid out. DCP monies can be transferred to another governmental 457(b) plan, an IRA or any other qualified plan that accepts them.¹²

When can I withdraw the money from my Roth contributions tax-free?

Your Roth distributions are income tax-free if you withdraw your Roth contributions and any earnings after holding the account for at least five tax years and you meet one of the following:

- You are at least age 59½.
- You become disabled.
- You die (after which your beneficiaries will take the withdrawal).

Any withdrawal must be authorized by the State DRB.

If a distribution is made from your Roth 457 account before you reach age 59½ and it is not due to death or disability or you have not reached the five-tax-year period beginning with your first Roth contribution, you will owe income tax on any earnings the Plan distributes. Otherwise, you do not owe income tax on the Roth contributions that the Plan distributes because you made these contributions with after-tax dollars.

What are the Plan benefits?

When you qualify for a distribution, your account value may be applied to the distribution option(s) you choose.

These options include:

- Deferred payment until you have obtained the age of Required Minimum Distribution
- Lump-sum payment (full or partial)
- Five, 10 and 15 year period-certain annuity
- Single life annuity
- Single life annuity with 10 or 15 year period-certain
- 50% or 100% joint/survivor annuity
- Periodic payment
- Direct rollover to an IRA or other qualified plan¹²

You are encouraged to discuss rolling money from one account to another with your financial advisor/planner and to consider any potential fees and/or limitations of available investment options.

You may begin receiving funds immediately or defer receipt until no later than April 1 of the year following the later of the year in which you turn 70½ or the year in which you retire. You will be allowed to take partial distributions, and there is no limit on the number of payments that can be taken; however, if you do not receive payment of your entire account, you must maintain a minimum \$1,000 account balance.

How will participation in the Plan affect my taxes?¹³

Distributions from the Plan are fully taxable for federal income tax purposes. No early withdrawal penalty applies to distributions taken before age 59½. Also, Plan distributions are taxed using the state of the recipient's residence if required by that state. State-mandatory withholding will be taken from your distribution depending on your state of residency. Residency for this purpose is determined by the address supplied for payment mailing.

How will participation in the Roth Plan affect my taxes?

Your Roth distribution is income tax-free if you withdraw your Roth contributions and any earnings after holding the account for at least five tax years and meeting the requirements under "When can I withdraw the money from my Roth contributions tax-free?"

If you or your beneficiary makes a distribution without meeting the above qualifications, you will owe ordinary income tax on any earnings that are distributed.

What is IRC 457?

IRC (Internal Revenue Code) Section 457 allows an employee's receipt and taxation of compensation to be deferred under an eligible deferred compensation plan if it is established and maintained by an eligible employer and the plan meets requirements relating to the persons who may be participants, the maximum annual deferral allowed, the time for agreements to defer, the time for distributions, and property rights.

How do I keep track of my account?

A comprehensive statement of your account can be found by logging in to your account at www.akdrb.com.

How do I get more information?

Anchorage Office

You can contact the Anchorage office at 1-800-526-0560 or 1-907-276-1500.

Voice Response System

The voice response system is a toll-free, voice-response telephone service that allows you to access your account seven days a week, 24 hours a day (except between 10:00 p.m. Saturday and 10:00 a.m. Sunday, Alaska time). Call the VRS at **1-800-232-0859** to:

- Enroll in the Plan.
- Change your contribution amount.
- Obtain your current account balance.
- Obtain daily fund values.
- Transfer funds from one investment option to another without submitting forms.¹ Written confirmation of all transfers will be sent.
- Change allocations of future deposits without submitting forms. Written confirmation of all changes will be sent.

To utilize the voice response system, you will need a PIN. This will be assigned to you upon enrollment.

Internet Access

You can also use the internet to conduct the same transactions you can do through the voice response system and to update your beneficiaries. You can do this by going to the Empower Retirement (Empower) website at **www.akdrb.com**.

Client Services

If you need to speak to a client services representative, call the voice response system at **1-800-232-0859** and say “representative.” These representatives are available to assist you Monday through Friday, from 4:00 a.m. to 6:00 p.m. Alaska time.¹

¹ Transfer requests made via the website or voice response system received on business days prior to close of the New York Stock Exchange (12:00 p.m. Alaska time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment option selected.

² Real estate securities and trusts involve greater risks than other non-diversified investments, including but not limited to: declining property values, varying economic conditions, changes in zoning laws or losses from casualty. Real estate securities that invest in foreign real estate involve additional risk, including currency fluctuations and political developments.

³ Equity securities of small and mid-size companies may be more volatile than securities of larger, more established companies.

⁴ Foreign investments involve special risks, including currency fluctuations, taxation differences and political developments.

⁵ Specialty funds invest in a limited number of companies and are generally non-diversified. As a result, changes in market value of a single issuer could cause greater volatility than with a more diversified fund.

⁶ S&P 500® Index is a registered trademark of Standard & Poor's Financial Services LLC and an unmanaged index considered indicative of the domestic large-cap equity market. The fund is not sponsored, endorsed, sold or promoted by Standard & Poor's, and Standard & Poor's makes no representation regarding the advisability of investing in the fund.

⁷ Asset allocation and balanced investment options and models are subject to the risks of the underlying investments, which can be a mix of stocks/stock funds and bonds/bond funds. For more information, see the prospectus and/or disclosure documents.

⁸ A bond fund's yield, share price and total return change daily and are based on changes in interest rates, market conditions, economic and political news, and the quality and maturity of its investments. In general, bond prices fall when interest rates rise and vice versa.

Text Telephone (TTY)

For Deferred Compensation participants with a hearing impairment, a special toll-free TTY (text telephone) number is available, allowing participants to communicate with client service representatives. The TTY line is available Monday through Friday, 4:00 a.m. to 6:00 p.m. Alaska time. This number is 1-800-766-4952.

Transactions required through Empower Retirement

The following transactions must be conducted through Empower:

- Enrollment; changing or stopping monthly deferral.
- Inactive and Retired Employees: Changing your address or your name. (Active employees: Contact your employer to change your address or name.)
- Account Withdrawals: Empower processes all Plan payments. Empower should be contacted for information on how to complete disbursement forms and for the status of pending payments.
- Hardship (Proven Unforeseeable Emergency) withdrawals from your account.

To contact Empower, call **1-800-232-0859** and say “representative.”

Transactions required through Juneau Division of Retirement and Benefits

The following transactions must be conducted through the Juneau DRB office:

- Participating in catch-up.
- Deferring from an annual leave cash-in or final leave payout.

To contact the Juneau DRB office, call **1-800-821-2251** or **465-4460** from Juneau.

⁹ U.S. Treasury securities are guaranteed as to the timely payment of principal and interest if held to maturity. Investment options are neither issued nor guaranteed by the U.S. government.

¹⁰ The account owner is responsible for keeping their PIN confidential. Please contact Empower immediately if you suspect any unauthorized use.

¹¹ Withdrawals may be subject to ordinary income tax. The 10% federal early withdrawal penalty does not apply to 457 plan withdrawals except for withdrawals attributable to rollovers from another type of plan or account.

¹² If you roll over any governmental 457 dollars to another type of plan or account, the withdrawals made prior to you reaching age 59½ may be subject to a 10% federal early withdrawal penalty upon distribution from the non-457 account.

¹³ The tax information contained in this material is based on federal laws existing on the date of its publication. Such laws are subject to legislative change and to judicial and administrative interpretation. Anyone considering the application of this information to their own situation should consult with their professional tax advisor.

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**CITY OF HOMER
HOMER, ALASKA**

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RESOLUTION 18-090

A RESOLUTION OF THE HOMER CITY COUNCIL ESTABLISHING A
REGULAR QUARTERLY REPORT FROM THE SOUTHERN KENAI
PENINSULA OPIOID TASK FORCE TO THE HOMER CITY COUNCIL
FOR 2019.

WHEREAS, The Homer City Council has taken a strong interest in preventing the spread of the opioid epidemic in Homer and held quarterly worksessions in 2016 on the topic; and

WHEREAS, On January 1, 2018 City Council adopted Resolution 18-002 establishing a regular quarterly report from the Southern Kenai Peninsula (SKP) Opioid Task Force for 2018; and

WHEREAS, In 2018 the SKP Opioid Task Force reported to Council in January, April, June, and October. The reports include task force updates, notice of community events and programs available, and testimony from people in recovery and families of those in recovery or who have lost loved ones to overdose; and

WHEREAS, The SKP Opioid Task Force remains active, meeting on a monthly basis with work groups to tackle various actionable areas; and

WHEREAS, Homer continues to suffer impacts from the state wide opioid epidemic and has experiences drug related crimes and overdose incidents; and

WHEREAS, Reports from the SKP Opioid Task Force to City Council provide an opportunity for the Council and the community to stay abreast of their work and for the Task Force to solicit the assistance of Council when appropriate; and

WHEREAS, Establishing the SKP Opioid Task Force as a regular quarterly visitor will continue to educate and spread the message of Hope and Recovery in and around our community.

NOW, THEREFORE, BE IT RESOLVED that the Opioid Task Force be scheduled as a quarterly visitor to report to the Homer City Council for 2019.

PASSED AND ADOPTED by the Homer City Council on this 26th day of November, 2018.

CITY OF HOMER

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ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

KEN CASTNER, MAYOR

**CITY OF HOMER
HOMER, ALASKA**

Stroozas

RESOLUTION 18-091

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
SUPPORTING THE SITING OF THE ALASKA GASOLINE
DEVELOPMENT CORPORATION'S ALASKA LNG LIQUEFACTION
PLANT AND MARINE TERMINAL IN NIKISKI, ALASKA.

WHEREAS, The history of Alaska Gasline Development Corporation (AGDC) dates to 2009 when declining Cook Inlet gas supplies caused concern in communities throughout Southcentral Alaska; and

WHEREAS, In 2013 the Alaska State Legislature formally established AGDC to advance an in-state natural gas pipeline; and

WHEREAS, In 2014 the mission and authority of AGDC expanded to include having primary responsibility for developing an Alaska liquefied natural gas (LNG) project on the State's behalf; and

WHEREAS, In April 2014 AGDC joined with ExxonMobil, BP, and ConocoPhillips to become a twenty-five (25) percent owner in the AK LNG Project; and

WHEREAS, In December 2016 AGDC assumed 100 percent of the responsibility to progress an Alaska LNG project to build the infrastructure necessary to monetize North Slope natural gas resources; and

WHEREAS, In April 2017 AGDC filed its application with the Federal Energy Regulatory Commission (FERC) to construct and operate the Alaska LNG project; and

WHEREAS, In May 2017 FERC deemed the application complete; and

WHEREAS, The application submitted to FERC identifies Nikiski, Alaska, as the preferred location for the LNG plant and marine terminal; and

WHEREAS, In March 2018 FERC issued the Notice of Schedule for the Alaska LNG project; and

WHEREAS, The Alaska LNG project will bring great benefits to the people of Alaska in revenues to the state and municipalities, guaranteed supplies of gas for in-state use, jobs for

42 Alaskans and Alaska business through construction and operation, and continued in-state
43 exploration for natural gas; and

44
45 WHEREAS, The Alaska LNG project will increase trade for Alaska businesses around the
46 world; and

47
48 WHEREAS, Public ownership of a natural gas pipeline offers certain advantages over
49 private ownership including exemption from Federal income taxes that improve project
50 economics.

51
52 NOW THEREFORE BE IT RESOLVED that the City Council of Homer, Alaska, supports
53 AGDC's application to FERC with the siting of the LNG plant and marine terminal in Nikiski,
54 Alaska.

55
56 BE IT FURTHER RESOLVED that copies of this resolution be sent to U.S. Senator Lisa
57 Murkowski, U.S. Senator Dan Sullivan, U.S. Congressman Don Young, Alaska Governor Bill
58 Walker, Alaska Senator Peter Micciche, Alaska Representative Mike Chenault, Alaska
59 Representative Gary Knopp, and Kenai Peninsula Borough Mayor Charlie Pierce.

60
61 PASSED AND ADOPTED by the Homer City Council on this 26th day of November, 2018.

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63 CITY OF HOMER

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68 KEN CASTNER, MAYOR

69 ATTEST:
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73 MELISSA JACOBSEN, MMC, CITY CLERK

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75 Fiscal Note: N/A

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

3 Stroozas

4 **RESOLUTION 18-092**

5
6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
7 SUPPORTING THE CITY MANAGER OF THE CITY OF KENAI, OR
8 THEIR DESIGNEE, BE APPOINTED TO THE MUNICIPAL ADVISORY
9 GAS PROJECT REVIEW BOARD, AS THE MEMBER OF AN
10 ORGANIZATION REPRESENTING THE INTEREST OF KENAI
11 PENINSULA BOROUGH MUNICIPALITIES.
12

13 WHEREAS, the Municipal Advisory Gas Project Review Board (MAG) was created on
14 March 25, 2014 by the Governor's Administrative Order No. 269 to evaluate the effects and
15 issues that will arise in the future concerning development of the State's abundant North Slope
16 natural gas resources and the newly created infrastructure to make those resources available
17 to customers throughout the state and markets worldwide; and
18

19 WHEREAS, the MAG Board consists of twelve members who are appointed by the
20 Governor and serve at the pleasure of the Governor. Each member of the Board serves a term
21 of one year and may be reappointed to the Board; and
22

23 WHEREAS, Article 8, sections 1 and 2 of the Alaska State Constitution declare that it is
24 the policy of the State to encourage the development of its resources by making them available
25 for maximum use consistent with the public interest and for the maximum benefit of its people;
26 and
27

28 WHEREAS, in 2009, declining Cook Inlet gas supplies were facing a reduction in capacity
29 and rising interior energy costs caused concern in communities throughout Alaska; and
30

31 WHEREAS, the Alaska Gasline Development Corporation (AGDC) was created by the
32 Alaska Legislature in 2010 and was established as an independent, public corporation of the
33 State in 2013. In 2014, the Legislature expanded the AGDC's authority to include responsibility
34 for developing an Alaska liquefied Natural Gas (LNG) project ; and
35

36 WHEREAS, Alaska LNG is an Alaska effort that requires several federal authorizations
37 and a National Environmental Policy Act (NEPA) review. The Federal Energy Regulatory
38 Commission (FERC) is the lead federal agency responsible for conducting the environmental
39 review of the project; and
40

41 WHEREAS, AGDC submitted a formal application to construct and operate the Alaska
42 LNG project, and the FERC identified Nikiski, Alaska, as the preferred location for the LNG plant
43 and marine terminal; and

44
45 WHEREAS, the City of Kenai is the closest incorporated City and will be the most directly
46 impacted by the proposed LNG Project; and

47
48 WHEREAS, City Managers from all cities within the Kenai Peninsula Borough met to
49 discuss the LNG Project and support the City of Kenai representing the multiple and unique
50 interests of municipalities on the MAG Board with recognition that this representation would
51 not overlap with representation by the Kenai Peninsula Borough.

52
53 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, supports
54 the City of Kenai's request for appointment to the Municipal Advisory Gas Project Review
55 Board.

56
57 BE IT FURTHER RESOLVED that the City of Kenai will represent the City of Homer's best
58 interest on the Municipal Advisory Gas Project Review Board.

59
60 PASSED AND ADOPTED by the Homer City Council on this 26th day of November, 2018.

61
62 CITY OF HOMER

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65 _____
66 KEN CASTNER, MAYOR

67
68 ATTEST:
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71 _____
72 MELISSA JACOBSEN, MMC, CITY CLERK

73
74 Fiscal Note: N/A



Municipal Advisory Gas Project Review Board

Information and Documents



Information on the Municipal Advisory Gas Project Review Board (MAGP Board)

The MAGP Board was created on March 25, 2014 via Governor's Administrative Order No. 269. In summary, the purpose of the MAGP Board is to develop a framework to evaluate the effects and issues that will arise in the future concerning development of the State's abundant North Slope natural gas resources and the newly created infrastructure to make those resources available to customers throughout the state and markets worldwide.

See the full text of Administrative Order No. 269 [HERE](#).

The MAGP Board consists of 12 members who are appointed by the Governor and serve at the pleasure of the Governor. Each member of the Board shall serve a term of one year and may be reappointed to the Board. Please click [HERE](#) for member biographies.

Upcoming/Current Meeting Documents:

Municipal Advisory Gas Project Review Board 2015 Annual Report

Future Teleconferenced Informal Board Meeting:

DATE: **TBD**

TIME: **TBD**

Teleconference Details:

VISITORS

ANNOUNCEMENTS
PRESENTATIONS
BOROUGH REPORT
COMMISSION REPORTS



City of Homer

www.cityofhomer-ak.gov

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

Memorandum

TO: City Council and Mayor Castner

THROUGH: Katie Koester, City Manager

FROM: Economic Development Advisory Commission

DATE: November 15, 2018

SUBJECT: Report from the EDC

The EDC met November 13h for its regularly scheduled meeting.

Commissioners continued their work on developing a proposal for a Wayfinding-Streetscape Plan and held elections for Chair and Vice Chair. Karin Marks will stay on as Chair; Anders Gustafson is our new Vice Chair.

We also had three presentations at the meeting:

Mayor Castner shared his goals for working with Commissions and introduced Katia Holmes, a nominee for the EDC's currently vacant student seat; Glen Carroll introduced the EDC to his concept for a large vessel sling lift for Homer; and, at the Mayor's request, representatives from the Homer Hockey Association outlined the economic benefits the Kevin Bell Arena provides community-wide.

Presentation materials are provided as backup to this report.

Karin Marks, Chair



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 CASTNER & HOMER CITY COUNCIL

FROM: PORT & HARBOR ADVISORY COMMISSION

THROUGH: RACHEL TUSSEY, DEPUTY CITY CLERK I

DATE: NOVEMBER 19, 2018

SUBJECT: PHC GOALS FOR DEVELOPING A WORK STRATEGY WITH CITY COUNCIL

At their regular meeting on October, 24, 2018, the Port and Harbor Advisory Commission reviewed and updated the Port and Harbor Strategic Plan.

One of the short-term goals (less than 6 months) for the commission was to “Develop a Strategy to Work with the City Council”.

The unanimous consensus of the Port and Harbor Advisory Commission is to welcome more councilmembers, or one designated councilmember, to attend the PHC meetings regularly. There was discussion of requesting an amendment to their bylaws to officially appoint a councilmember to the commission, or simply reaching out to council to encourage more collaboration.

The overall goal of developing a working strategy with City Council is to ensure the commission is serving the council as best as they can as an advisory body.



MEMORANDUM 18-117

To: Mayor Castner and Homer City Council
 From: Employee Committee
 Date: October 16, 2018
 Subject: Personnel Regulation Changes, Health Insurance Renewal, and COLA

The Employee Committee met on Tuesday, October 16, 2018, to review proposed changes to the personnel regulations, the 2019 health care plan, inflationary pressures, the Anchorage consumer price Index and cost of living adjustments.

After evaluation, the committee recommends the City Council consider the following:

1. Pass Resolution 18-086 approving the recommended changes to the personnel regulations as described in Human Resource Director Browning’s MEMO, 18-116.
2. Pass Resolution 18-087 approving the renewal of the Premera, VSP, and Prudential insurance policies.
3. Draft and adopt a budget amendment recommending a .5% COLA for city employees supported by the information below.

Regarding cost of living adjustments. After reviewing the Anchorage Consumer Price Index (CPI) provided by the Alaska Department of Labor, <http://live.laborstats.alaska.gov/cpi/index.cfm>, the data revealed an annual .5% increase in inflation occurred during 2017.

State of Alaska												
myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees												
Department of Labor and Workforce Development												
Research and Analysis												
<input type="text"/> <input type="button" value="search"/>												
<input type="radio"/> Labor & Workforce Development <input type="radio"/> State of Alaska												
Population & Census	Wages	Employers	Resident Hire	Unemployment Data	Employment	Occupational Information	Workplace Safety	Cost of Living & Housing Information	Training Information	Local & Regional Information	Publications & Manuals	
State of Alaska > Department of Labor > Research & Analysis Home												
Consumer Price Index (CPI)												
Consumer Price Index for Urban Alaska (formerly Municipality of Anchorage) and the U.S. Not Seasonally Adjusted – All Items – Urban Consumers 1960-Present												
Note: the percent change is from the same period of the previous year.												
Year	Urban Alaska						U.S.					
	1st Half	Percent Change	2nd Half	Percent Change	Annual	Percent Change	1st Half	Percent Change	2nd Half	Percent Change	Annual	Percent Change
2018	223.099	2.1					250.089	2.5				
2017	218.616	0.7	219.131	0.2	218.873	0.5	244.076	2.2	246.163	2.0	245.120	2.1
2016	216.999	-0.1	218.660	0.9	217.830	0.4	238.778	1.1	241.237	1.5	240.007	1.3
2015	217.111	1.1	216.706	-0.1	216.909	0.5	236.265	-0.1	237.769	0.3	237.017	0.1

Additional Links

- [CPI Home](#)
- [Inflation/Deflation Calculators](#)
- [How percent change is calculated](#)
- [Related Trends Articles](#)
- [Related Links](#)
- [Scheduled Release Dates](#)

PUBLIC HEARING(S)

**CITY OF HOMER
PUBLIC HEARING NOTICE
CITY COUNCIL MEETING**

**Ordinances 18-39, 18-40, 18-44, 18-45, 18-46, 18-47
Resolutions 18-077, 18-078**

A **public hearing** is scheduled for **Monday, November 26, 2018** 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.

Ordinance 18-39, An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.18.040 to Reduce the Setback Requiring a Conditional Use Permit from Twenty Feet to Ten Feet in the Central Business District. Aderhold.

Ordinance 18-40, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating the FY19 State of Alaska Community Assistance Program Payment the Amount of \$177,172.05 to the Police Station Fund. City Manager.

Ordinance 18-44, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds.

Resolution 18-077, A Resolution of the City Council of Homer, Alaska Amending the Homer Fee Schedule under Library fees, Public Works Fees, Renaming Camping Fees to Camping and Parks Fees and Amending Camping and Parks Fees.

Resolution 18-078, A Resolution of the City Council of Homer, Alaska Maintaining the Port of Homer Tariff No. 1 at the Current Rates. Tariff.

Ordinance 18-45, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating a Grant from the Alaska Highway Safety Office in the Amount of \$27,633 for the Homer Police Department Project Drive and Authorizing the City Manager to Execute the Appropriate Documents.

Ordinance 18-46, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY 2018 State Homeland Security Grant for Upgrading the City's Radio Communication System and Authorizing the City Manager to Execute the Appropriate Documents. City Manager.

Ordinance 18-47, An Ordinance of the City Council of Homer, Alaska, Adopting the 2018 Homer Comprehensive Plan and Recommending Adoption by the Kenai Peninsula Borough. City Manager.

All interested persons are welcome 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 and Resolutions in entirety, are available for review online at <https://www.cityofhomer-ak.gov/ordinances>, at the Homer City Clerk's Office, and the Homer Public Library. Contact the Clerk's Office at City Hall if you have any questions. 235-3130, Email: clerk@ci.homer.ak.us

Melissa Jacobsen, MMC, City Clerk
Publish: Homer News November 22, 2018

CLERK'S AFFIDAVIT OF POSTING

I, Rachel Tussey, Deputy City Clerk for the City of Homer, Alaska, do hereby certify that a copy of the Public Hearing Notice for:

Ordinance 18-39, An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.18.040 to Reduce the Setback Requiring a Conditional Use Permit from Twenty Feet to Ten Feet in the Central Business District. Aderhold.

Ordinance 18-40, An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating the FY19 State of Alaska Community Assistance Program Payment the Amount of \$177,172.05 to the Police Station Fund. City Manager.

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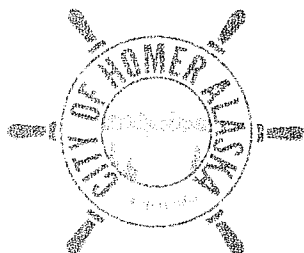
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...was distributed to the City of Homer kiosks located at City Clerk's Office, and the Homer Public Library on Friday, November 16, 2018 and posted on the City website on Friday, November 16, 2018.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of said City of Homer this 16th day of November 2018.



Rachel Tussey
Rachel Tussey, Deputy City Clerk I

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-39

An Ordinance of the City Council of Homer, Alaska, Amending HCC 21.18.040 to Reduce the Setback Requiring a Conditional Use Permit from Twenty Feet to Ten Feet in the Central Business District.

Sponsor: Aderhold.

1. Council Regular Meeting August 27, 2018 Introduction and Refer to Planning Commission

Memorandum 18-095 from Councilmember as backup

2. City Council Regular Meeting November 26, 2018 Public Hearing and Second Reading

Memorandum 18-129 from City Planner as backup

**CITY OF HOMER
HOMER, ALASKA**

Aderhold

ORDINANCE 18-39

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED
FROM 20 FEET TO 10 FEET IN THE CENTRAL BUSINESS DISTRICT.

WHEREAS, It is in the City's best interest to permit uses outright that promote the goals of the Homer Comprehensive Plan, including permitting setback reductions in the Central Business District that would promote walkable business district locations located on local, non-arterial roads.

THE CITY OF HOMER HEREBY ORDAINS:

Section 1. Chapter 21.18.040 is amended to read as follows:

21.18.040 Dimensional requirements.

The following dimensional requirements shall apply to all structures and uses in the Central Business District:

a. Lot Size.

1. The minimum lot area shall be 6,000 square feet. Lawful nonconforming lots of smaller size may be newly developed and used if off-site parking is provided in accordance with the City parking code, Chapter 21.55 HCC;

2. Multiple-family dwelling containing three or more units shall meet the standards in HCC 21.14.040(a)(2);

3. Townhouses shall meet the standards in HCC 21.53.010.

b. Building Setbacks.

1. Buildings shall be set back ~~10~~ 20 feet from all dedicated rights-of-way, except as **required or** allowed by subsection (b)(4) of this section.

2. Nonresidential buildings shall be set back five feet from all other lot boundary lines except the minimum setback shall be two feet from all other boundary lines when firewalls are provided and access to the rear of

43 the building is otherwise provided (e.g., alleyways) as defined by the State Fire
44 Code and enforced by the State Fire Marshal.

45
46 3. Residential buildings shall be set back five feet from all other lot boundary
47 lines.

48
49 4. **Setbacks from a dedicated right-of-way from** ~~If approved by a~~
50 ~~conditional use permit, the setback from a dedicated right of way, except from~~
51 ~~the Sterling Highway or Lake Street~~ **arterial roads, shall be at least 20 feet. may**
52 ~~be reduced.~~ **For purposes of this subsection, “arterial” roads means a**
53 **street, road, boulevard or highway that emphasizes mobility and is**
54 **designed to carry higher volumes at higher speeds, attributes that usually**
55 **conflict with safe access. Sterling Highway is an example arterial street.**
56

57 5. Alleys are not subject to a **10** ~~20~~-foot setback requirement. The setback
58 requirements from any lot line abutting an alley will be determined by the
59 dimensional requirements of subsections (e)(1) and (2) of this section.

60
61 6. Any attached or detached accessory building shall maintain the
62 same yards and setbacks as the main building.

63
64 c. Building Height. The maximum building height shall be 35 feet.

65
66 d. No lot shall contain more than 8,000 square feet of building
67 area (all buildings combined), nor shall any lot contain building area in excess of 30
68 percent of the lot area, without an approved conditional use permit.

69
70 e. Building Area and Dimensions – Retail and Wholesale.

71
72 1. The total floor area of retail and wholesale business uses within a
73 single building shall not exceed 75,000 square feet.

74
75 2. No conditional use permit, planned unit development, or variance may be
76 granted that would allow a building to exceed the limits of subsection (e)(1) of
77 this section and no nonconforming use or structure may be expanded in any
78 manner that would increase its nonconformance with the limits of subsection
79 (e)(1) of this section.

80
81 Section 2. This ordinance shall take effect upon its adoption by the Homer City
82 Council.
83



City of Homer

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Planning

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MEMORANDUM 18-129

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
THROUGH: KATIE KOESTER, CITY MANAGER
FROM: RICK ABBOUD, CITY PLANNER
DATE: NOVEMBER 6, 2018
SUBJECT: ORDINANCE 18-39, AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED FROM 20 FEET TO 10 FEET IN THE CENTRAL BUSINESS DISTRICT.

At the request of the City Council, the Planning Commission has reviewed the City Council's proposed changes for a reduction in the CBD setback from 20 feet to 10 feet. A public hearing was held at the October 17th meeting of the Planning Commission.

After receiving one written comment and no public testimony, the Commission voted to oppose amending the setback in the CBD. It was discussed that the basis for not approving the proposed ordinance was stated in the analysis provided by the City Planner (found in Staff Report PL 18-70) and supported by the commission.

The Commission did discuss that this subject could be analyzed in better detail with a revision of the Homer Area Transportation Plan, where traffic engineers could evaluate the various streets and provide recommendations. Revising the Transportation Plan is an item that the Commission added to their worklist.

Planning Commission Recommendation:

THE ADVISORY PLANNING COMMISSION DOES NOT SUPPORT ORDINANCE 18-39 AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED FROM 20 FEET TO 10 FEET IN THE CBD

Att.

Draft Ordinance 18-39

Staff reports PL 18-55, 18-60, 18-65, & 18-70

PC minutes 9.5.18, 9.19.18, 10.3.18 & 10.17.18

10.17.18 Public Hearing Comment

43 the building is otherwise provided (e.g., alleyways) as defined by the State Fire
44 Code and enforced by the State Fire Marshal.

45
46 3. Residential buildings shall be set back five feet from all other lot boundary
47 lines.

48
49 4. **Setbacks from a dedicated right-of-way from** ~~If approved by a~~
50 ~~conditional use permit, the setback from a dedicated right-of-way, except from~~
51 ~~the Sterling Highway or Lake Street~~ **arterial roads, shall be at least 20 feet. may**
52 ~~be reduced.~~ **For purposes of this subsection, “arterial” roads means a**
53 **street, road, boulevard or highway that emphasizes mobility and is**
54 **designed to carry higher volumes at higher speeds, attributes that usually**
55 **conflict with safe access. Sterling Highway is an example arterial street.**
56

57 5. Alleys are not subject to a **10** 20-foot setback requirement. The setback
58 requirements from any lot line abutting an alley will be determined by the
59 dimensional requirements of subsections (e)(1) and (2) of this section.

60
61 6. Any attached or detached accessory building shall maintain the
62 same yards and setbacks as the main building.

63
64 c. Building Height. The maximum building height shall be 35 feet.

65
66 d. No lot shall contain more than 8,000 square feet of building
67 area (all buildings combined), nor shall any lot contain building area in excess of 30
68 percent of the lot area, without an approved conditional use permit.

69
70 e. Building Area and Dimensions – Retail and Wholesale.

71
72 1. The total floor area of retail and wholesale business uses within a
73 single building shall not exceed 75,000 square feet.

74
75 2. No conditional use permit, planned unit development, or variance may be
76 granted that would allow a building to exceed the limits of subsection (e)(1) of
77 this section and no nonconforming use or structure may be expanded in any
78 manner that would increase its nonconformance with the limits of subsection
79 (e)(1) of this section.

80
81 Section 2. This ordinance shall take effect upon its adoption by the Homer City
82 Council.
83



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Staff Report PL 18-55

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: September 5, 2018
SUBJECT: Central Business District Setback

Introduction

Council Person Adderhold is proposing that the Planning Commission make a recommendation on the proposed changing in front setback from the current 20' to 10' in the Central Business District (CBD).

Analysis

In the past ten years, the Commission has had 10 Conditional Use Permits (CUP's) proposing setback reductions. Nine have been approved and one withdrawn with two having been appealed with the city prevailing so far, but due process opportunity has not been exhausted in either case (note: CUP 05-10 for a 9' setback reduction on Grubstake Avenue was approved and appealed. The City prevailed in Civil Superior Court).

2009

CUP 09-04, 353 Grubstake Ave, 10' reduction from Poopdeck Street approved – open porch

2011

CUP 11-09, 3406 Main Street (Old Town), 10' reduction from Bunnell and 8' reduction from Main Street – structure, enclosed porch

2013

CUP 13-03, 580 E Pioneer Avenue (WKFL Restrooms), 14' reduction from Heath Street - structure

CUP 13-06, 265 E Pioneer Avenue, 8.8' reduction from Pioneer Avenue – structure and covered porch

CUP 13-11, 203 E Pioneer Avenue. 13' reduction from Greatland Street - structure

2014

CUP 14-05, 320 W Pioneer Avenue, 10' reduction from Pioneer Avenue – deck. **Appealed, Alaska Supreme Court on going**

CUP 14-07, 564 E Pioneer Avenue, 7.5' reduction from Lee Drive – structure

2017

CUP 17-02, 210 Ohlson Lane, 12' reduction from Greatland Street – structure

2018

CUP 18-02, 302 E Pioneer Avenue, 8' reduction from Pioneer Avenue – open porch. **Appealed, Hearing Officer**

CUP 18-07, 3781 Heath Street. 10' reduction from Pioneer Avenue – structure. Withdrawn

The sponsor of the proposal wishes to decrease the amount of CUP's the Planning Office processes. This would lighten the office workload and make the process for an applicant much easier to navigate and decrease permitting time by at least 3 weeks. An added consideration would be to lower the city's exposure to costly appeals.

To evaluate the concept of eliminating a CUP for a lowered setback distance, we can look at the distances that have been requested. Seven of ten requests were for 10' or less, leaving three proposals for 12', 13', & 14' respectively. The sponsor suggests that the new setback be 10' from rights-of-way (ROW). As written, this would eliminate the opportunity for the three CUP's that requested a distance greater than 10'.

You may now be thinking, what about utility setbacks that are greater than 10'? A great deal of the lots in the CBD have not had the now required 15' setback requirement from ROW allied to their property that has not been subdivided. In the case that a setback or any other easement might interfere with a building at ten feet, the applicant would have to get a release from the provision or they would not be able build over the encumbered land. Other provision, such as sight triangles on roads or drives, will have to be met regardless of the setback.

Other considerations include the expansion of substandard ROW. Several streets in the CBD were developed as a 50' ROW. The current road standard is 60' and the Borough will need confirmation that the city does not wish to gain ROW to meet the current road standards when reviewing subdivision proposals long substandard roads. The Public Works Director should be consulted on this subject.

Streets of the CBD

The functional classification of the streets differ between the two city plans. The Master Roads and Streets plan of 1986 is quite out of date and not based on any current standards I can verify. The 2005 Homer Area Transportation Plan has a classification based on AASHTO that has been modified for rural communities, but not many of the streets are classified. Many of the local roads are 50' wide, while the standard width is 60 feet.

Pioneer Avenue	Rural Major Collector	60' to 70'
Lake Street	Rural Major Collector	60' to 80'

Bartlett Street	Rural Minor Collector	60'
Main Street	Rural Major Collector	60'
Sterling Highway	Rural Principle Arterial	~100'
Heath Street		60' mostly
East Fairview		80'
Greatland Street		60'
Poopdeck Street		60' on developed section
Shelford Street		45' to 30'
Lucky Shot Street		60'
Svedlund Street		60'
Snowbird Street		60'
Kachemak Way		60'
Klondike Avenue		60' west of Kachemak Way, 40' to the east
Bonanza Avenue		50'
Grubstake Avenue		50'
Hazel Avenue		50' to 60'+
Ben Walters Lane		60'
Smokey Bay Way		60'
Ohlson Lane	Rural Minor Collector	40' to 60'
Jenny Way		20' to 40'
Bunnell Avenue	Rural Minor Collector	40'w 60'e
Allen Way		20' alley
Hansen Avenue		60'
Charles Way		55'
Beluga Place		50'
North Avenue		40'

I am planning to have the Public Works Director speak with the Commission at the work session to give a perspective on the rights-of-way in the CBD and how a reduced setback might affect them.

Staff Recommendation

Have a discussion about the proposal. Request any additional information you may need. Consider for further work or public hearing.

Attachments

Ordinance 18-39 **Already Included in Packet**

Memorandum 18-095

Memorandum from City Clerk, synopsis of 8/27/18 Council Committee of the Whole Meeting

Map with street names



City of Homer

www.cityofhomer-ak.gov

Homer City Council

491 East Pioneer Avenue

Homer, Alaska 99603

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Memorandum 18-095

TO: MAYOR ZAK AND HOMER CITY COUNCIL
FROM: DONNA ADERHOLD, COUNCILMEMBER
DATE: AUGUST 22, 2018
SUBJECT: REDUCTION OF SETBACK IN THE CENTRAL BUSINESS DISTRICT (CBD)

The purpose of this memo is to introduce the concept for a draft ordinance to the City Council for review prior to recommending the Planning Commission work on an ordinance. This serves two purposes: 1. an opportunity for the public to be aware of the item and that the subject is proposed to be sent to the Planning Commission for review and, 2. for the City Council to express their support for the concept and to discuss any refinement which may lead to a better recommendation to the Planning Commission.

Over the past 10 years, 10 Conditional Use Permits in the CBD for reduction of a setback have all been approved. Allowing a reduced setback to be permitted in the Planning office supports the reduction of staff time preparing for these public hearings and reducing process and delays for applicants.

Recommendation: Please express your support for the ordinance and concepts.



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Memorandum

TO: Acting Chair Bentz and the Advisory Planning Commission

FROM: Melissa Jacobsen, MMC, City Clerk

DATE: August 30, 2018

SUBJECT: City Council Comments Regarding Ordinance 18-39

City Council discussed Ordinance 18-39 during their Committee of the Whole session on August 27th. It was requested by Mayor Pro Tem Aderhold that their talking points be provided to the Planning Commission for consideration. A summary of Council comments is as follows:

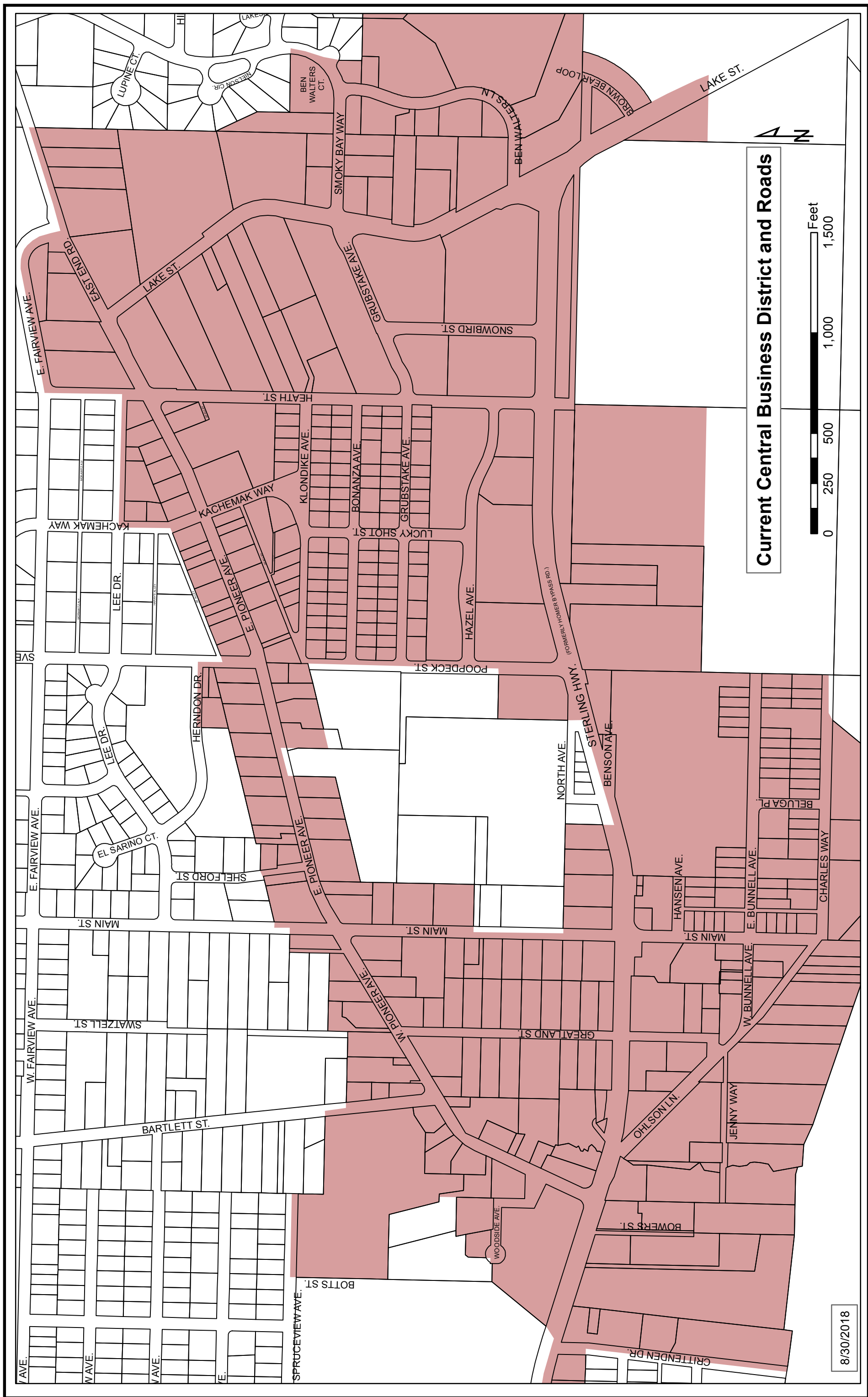
Councilmember Venuti asked why the change? They've been dealing with it through CUP and every situation is different, and we don't want to take away anything they've done well.

Mayor Pro Tem Aderhold explained the Planning Commission has never denied a CUP for a setback up to 10 feet and it's also the area of greatest litigation, which is part of the reason for evaluating this. If the Planning Commission is always issuing a permit for the reduction, then maybe with certain stipulations, the Planning Department can issue the permit rather than going through the Commission, in an effort to streamline that process.

Councilmember Smith commented his biggest concern is that there might be lots that you don't want to give up the ten feet, then it becomes a problem, and their wide open to do it. It might be more problematic. The CUP has worked, but he understands it's taken a lot of time in the courtroom as a result of where it's at now. He sees benefits on both sides and would like to see what the Planning Commission comes up with in their review.

Councilmember Erickson commented as the Planning Commission is are relooking at the transportation plan she thinks it's important we are not looking at one little picture on this, but at the broader view, particularly if we start opening up where town center would be. What do we want that to look like with road placement? There is a lot involved as we open up new territory, versus where we have things on Pioneer Ave. that are old and kind of all over the place. There are a couple issues and it will be good that they are looking at both issues and how we should integrate that with the transportation plan and road planning.

Councilmember Stroozas commented we have the CUP process as a system of checks and balances, and agrees there may be properties we don't want the ten feet on. The system has worked, people who have applied have general received it without any conflict, yes, it has been a big point of litigation for the city over the year.



8/30/2018

PLAT CONSIDERATION

A. Staff Report 18-53, Forest Glen Subdivision 2019 Preliminary Plat

City Planner Abboud provided a summary of Staff Report 18-53.

Gary Nelson, surveyor for the project did not have a presentation he was available for any questions the commission may have.

Chair Venuti opened the floor for public testimony on the issue, upon seeing no one in audience come forward he closed the public testimony period.

Commissioner Highland inquired about the naming of plat as 2019 versus 2018 and confirmation that the date of "August 17, 2012" on the application was a typographical error.

Mr. Nelson explained that he was informed by the Planning Department that there was already a Plat submitted entitled Forest Glen Subdivision 2018 so they changed it to 2019 and confirmed that the date was a typographical error.

BENTZ/HIGHLAND MOVED TO ADOPT STAFF REPORT 18-53, FOREST GLEN SUBDIVISION 2019 PRELIMINARY PLAT AND FORWARD RECOMMENDATION TO THE KENAI PENINSULA BOROUGH

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

NEW BUSINESS

B. Staff Report 18-55, Amending HCC 21.18.040 to Reduce the Setback Permitted from 20 Feet to 10 Feet in the Central Business District.

City Planner Abboud reviewed his report and noted that the City Clerk provided minutes from the Council discussion during Committee of the Whole. He then summarized Councilmembers concerns and comments.

City Planner noted that there were some things that the Commission did not review exactly, the City Attorney took away using exact names. He did not have a recommendation for an alternative at this time. He commented on the size of the setback and that the City of Homer was not



developed in the standard method as it was a collection of homesteads instead of planned city center and streets configured from the main square.

City Planner Abboud commented on options that could be taken in the future, what has been changed in regards to utility easements, old easements, new easements that have been put in. He noted that there is a lot for the commission to consider. He has put in the information from the City Transportation Plan. He requested direction and input from the commission.

Chair Venuti requested a motion to bring the item to the floor for discussion.

BOS/BENTZ MOVED TO BRING STAFF REPORT 18-55 TO THE FLOOR FOR DISCUSSION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Highland requested clarification on the process and defining it.

City Planner Abboud provided clarification on the issues.

Commissioner Banks noted the different types of roads in this zone and the recommendation from the attorney not to reference by street but he feels that it would be a good idea on some streets to bring the business right up to the street to encourage walkability. He is not sure it is a great idea to do this by zone.

Commissioner Bos noted that there have only been 10 conditional use permits for setback reductions with one withdrawn and all have been approved. He preferred looking at each individual street.

Commissioner Bentz requested further clarification on the recommendation from the attorney on naming.

City Planner Abboud explained that the city attorney did not recommend using the name of the street but preferred descriptors.

Commissioner Bentz inquired if they should make a classification system before addressing this issue.

City Planner Abboud responded that was the issue, if they could set that out in the transportation plan, but to be exclusive is an issue and he would have to determine another quality to satisfy the legal review and the city attorney.

Further discussion ensued on the basis for requesting the change to the setback regulation, problems related to the changes, responding to Council's request to provide a recommendation and making this into code, the number of conditional use permits that were under or went to litigation, there were many challenges to institute a blanket setback in the district, requesting a worksession with the City Attorney to define the issue and forwarding that recommendation to City Council.

BENTZ/ MOVED TO FORWARD THIS BACK TO CITY COUNCIL FOR PUBLIC HEARING

There was a brief discussion on making a motion to take no action at the commission level and putting this back to City Council and that they could pass the ordinance as is if that is the intent of the Commission and the need to make a motion in the positive format.

Commissioner Bentz pulled her motion from the table for consideration.

BENTZ/ BANKS MOVED THAT THE PLANNING COMMISSION RECOMMEND NOT MOVING FORWARD TO PUBLIC HEARING AT THIS TIME BUT ENTERTAIN ADDITIONAL WORK ON THIS ORDINANCE.

A discussion on whether they can recommend a worksession since they are not ready to take this to Public Hearing ensued.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Bentz requested for the worksession that they have legal available along with maps in front of them.

City Planner Abboud noted that was the difficulty since the City Attorney was not a Planner.

Commissioner Highland requested clarification for the report to council on Monday.

City Planner Abboud responded that she could tell them they will be having a worksession to do more work on this ordinance.

INFORMATIONAL MATERIALS

- A.** City Manager's Reports for the August 13 & 27, 2018 Homer City Council meetings
- B.** Reappointment to the Commission
- C.** Decision on CUP 2018-02



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(f) 907-235-3118

Staff Report PL 18-60

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: September 19, 2018
SUBJECT: Central Business District Setback

Introduction

The Commission discussed some issues regarding setbacks at the September 19th work session. The Commission wanted some guidance from legal, maps, and a review of the Transportation Plan and a review of individual streets.

Hopefully, Commissioners have a copy of the 2005 Homer Transportation Plan (can be accessed at <https://www.cityofhomer-ak.gov/planning/homer-area-transportation-plan-2005>). Information from staff report 18-55 (last meeting) will still be helpful.

Analysis

The data from the plan is based on 1999 traffic counts. It is on the radar for the Council and Commission to update the plan. With the data in mind, it is difficult to apply the information to current conditions, as the shelf-life of the 20-year document nearing its end. Projections are taken out to 2021, just a few years away. Accuracy is questionable. The plan's main goals are to maintain a reasonable level-of-service (LOS). Specifically, cited issues in the CBD include circulation and congestion improvements including an additional east-west route. Other concerns are parking and snow storage. Besides suggesting alternative routes and intersection improvements, no technical guidance is provided on ideal street widths, only a cafeteria rendering of a complete street (p. 17, fig. 7).

Another consideration may be the Non-Motorized Transportation and Trails Plan. Page 16 of the plan has this wonderful dream design of Main Street. I would have to guess that this would require more right-of-way (ROW) than is appropriated right now. How much? Well, that depends on an engineered design, which is not currently available.

Opinions are all over. Where I, as a planner, believe that Pioneer Avenue could be narrowed and slowed down and calming techniques implemented in the future, our engineer sees it turning into four lanes. Are our substandard street widths adequate for the future? Again, that depends on which amenities we feel will be supported and desired in the future. Will the current/future transportation plans have political support for implementation?

Is this over analysis? Is there another way to meet the goals of providing an appropriate land use rights and limiting exposure to legal challenges? For the near future, at least, there would not seem to be a relief to legal challenges, regardless of our legal outcomes, for providing an option as a CUP. What else could we do? We could make a comprehensive transportation plan that carefully analyses and makes recommendations. We could have a prohibition on CUP's or completely eliminate them. If many exceptions are warranted, we would have to invest time in creating an analysis of the qualities of the exceptions.

We have approved all requests that have made it through the Planning Commission. This approved the reduction from 7 streets out of 30 or so ROW's found in and abutting the CBD. Accepting a reduction of less than 10', from experience, would not have satisfied the requests that we have processed. I am convinced that there is no 'perfect' answer. As with many things, we will gain experience as time moves.

Staff Recommendation

Have a discussion about the proposal. Request any additional information you may need. Consider for further work or public hearing.

Attachments

Map

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

A. Staff Report 18-60, Amending HCC 21.18.040 to Reduce the Setback Permitted from 20 Feet to 10 Feet in the Central Business District

BENTZ/BANKS MOVED TO POSTPONE PENDING BUSINESS ITEM A TO THE NEXT REGULAR MEETING AND MOVE NEW BUSINESS ITEM A.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

A. Staff Report 18-62, Amending HCC 21.61.040(b) to codify the City Council's Role as the local regulatory authority.

City Planner Abboud provided a brief explanation on the reason to bring this change forward and what it will provide.

BENTZ/HIGHLAND MOVED TO FORWARD DRAFT ORDINANCE AMENDING HOMER CITY CODE 21.61.040(B) CODIFYING THE CITY COUNCIL'S ROLE AS THE LOCAL REGULATORY AUTHORITY TO PUBLIC HEARING AT THE NEXT REGULAR MEETING OF THE COMMISSION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

HIGHLAND/BENTZ MOVED TO RECOMMEND EXTENDING THE MEETING UNTIL 10:10 P.M. TO ALLOW FOR COMMENTS.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.



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Staff Report PL 18-65

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: October 3, 2018
SUBJECT: Central Business District Setback

Introduction

The Commission had some discussion about the proposed ordinance at the work session meeting of September 19th. When the regular meeting time exceeded 10pm, the commission approved a motion to move the item to their next meeting.

Analysis

The City Council had moved the item to public hearing on the agenda of their September 24th meeting. At the meeting, they moved to postpone their public hearing and 2nd reading of the proposed ordinance to no later than January 14, 2019.

Staff Recommendation

Have a discussion about the proposal. Request any additional information you may need. Consider for further work or public hearing.

Attachments

Memorandum 18-095 **These attachments have already
been included in Packet**
Ordinance 18-39

Memorandum from City Clerk, synopsis of 8/27/18 Council Committee of the Whole meeting
Central Business District Map, *2005 Homer Area Transportation Plan*

PLAT CONSIDERATION

PENDING BUSINESS

A. Staff Report 18-60, Amending HCC 21.18.040 to Reduce the Setback Permitted from 20 Feet to 10 Feet in the Central Business District

Discussion by the Commission on the basis for the proposed change, the difficulty in establishing a blanket policy, defining specific streets, review of the Transportation Plan which is coming to the end of its shelf life ensued.

Further discussion on the issues that need to be developed and that if they can get the experts to review the roads and determine the amenities.

The Commission discussed the merits of the proposed changes to the setbacks in the Central Business District and commented on the following:

- Reduction in litigation may not be affected
- Case by case evaluation may not be the best approach
- Commercial Areas versus Residential Areas
- Reduction of CUP

BENTZ/BERNARD - MOVE THAT THE COMMISSION REVISITS THE SETBACK ISSUES ON THE NUMBER OF CONDITIONAL USE PERMITS ISSUED WHEN THEY REVIEW THE TRANSPORTATION PLAN

Discussion on the commercial traffic that uses Pioneer Avenue and that they would be unable to access another route.

VOTE. NON-OBJECTION UNANIMOUS CONSENT.

Motion carried.

BENTZ/BOS - MOVED TO FORWARD ORDINANCE 18-39 TO PUBLIC HEARING.

There was a brief discussion on moving to Public Hearing.

BANKS/BENTZ MOVE TO AMEND THE MOTION TO FORWARD ORDINANCE 18-39 TO PUBLIC HEARING AFTER REVIEW/UPDATING OF THE TRANSPORTATION PLAN.

There was a brief discussion on the benefit to wait until after updating the Transportation Plan and possible professional input on the issue.

VOTE. (Amendment)NO. BOS, SMITH, HIGHLAND, VENUTI

VOTE. (Amendment) YES. BENTZ, BANKS, BERNARD

Motion failed.

SMITH/BOS MOVE TO REQUEST EXTENTION OF TIME TO HOLD A PUBLIC HEARING ON JANUARY 16 2019

Discussion on the basis of delaying the action to allow enough response time.

VOTE. (Amendment).YES. SMITH, BOS.

NO. HIGHLAND, BENTZ, VENUTI, BANKS, BERNARD

Motion failed.

Chair Venuti called for the vote on the Main motion on the floor.

VOTE. YES. HIGHLAND, VENUTI, BOS, SMITH

NO. BENTZ, BANKS, BERNARD.

Motion carried.

NEW BUSINESS

A. Staff Report 18-66, Green Infrastructure (GI)

Discussion ensued on the following:

- what it would take
- the costs involved to build
- what approaches can be implemented to address green infrastructure
- lessen the impacts to neighboring properties
- recommendations to invite professionals to comment
- explanation on how the Planning Department can implement these strategies
- review of the reading materials will lead the Commission in the direction that is required
- Commission can be better informed before speaking to Council on the issues
- Examples of how does the water flow in Homer
- Need to determine how to improve percentage of drainage
- Not trying to reinvent the wheel referring to page 50 of the materials that City Planner provided
- Staff recommendation was that the Commission learn more.
- Encourage builders who come into the Planning Dept to use the green infrastructure in their development

Chair Venuti recommended the commission to review the Stormwater plan and city code where there are rules currently applicable in Section 21.75 of city code.



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Staff Report PL 18-70

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: October 17, 2018
SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED FROM 20 FEET TO 10 FEET IN THE CENTRAL BUSINESS DISTRICT.

Introduction

The Commission has been asked by the City Council to review the proposed ordinance and make a recommendation regarding adoption.

Analysis

The ordinance proposes to reduce the current 20' setback from ROW's in the CBD to 10', with the exception of the Sterling Highway.

After a careful review of the current status of all the ROW's in the CBD, the Commission feels that the various configurations of the roads, which includes a significant amount of substandard ROW widths, deserves more detailed study before reducing the setback districtwide. Consideration for the reduction includes the future expectation of the function that the individual roads are to provide and an examination of the ability of the road to support those functions (i.e. is enough ROW dedicated for anticipated amenities). The Commission feels that an updated transportation plan can provide information in enough detail to evaluate the merits of setback reduction for the various roads. In addition, the Planning Commission recommended working with the City Attorney to identify strategies to minimize legal exposure to CUP appeals.

At this time, the recommendation of the Planning Commission is to not reduce the setbacks in the district until the completion of an update to the transportation plan is accomplished.

Staff Recommendation

Hold a public hearing on Ordinance 18-39 and move a recommendation to the City Council.

Attachments

Ordinance 18-39 **Already Included in Packet**

Chair Venuti opened the public hearing and seeing no public present other than the applicant he closed the Public Hearing.

Commissioners commented or inquired about the following and the Applicant responded:

- Parking plan recommendations were acceptable
- Storm drainage and runoff catchment system
- Addressing runoff from steep slopes
 - o Commission recommendation to review the city's best practices document
- Foundations for the project
 - o steel piling and concrete
- Project timeline
 - o Will start this year, with the Garage/Shop planned for 2020 and the main residence in 2021
- Dirt work planned later this fall with plans to be disturbing minimal groundcover using the steel pylons for the foundation

BENTZ/SMITH MOVED TO ADOPT STAFF REPORT 18-68 AND APPROVE CUP 2018-12 WITH FINDINGS 1-11 AND CONDITIONS 1-3.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 18-70, Ordinance 18-39 Amending HCC 21.18.040 to reduce the setback permitted from 20 feet to 10 feet in the Central Business District.

Deputy City Planner Engebretsen noted the one comment received and read the report included in the packet by the City Planner into the record.

Chair Venuti opened the public hearing, seeing no one in the audience coming forward he closed the Public Hearing.

Chair Venuti open the floor to questions by the commission.

There were no questions or comments.

HIGHLAND/SMITH MOVED THAT THE ADVISORY PLANNING COMMISSION DOES NOT SUPPORT ORDINANCE 18-39 AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED FROM 20 FEET TO 10 FEET IN THE CBD

A brief discussion on the basis for not approving the proposed ordinance was stated in the analysis provided by the City Planner and supported by the commission.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PLAT CONSIDERATION

A. Staff Report 18-69, Hillside Acres Subd. Tract 7 2018 Replat Preliminary Plat

Deputy City Planner Engebretsen reviewed the staff report for the commission.

There was no applicant present.

Chair Venuti opened the floor for public comment seeing no one present in the audience he closed the public comment period.

There was no comments or questions from the commission.

HIGHLAND/BENTZ MOVED TO ADOPT STAFF REPORT 18-69 AND APPROVE THE HILLSIDE ACRES SUBDIVISION TRACT 7 2018 REPLAT PRELIMINARY PLAT WITH COMMENTS 1 & 2

There was no discussion

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

NEW BUSINESS

A. Decisions and Findings for Conditional Use Permit (CUP) 18-09, for a medical clinic containing more than 8,000 square feet of building area at 267 Cityview Avenue (Meeting Laydown)

This item was pulled from the consent and moved to New Business Item A

Commissioner Banks wanted the pre-existing condition of a non-permitted parking lot listed since it was a concern expressed at the meeting by several members who testified and since the other concerns or points are noted he felt it would be appropriate.

From: Frank Griswold <fsgriz@alaska.net>
Sent: Tuesday, October 16, 2018 10:17 AM
To: Department Planning
Cc: Melissa Jacobsen; Renee Krause
Subject: Proposed Setback Ordinance 18-39

Dear Commissioners,

Under the guise of reducing/avoiding future litigation costs, the City Council is attempting to provide a parachute for Derek and Catriona Reynolds should I prevail in my pending appeal of CUP 2018-02. No consideration has been given to deleting the allegedly illegal provision of city code (HCC 21.18.040(b)(4)) that allows for setback reduction by Conditional Use Permit rather than by Variance and neither the Planning Commission nor City Council has given any consideration to the economic value, aesthetic value, and/or public safety value of 20-foot front yard setbacks or to why they were originally adopted into the city zoning code. (See Purpose: HCC 21.01.030). HCC 21.18.040(b)(4) explicitly excludes properties fronting Lake Street but restricting the proposed 10-foot setback requirement solely to non-arterial roads in the CBD via Ordinance 18-39 would mean that the current 20-foot setbacks along Lake Street would be reduced to 10 feet. The 2005 Homer Area Transportation Plan classifies both Lake Street and Pioneer Avenue as "Rural Major Collector" streets i.e., not "Arterials." (See Plate 1 at 1-25). Thus, proposed Ordinance 18-39 constitutes arbitrary decision-making, violates of the equal protection clause of the US Constitution, and will likely spawn further litigation. The Commission should oppose proposed Ordinance 18-39 and recommend that the City Council delete HCC 21.18.040(b)(4) instead.

Frank Griswold

43 the building is otherwise provided (e.g., alleyways) as defined by the State Fire
44 Code and enforced by the State Fire Marshal.

45
46 3. Residential buildings shall be set back five feet from all other lot boundary
47 lines.

48
49 4. **Setbacks from a dedicated right-of-way from** ~~If approved by a~~
50 ~~conditional use permit, the setback from a dedicated right-of-way, except from~~
51 ~~the Sterling Highway or Lake Street~~ **arterial roads, shall be at least 20 feet. may**
52 ~~be reduced.~~ **For purposes of this subsection, “arterial” roads means a**
53 **street, road, boulevard or highway that emphasizes mobility and is**
54 **designed to carry higher volumes at higher speeds, attributes that usually**
55 **conflict with safe access. Sterling Highway is an example arterial street.**
56

57 5. Alleys are not subject to a **10** ~~20~~-foot setback requirement. The setback
58 requirements from any lot line abutting an alley will be determined by the
59 dimensional requirements of subsections (e)(1) and (2) of this section.

60
61 6. Any attached or detached accessory building shall maintain the
62 same yards and setbacks as the main building.

63
64 c. Building Height. The maximum building height shall be 35 feet.

65
66 d. No lot shall contain more than 8,000 square feet of building
67 area (all buildings combined), nor shall any lot contain building area in excess of 30
68 percent of the lot area, without an approved conditional use permit.

69
70 e. Building Area and Dimensions – Retail and Wholesale.

71
72 1. The total floor area of retail and wholesale business uses within a
73 single building shall not exceed 75,000 square feet.

74
75 2. No conditional use permit, planned unit development, or variance may be
76 granted that would allow a building to exceed the limits of subsection (e)(1) of
77 this section and no nonconforming use or structure may be expanded in any
78 manner that would increase its nonconformance with the limits of subsection
79 (e)(1) of this section.

80
81 Section 2. This ordinance shall take effect upon its adoption by the Homer City
82 Council.
83



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Staff Report PL 18-55

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: September 5, 2018
SUBJECT: Central Business District Setback

Introduction

Council Person Adderhold is proposing that the Planning Commission make a recommendation on the proposed changing in front setback from the current 20' to 10' in the Central Business District (CBD).

Analysis

In the past ten years, the Commission has had 10 Conditional Use Permits (CUP's) proposing setback reductions. Nine have been approved and one withdrawn with two having been appealed with the city prevailing so far, but due process opportunity has not been exhausted in either case (note: CUP 05-10 for a 9' setback reduction on Grubstake Avenue was approved and appealed. The City prevailed in Civil Superior Court).

2009

CUP 09-04, 353 Grubstake Ave, 10' reduction from Poopdeck Street approved – open porch

2011

CUP 11-09, 3406 Main Street (Old Town), 10' reduction from Bunnell and 8' reduction from Main Street – structure, enclosed porch

2013

CUP 13-03, 580 E Pioneer Avenue (WKFL Restrooms), 14' reduction from Heath Street - structure

CUP 13-06, 265 E Pioneer Avenue, 8.8' reduction from Pioneer Avenue – structure and covered porch

CUP 13-11, 203 E Pioneer Avenue. 13' reduction from Greatland Street - structure

2014

CUP 14-05, 320 W Pioneer Avenue, 10' reduction from Pioneer Avenue – deck. **Appealed, Alaska Supreme Court on going**

CUP 14-07, 564 E Pioneer Avenue, 7.5' reduction from Lee Drive – structure

2017

CUP 17-02, 210 Ohlson Lane, 12' reduction from Greatland Street – structure

2018

CUP 18-02, 302 E Pioneer Avenue, 8' reduction from Pioneer Avenue – open porch. **Appealed, Hearing Officer**

CUP 18-07, 3781 Heath Street. 10' reduction from Pioneer Avenue – structure. Withdrawn

The sponsor of the proposal wishes to decrease the amount of CUP's the Planning Office processes. This would lighten the office workload and make the process for an applicant much easier to navigate and decrease permitting time by at least 3 weeks. An added consideration would be to lower the city's exposure to costly appeals.

To evaluate the concept of eliminating a CUP for a lowered setback distance, we can look at the distances that have been requested. Seven of ten requests were for 10' or less, leaving three proposals for 12', 13', & 14' respectively. The sponsor suggests that the new setback be 10' from rights-of-way (ROW). As written, this would eliminate the opportunity for the three CUP's that requested a distance greater than 10'.

You may now be thinking, what about utility setbacks that are greater than 10'? A great deal of the lots in the CBD have not had the now required 15' setback requirement from ROW allied to their property that has not been subdivided. In the case that a setback or any other easement might interfere with a building at ten feet, the applicant would have to get a release from the provision or they would not be able build over the encumbered land. Other provision, such as sight triangles on roads or drives, will have to be met regardless of the setback.

Other considerations include the expansion of substandard ROW. Several streets in the CBD were developed as a 50' ROW. The current road standard is 60' and the Borough will need confirmation that the city does not wish to gain ROW to meet the current road standards when reviewing subdivision proposals long substandard roads. The Public Works Director should be consulted on this subject.

Streets of the CBD

The functional classification of the streets differ between the two city plans. The Master Roads and Streets plan of 1986 is quite out of date and not based on any current standards I can verify. The 2005 Homer Area Transportation Plan has a classification based on AASHTO that has been modified for rural communities, but not many of the streets are classified. Many of the local roads are 50' wide, while the standard width is 60 feet.

Pioneer Avenue	Rural Major Collector	60' to 70'
Lake Street	Rural Major Collector	60' to 80'

Bartlett Street	Rural Minor Collector	60'
Main Street	Rural Major Collector	60'
Sterling Highway	Rural Principle Arterial	~100'
Heath Street		60' mostly
East Fairview		80'
Greatland Street		60'
Poopdeck Street		60' on developed section
Shelford Street		45' to 30'
Lucky Shot Street		60'
Svedlund Street		60'
Snowbird Street		60'
Kachemak Way		60'
Klondike Avenue		60' west of Kachemak Way, 40' to the east
Bonanza Avenue		50'
Grubstake Avenue		50'
Hazel Avenue		50' to 60'+
Ben Walters Lane		60'
Smokey Bay Way		60'
Ohlson Lane	Rural Minor Collector	40' to 60'
Jenny Way		20' to 40'
Bunnell Avenue	Rural Minor Collector	40'w 60'e
Allen Way		20' alley
Hansen Avenue		60'
Charles Way		55'
Beluga Place		50'
North Avenue		40'

I am planning to have the Public Works Director speak with the Commission at the work session to give a perspective on the rights-of-way in the CBD and how a reduced setback might affect them.

Staff Recommendation

Have a discussion about the proposal. Request any additional information you may need. Consider for further work or public hearing.

Attachments

- Ordinance 18-39 **Already Included in Packet**
- Memorandum 18-095
- Memorandum from City Clerk, synopsis of 8/27/18 Council Committee of the Whole Meeting
- Map with street names



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Memorandum 18-095

TO: MAYOR ZAK AND HOMER CITY COUNCIL
FROM: DONNA ADERHOLD, COUNCILMEMBER
DATE: AUGUST 22, 2018
SUBJECT: REDUCTION OF SETBACK IN THE CENTRAL BUSINESS DISTRICT (CBD)

The purpose of this memo is to introduce the concept for a draft ordinance to the City Council for review prior to recommending the Planning Commission work on an ordinance. This serves two purposes: 1. an opportunity for the public to be aware of the item and that the subject is proposed to be sent to the Planning Commission for review and, 2. for the City Council to express their support for the concept and to discuss any refinement which may lead to a better recommendation to the Planning Commission.

Over the past 10 years, 10 Conditional Use Permits in the CBD for reduction of a setback have all been approved. Allowing a reduced setback to be permitted in the Planning office supports the reduction of staff time preparing for these public hearings and reducing process and delays for applicants.

Recommendation: Please express your support for the ordinance and concepts.



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Memorandum

TO: Acting Chair Bentz and the Advisory Planning Commission

FROM: Melissa Jacobsen, MMC, City Clerk

DATE: August 30, 2018

SUBJECT: City Council Comments Regarding Ordinance 18-39

City Council discussed Ordinance 18-39 during their Committee of the Whole session on August 27th. It was requested by Mayor Pro Tem Aderhold that their talking points be provided to the Planning Commission for consideration. A summary of Council comments is as follows:

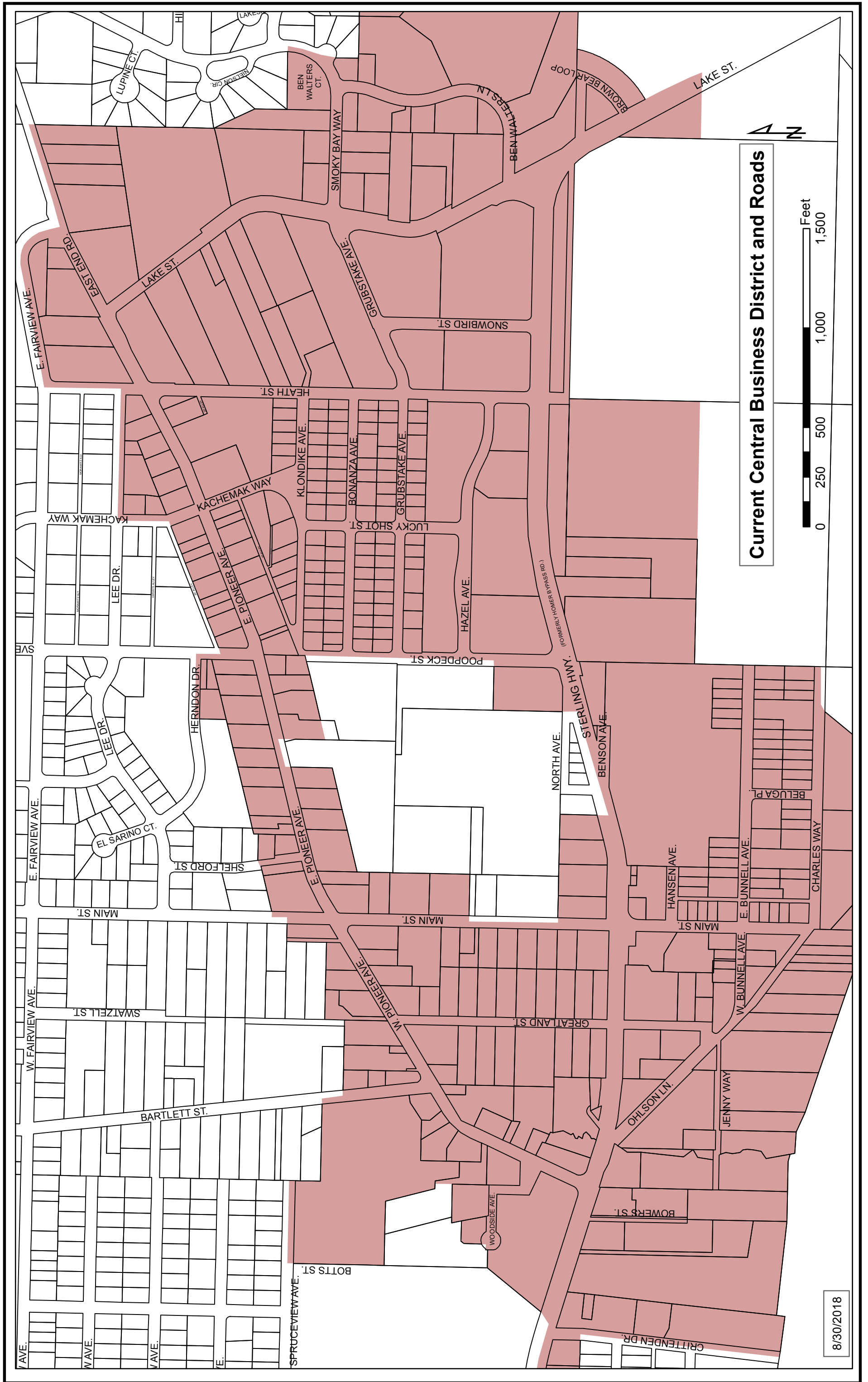
Councilmember Venuti asked why the change? They've been dealing with it through CUP and every situation is different, and we don't want to take away anything they've done well.

Mayor Pro Tem Aderhold explained the Planning Commission has never denied a CUP for a setback up to 10 feet and it's also the area of greatest litigation, which is part of the reason for evaluating this. If the Planning Commission is always issuing a permit for the reduction, then maybe with certain stipulations, the Planning Department can issue the permit rather than going through the Commission, in an effort to streamline that process.

Councilmember Smith commented his biggest concern is that there might be lots that you don't want to give up the ten feet, then it becomes a problem, and their wide open to do it. It might be more problematic. The CUP has worked, but he understands it's taken a lot of time in the courtroom as a result of where it's at now. He sees benefits on both sides and would like to see what the Planning Commission comes up with in their review.

Councilmember Erickson commented as the Planning Commission is are relooking at the transportation plan she thinks it's important we are not looking at one little picture on this, but at the broader view, particularly if we start opening up where town center would be. What do we want that to look like with road placement? There is a lot involved as we open up new territory, versus where we have things on Pioneer Ave. that are old and kind of all over the place. There are a couple issues and it will be good that they are looking at both issues and how we should integrate that with the transportation plan and road planning.

Councilmember Stroozas commented we have the CUP process as a system of checks and balances, and agrees there may be properties we don't want the ten feet on. The system has worked, people who have applied have general received it without any conflict, yes, it has been a big point of litigation for the city over the year.



Current Central Business District and Roads



8/30/2018

PLAT CONSIDERATION

A. Staff Report 18-53, Forest Glen Subdivision 2019 Preliminary Plat

City Planner Abboud provided a summary of Staff Report 18-53.

Gary Nelson, surveyor for the project did not have a presentation he was available for any questions the commission may have.

Chair Venuti opened the floor for public testimony on the issue, upon seeing no one in audience come forward he closed the public testimony period.

Commissioner Highland inquired about the naming of plat as 2019 versus 2018 and confirmation that the date of "August 17, 2012" on the application was a typographical error.

Mr. Nelson explained that he was informed by the Planning Department that there was already a Plat submitted entitled Forest Glen Subdivision 2018 so they changed it to 2019 and confirmed that the date was a typographical error.

BENTZ/HIGHLAND MOVED TO ADOPT STAFF REPORT 18-53, FOREST GLEN SUBDIVISION 2019 PRELIMINARY PLAT AND FORWARD RECOMMENDATION TO THE KENAI PENINSULA BOROUGH

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

NEW BUSINESS

B. Staff Report 18-55, Amending HCC 21.18.040 to Reduce the Setback Permitted from 20 Feet to 10 Feet in the Central Business District.

City Planner Abboud reviewed his report and noted that the City Clerk provided minutes from the Council discussion during Committee of the Whole. He then summarized Councilmembers concerns and comments.

City Planner noted that there were some things that the Commission did not review exactly, the City Attorney took away using exact names. He did not have a recommendation for an alternative at this time. He commented on the size of the setback and that the City of Homer was not



developed in the standard method as it was a collection of homesteads instead of planned city center and streets configured from the main square.

City Planner Abboud commented on options that could be taken in the future, what has been changed in regards to utility easements, old easements, new easements that have been put in. He noted that there is a lot for the commission to consider. He has put in the information from the City Transportation Plan. He requested direction and input from the commission.

Chair Venuti requested a motion to bring the item to the floor for discussion.

BOS/BENTZ MOVED TO BRING STAFF REPORT 18-55 TO THE FLOOR FOR DISCUSSION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Highland requested clarification on the process and defining it.

City Planner Abboud provided clarification on the issues.

Commissioner Banks noted the different types of roads in this zone and the recommendation from the attorney not to reference by street but he feels that it would be a good idea on some streets to bring the business right up to the street to encourage walkability. He is not sure it is a great idea to do this by zone.

Commissioner Bos noted that there have only been 10 conditional use permits for setback reductions with one withdrawn and all have been approved. He preferred looking at each individual street.

Commissioner Bentz requested further clarification on the recommendation from the attorney on naming.

City Planner Abboud explained that the city attorney did not recommend using the name of the street but preferred descriptors.

Commissioner Bentz inquired if they should make a classification system before addressing this issue.

City Planner Abboud responded that was the issue, if they could set that out in the transportation plan, but to be exclusive is an issue and he would have to determine another quality to satisfy the legal review and the city attorney.

Further discussion ensued on the basis for requesting the change to the setback regulation, problems related to the changes, responding to Council's request to provide a recommendation and making this into code, the number of conditional use permits that were under or went to litigation, there were many challenges to institute a blanket setback in the district, requesting a worksession with the City Attorney to define the issue and forwarding that recommendation to City Council.

BENTZ/ MOVED TO FORWARD THIS BACK TO CITY COUNCIL FOR PUBLIC HEARING

There was a brief discussion on making a motion to take no action at the commission level and putting this back to City Council and that they could pass the ordinance as is if that is the intent of the Commission and the need to make a motion in the positive format.

Commissioner Bentz pulled her motion from the table for consideration.

BENTZ/ BANKS MOVED THAT THE PLANNING COMMISSION RECOMMEND NOT MOVING FORWARD TO PUBLIC HEARING AT THIS TIME BUT ENTERTAIN ADDITIONAL WORK ON THIS ORDINANCE.

A discussion on whether they can recommend a worksession since they are not ready to take this to Public Hearing ensued.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Bentz requested for the worksession that they have legal available along with maps in front of them.

City Planner Abboud noted that was the difficulty since the City Attorney was not a Planner.

Commissioner Highland requested clarification for the report to council on Monday.

City Planner Abboud responded that she could tell them they will be having a worksession to do more work on this ordinance.

INFORMATIONAL MATERIALS

- A.** City Manager's Reports for the August 13 & 27, 2018 Homer City Council meetings
- B.** Reappointment to the Commission
- C.** Decision on CUP 2018-02



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Staff Report PL 18-60

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: September 19, 2018
SUBJECT: Central Business District Setback

Introduction

The Commission discussed some issues regarding setbacks at the September 19th work session. The Commission wanted some guidance from legal, maps, and a review of the Transportation Plan and a review of individual streets.

Hopefully, Commissioners have a copy of the 2005 Homer Transportation Plan (can be accessed at <https://www.cityofhomer-ak.gov/planning/homer-area-transportation-plan-2005>). Information from staff report 18-55 (last meeting) will still be helpful.

Analysis

The data from the plan is based on 1999 traffic counts. It is on the radar for the Council and Commission to update the plan. With the data in mind, it is difficult to apply the information to current conditions, as the shelf-life of the 20-year document nearing its end. Projections are taken out to 2021, just a few years away. Accuracy is questionable. The plan's main goals are to maintain a reasonable level-of-service (LOS). Specifically, cited issues in the CBD include circulation and congestion improvements including an additional east-west route. Other concerns are parking and snow storage. Besides suggesting alternative routes and intersection improvements, no technical guidance is provided on ideal street widths, only a cafeteria rendering of a complete street (p. 17, fig. 7).

Another consideration may be the Non-Motorized Transportation and Trails Plan. Page 16 of the plan has this wonderful dream design of Main Street. I would have to guess that this would require more right-of-way (ROW) than is appropriated right now. How much? Well, that depends on an engineered design, which is not currently available.

Opinions are all over. Where I, as a planner, believe that Pioneer Avenue could be narrowed and slowed down and calming techniques implemented in the future, our engineer sees it turning into four lanes. Are our substandard street widths adequate for the future? Again, that depends on which amenities we feel will be supported and desired in the future. Will the current/future transportation plans have political support for implementation?

Is this over analysis? Is there another way to meet the goals of providing an appropriate land use rights and limiting exposure to legal challenges? For the near future, at least, there would not seem to be a relief to legal challenges, regardless of our legal outcomes, for providing an option as a CUP. What else could we do? We could make a comprehensive transportation plan that carefully analyses and makes recommendations. We could have a prohibition on CUP's or completely eliminate them. If many exceptions are warranted, we would have to invest time in creating an analysis of the qualities of the exceptions.

We have approved all requests that have made it through the Planning Commission. This approved the reduction from 7 streets out of 30 or so ROW's found in and abutting the CBD. Accepting a reduction of less than 10', from experience, would not have satisfied the requests that we have processed. I am convinced that there is no 'perfect' answer. As with many things, we will gain experience as time moves.

Staff Recommendation

Have a discussion about the proposal. Request any additional information you may need. Consider for further work or public hearing.

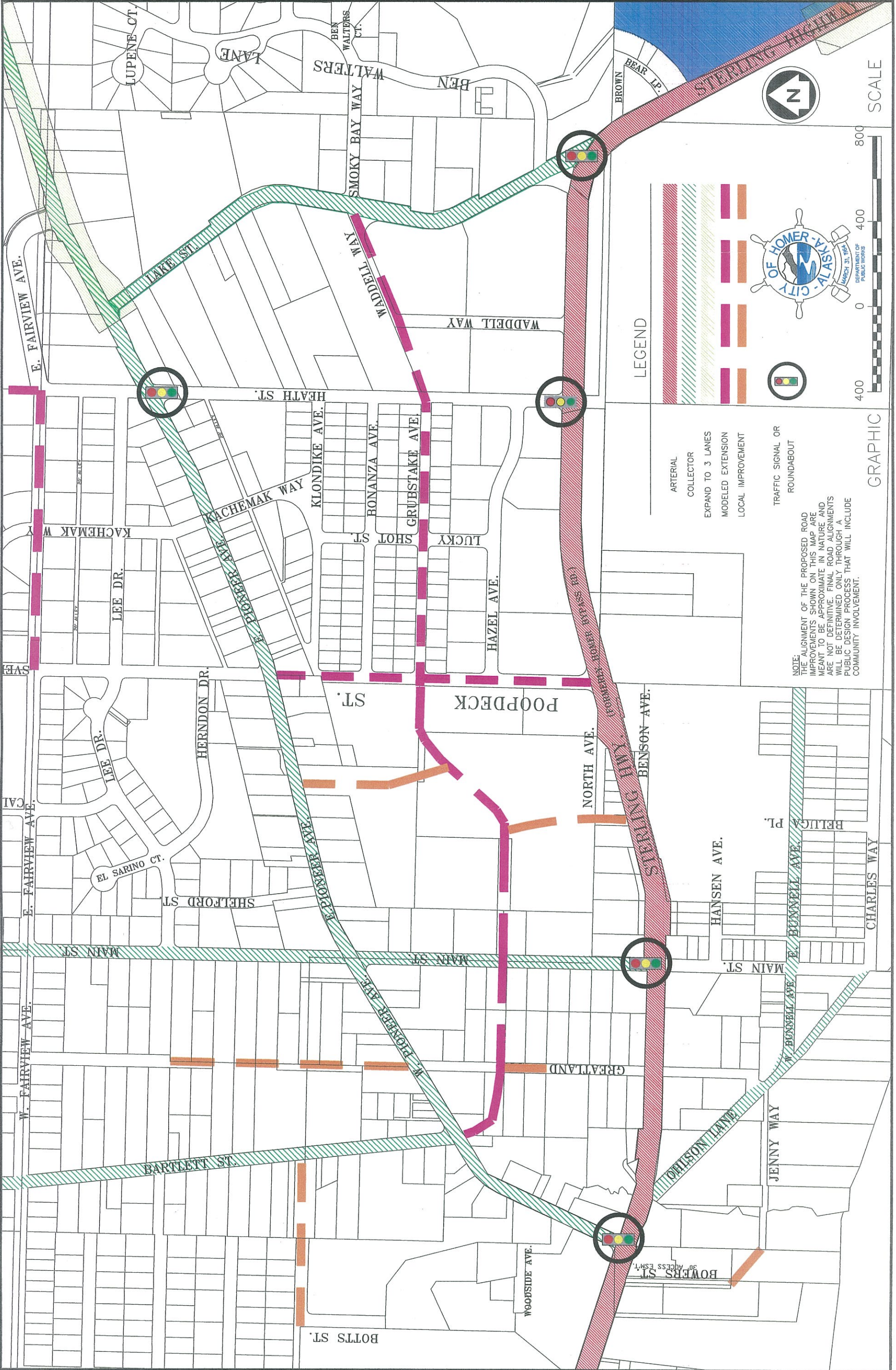
Attachments

Map



Mike Taurainen, P.E.
CONSULTING ENGINEERS, INC.
TRANSFORMATION ENGINEER
IN ASSOCIATION WITH
TRANSFORM ENGINEERS
LAND DESIGN NORTH
PLANNING CONSULTANT
TECHNICAL PLANNING & DEVELOPMENT
BROOKS & ASSOCIATES
TRANSIT ENGINEER

DATE	JULY 2001
SCALE	AS SHOWN
DESIGNED BY	MJT
CHECKED BY	RS
APPROVED BY	MJT



LEGEND



TRAFFIC SIGNAL OR ROUNDABOUT

NOTE: THE ALIGNMENT OF THE PROPOSED ROAD IMPROVEMENTS SHOWN ON THIS MAP ARE MEANT TO BE APPROXIMATE IN NATURE AND ARE NOT DEFINITIVE. FINAL ROAD ALIGNMENTS WILL BE DETERMINED ONLY THROUGH A PUBLIC DESIGN PROCESS THAT WILL INCLUDE COMMUNITY INVOLVEMENT.



GRAPHIC

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

A. Staff Report 18-60, Amending HCC 21.18.040 to Reduce the Setback Permitted from 20 Feet to 10 Feet in the Central Business District

BENTZ/BANKS MOVED TO POSTPONE PENDING BUSINESS ITEM A TO THE NEXT REGULAR MEETING AND MOVE NEW BUSINESS ITEM A.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

A. Staff Report 18-62, Amending HCC 21.61.040(b) to codify the City Council's Role as the local regulatory authority.

City Planner Abboud provided a brief explanation on the reason to bring this change forward and what it will provide.

BENTZ/HIGHLAND MOVED TO FORWARD DRAFT ORDINANCE AMENDING HOMER CITY CODE 21.61.040(B) CODIFYING THE CITY COUNCIL'S ROLE AS THE LOCAL REGULATORY AUTHORITY TO PUBLIC HEARING AT THE NEXT REGULAR MEETING OF THE COMMISSION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

HIGHLAND/BENTZ MOVED TO RECOMMEND EXTENDING THE MEETING UNTIL 10:10 P.M. TO ALLOW FOR COMMENTS.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.



City of Homer

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Planning

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Homer, Alaska 99603

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(p) 907-235-3106

(f) 907-235-3118

Staff Report PL 18-65

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: October 3, 2018
SUBJECT: Central Business District Setback

Introduction

The Commission had some discussion about the proposed ordinance at the work session meeting of September 19th. When the regular meeting time exceeded 10pm, the commission approved a motion to move the item to their next meeting.

Analysis

The City Council had moved the item to public hearing on the agenda of their September 24th meeting. At the meeting, they moved to postpone their public hearing and 2nd reading of the proposed ordinance to no later than January 14, 2019.

Staff Recommendation

Have a discussion about the proposal. Request any additional information you may need. Consider for further work or public hearing.

Attachments

Memorandum 18-095 **These attachments have already
been included in Packet**

Ordinance 18-39

Memorandum from City Clerk, synopsis of 8/27/18 Council Committee of the Whole meeting
Central Business District Map, *2005 Homer Area Transportation Plan*

PLAT CONSIDERATION

PENDING BUSINESS

A. Staff Report 18-60, Amending HCC 21.18.040 to Reduce the Setback Permitted from 20 Feet to 10 Feet in the Central Business District

Discussion by the Commission on the basis for the proposed change, the difficulty in establishing a blanket policy, defining specific streets, review of the Transportation Plan which is coming to the end of its shelf life ensued.

Further discussion on the issues that need to be developed and that if they can get the experts to review the roads and determine the amenities.

The Commission discussed the merits of the proposed changes to the setbacks in the Central Business District and commented on the following:

- Reduction in litigation may not be affected
- Case by case evaluation may not be the best approach
- Commercial Areas versus Residential Areas
- Reduction of CUP

BENTZ/BERNARD - MOVE THAT THE COMMISSION REVISITS THE SETBACK ISSUES ON THE NUMBER OF CONDITIONAL USE PERMITS ISSUED WHEN THEY REVIEW THE TRANSPORTATION PLAN

Discussion on the commercial traffic that uses Pioneer Avenue and that they would be unable to access another route.

VOTE. NON-OBJECTION UNANIMOUS CONSENT.

Motion carried.

BENTZ/BOS - MOVED TO FORWARD ORDINANCE 18-39 TO PUBLIC HEARING.

There was a brief discussion on moving to Public Hearing.

BANKS/BENTZ MOVE TO AMEND THE MOTION TO FORWARD ORDINANCE 18-39 TO PUBLIC HEARING AFTER REVIEW/UPDATING OF THE TRANSPORTATION PLAN.

There was a brief discussion on the benefit to wait until after updating the Transportation Plan and possible professional input on the issue.

VOTE. (Amendment)NO. BOS, SMITH, HIGHLAND, VENUTI

VOTE. (Amendment) YES. BENTZ, BANKS, BERNARD

Motion failed.

SMITH/BOS MOVE TO REQUEST EXTENTION OF TIME TO HOLD A PUBLIC HEARING ON JANUARY 16 2019

Discussion on the basis of delaying the action to allow enough response time.

VOTE. (Amendment).YES. SMITH, BOS.

NO. HIGHLAND, BENTZ, VENUTI, BANKS, BERNARD

Motion failed.

Chair Venuti called for the vote on the Main motion on the floor.

VOTE. YES. HIGHLAND, VENUTI, BOS, SMITH

NO. BENTZ, BANKS, BERNARD.

Motion carried.

NEW BUSINESS

A. Staff Report 18-66, Green Infrastructure (GI)

Discussion ensued on the following:

- what it would take
- the costs involved to build
- what approaches can be implemented to address green infrastructure
- lessen the impacts to neighboring properties
- recommendations to invite professionals to comment
- explanation on how the Planning Department can implement these strategies
- review of the reading materials will lead the Commission in the direction that is required
- Commission can be better informed before speaking to Council on the issues
- Examples of how does the water flow in Homer
- Need to determine how to improve percentage of drainage
- Not trying to reinvent the wheel referring to page 50 of the materials that City Planner provided
- Staff recommendation was that the Commission learn more.
- Encourage builders who come into the Planning Dept to use the green infrastructure in their development

Chair Venuti recommended the commission to review the Stormwater plan and city code where there are rules currently applicable in Section 21.75 of city code.



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(f) 907-235-3118

Staff Report PL 18-70

TO: Homer Advisory Planning Commission
FROM: Rick Abboud, City Planner
DATE: October 17, 2018
SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED FROM 20 FEET TO 10 FEET IN THE CENTRAL BUSINESS DISTRICT.

Introduction

The Commission has been asked by the City Council to review the proposed ordinance and make a recommendation regarding adoption.

Analysis

The ordinance proposes to reduce the current 20' setback from ROW's in the CBD to 10', with the exception of the Sterling Highway.

After a careful review of the current status of all the ROW's in the CBD, the Commission feels that the various configurations of the roads, which includes a significant amount of substandard ROW widths, deserves more detailed study before reducing the setback districtwide. Consideration for the reduction includes the future expectation of the function that the individual roads are to provide and an examination of the ability of the road to support those functions (i.e. is enough ROW dedicated for anticipated amenities). The Commission feels that an updated transportation plan can provide information in enough detail to evaluate the merits of setback reduction for the various roads. In addition, the Planning Commission recommended working with the City Attorney to identify strategies to minimize legal exposure to CUP appeals.

At this time, the recommendation of the Planning Commission is to not reduce the setbacks in the district until the completion of an update to the transportation plan is accomplished.

Staff Recommendation

Hold a public hearing on Ordinance 18-39 and move a recommendation to the City Council.

Attachments

Ordinance 18-39 **Already Included in Packet**

Chair Venuti opened the public hearing and seeing no public present other than the applicant he closed the Public Hearing.

Commissioners commented or inquired about the following and the Applicant responded:

- Parking plan recommendations were acceptable
- Storm drainage and runoff catchment system
- Addressing runoff from steep slopes
 - o Commission recommendation to review the city's best practices document
- Foundations for the project
 - o steel piling and concrete
- Project timeline
 - o Will start this year, with the Garage/Shop planned for 2020 and the main residence in 2021
- Dirt work planned later this fall with plans to be disturbing minimal groundcover using the steel pylons for the foundation

BENTZ/SMITH MOVED TO ADOPT STAFF REPORT 18-68 AND APPROVE CUP 2018-12 WITH FINDINGS 1-11 AND CONDITIONS 1-3.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Staff Report 18-70, Ordinance 18-39 Amending HCC 21.18.040 to reduce the setback permitted from 20 feet to 10 feet in the Central Business District.

Deputy City Planner Engebretsen noted the one comment received and read the report included in the packet by the City Planner into the record.

Chair Venuti opened the public hearing, seeing no one in the audience coming forward he closed the Public Hearing.

Chair Venuti open the floor to questions by the commission.

There were no questions or comments.

HIGHLAND/SMITH MOVED THAT THE ADVISORY PLANNING COMMISSION DOES NOT SUPPORT ORDINANCE 18-39 AMENDING HCC 21.18.040 TO REDUCE THE SETBACK PERMITTED FROM 20 FEET TO 10 FEET IN THE CBD

A brief discussion on the basis for not approving the proposed ordinance was stated in the analysis provided by the City Planner and supported by the commission.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PLAT CONSIDERATION

A. Staff Report 18-69, Hillside Acres Subd. Tract 7 2018 Replat Preliminary Plat

Deputy City Planner Engebretsen reviewed the staff report for the commission.

There was no applicant present.

Chair Venuti opened the floor for public comment seeing no one present in the audience he closed the public comment period.

There was no comments or questions from the commission.

HIGHLAND/BENTZ MOVED TO ADOPT STAFF REPORT 18-69 AND APPROVE THE HILLSIDE ACRES SUBDIVISION TRACT 7 2018 REPLAT PRELIMINARY PLAT WITH COMMENTS 1 & 2

There was no discussion

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PENDING BUSINESS

NEW BUSINESS

A. Decisions and Findings for Conditional Use Permit (CUP) 18-09, for a medical clinic containing more than 8,000 square feet of building area at 267 Cityview Avenue (Meeting Laydown)

This item was pulled from the consent and moved to New Business Item A

Commissioner Banks wanted the pre-existing condition of a non-permitted parking lot listed since it was a concern expressed at the meeting by several members who testified and since the other concerns or points are noted he felt it would be appropriate.

From: Frank Griswold <fsgriz@alaska.net>
Sent: Tuesday, October 16, 2018 10:17 AM
To: Department Planning
Cc: Melissa Jacobsen; Renee Krause
Subject: Proposed Setback Ordinance 18-39

Dear Commissioners,

Under the guise of reducing/avoiding future litigation costs, the City Council is attempting to provide a parachute for Derek and Catriona Reynolds should I prevail in my pending appeal of CUP 2018-02. No consideration has been given to deleting the allegedly illegal provision of city code (HCC 21.18.040(b)(4)) that allows for setback reduction by Conditional Use Permit rather than by Variance and neither the Planning Commission nor City Council has given any consideration to the economic value, aesthetic value, and/or public safety value of 20-foot front yard setbacks or to why they were originally adopted into the city zoning code. (See Purpose: HCC 21.01.030). HCC 21.18.040(b)(4) explicitly excludes properties fronting Lake Street but restricting the proposed 10-foot setback requirement solely to non-arterial roads in the CBD via Ordinance 18-39 would mean that the current 20-foot setbacks along Lake Street would be reduced to 10 feet. The 2005 Homer Area Transportation Plan classifies both Lake Street and Pioneer Avenue as "Rural Major Collector" streets i.e., not "Arterials." (See Plate 1 at 1-25). Thus, proposed Ordinance 18-39 constitutes arbitrary decision-making, violates of the equal protection clause of the US Constitution, and will likely spawn further litigation. The Commission should oppose proposed Ordinance 18-39 and recommend that the City Council delete HCC 21.18.040(b)(4) instead.

Frank Griswold

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-40

An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating the FY19 State of Alaska Community Assistance Program Payment the Amount of \$177,172.05 to the Police Station Fund.

Sponsor: City Manager

1. Council Regular Meeting September 10, 2018 Introduction
2. City Council Regular Meeting November 26, 2018 Public Hearing and Second Reading

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 18-40

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
ACCEPTING AND APPROPRIATING THE FY19 STATE OF ALASKA
COMMUNITY ASSISTANCE PROGRAM PAYMENT IN THE AMOUNT OF
\$177,172.05 TO THE POLICE STATION FUND.

WHEREAS, In FY18 the City of Homer received \$205,118 from the Community Assistance Program that was allocated to the Police Station Fund; and

WHEREAS, The FY19 payment for Homer is \$177,172.05 and although the funds have not been appropriated to the police station project they have been used in the total estimated city dollars available for the Police Station Fund.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates a 2019 Community Assistance Program Payment in the amount of \$177,172.05 to the Police Station Fund as follows:

Revenue:

<u>Description</u>	<u>Amount</u>
FY2019 Community Assistance Grant	\$177,172.05

Transfer:

<u>Description</u>	<u>Amount</u>
Police Station Fund	\$177,172.05

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of _____, 2018.

CITY OF HOMER

BRYAN ZAK, MAYOR

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ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

Reviewed and approved as to form.

Katie Koester, City Manager

Date: _____

Holly C. Wells, City Attorney

Date: _____



City of Homer

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(f) 907-235-3143

Memorandum 18-130

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: NOVEMBER 1, 2018
SUBJECT: PUBLIC HEARING ON ORDINANCE 18-40

When reviewing current ordinance status on line I discovered that Ordinance 18-40 was not scheduled for a public hearing following its introduction on September 10th. This was an oversight on my part and this has been properly notice for public hearing and second reading on November 26th.

RECOMMENDATION:

Hold a public hearing and adopt Ordinance 18-40

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-44

An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for the Calendar Year 2019 for the General Fund, the Water Fund, the Sewer Fund, the Port/Harbor Fund, Capital Projects, and Internal Service Funds.

Sponsor: City Manager

1. Council Regular Meeting October 22, 2018 Introduction
Memorandum 18-114 from Mayor as backup
2. City Council Regular Meeting November 26, 2018 Public Hearing
Memorandum 18-114 from Mayor as backup
Budget Amendment Packet 11-26-18

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 18-44

AN ORDINANCE OF THE HOMER CITY COUNCIL APPROPRIATING FUNDS FOR THE CALENDAR YEAR 2019 FOR THE GENERAL FUND, THE WATER FUND, THE SEWER FUND, THE PORT/HARBOR FUND, CAPITAL PROJECTS, AND INTERNAL SERVICE FUNDS.

THE CITY OF HOMER ORDAINS:

Section 1. Pursuant to the authority of Alaska Statutes Title 29, the following appropriations are made for the calendar year ending December 2019:

General Fund	\$12,247,111
Water Fund	\$ 2,116,651
Sewer Fund	\$ 1,772,014
Port/Harbor Fund	\$ 4,750,515
Capital Projects	<u>\$ 593,024</u>
Total Expenditures	\$21,479,315
Internal Service Funds	\$2,143,964

Section 2. The amounts appropriated by this ordinance are appropriated to the objects and purposes stated in the adopted budget.

Section 3. Grant funds. (a) If grant funds that are received during the fiscal year exceed the amounts of such funds appropriated by this ordinance by not more than \$25,000, the affected appropriation is increased by the amount of the increase in receipts.

(b) If grant funds that are received during the fiscal year exceed the amounts appropriated by this ordinance by not more than \$25,000, the appropriation from city funds for the affected program may be reduced by the excess if the reduction is consistent with applicable federal and state statutes.

(c) If grant funds that are received during the fiscal year fall short of the amounts appropriated by this ordinance, the affected appropriation is reduced by the amount of the shortfall in receipts.

Section 4. Donations or charitable contributions. If donations or contributions are received during the fiscal year that exceed the amounts of such funds appropriated by this ordinance by not more than \$5,000, the affected appropriation is increased by the amount of the increase in receipts.

Operating Budget Amendments

PG	Amendment	Sponsor	Status
285	Full Time Building Maintenance position (\$83,941 incl. benefits PW Maintenance)	City Manager	
297	Porta potties on Homer Spit Trail (\$7,500 Public Works - Parks)	Erickson	
299	0.5% COLA (\$46,110 government wide)	Lord	
301	Scoping studies (\$18,000)	Mayor	

Capital Budget Amendments

		Sponsor	Status
305	2017 GF surplus to police station (\$250,000 transfer)	Smith	
309	RV dump station pay station (\$15,000 from Parks Reserve)	Erickson	

2019 Proposed Budget Amendment Form OPERATING BUDGET

Fund Name: General Fund

Request Name: Full time

Account #	Account name	Page #	Increase	Decrease	Balance
100-0149	Airport	74	12,591		
100-0171	General Maintenance	97	67,153		
100-0175	Parks - Cemetary	104	4,197		
	PW Transfer to Reserves			83,941	

Rationale:

Bringing a building maintenance staff on in 2019 will allow building maintenance to catch up on some project back log and provide capacity for them to be involved with construction of the new police station so that when they are handed over a final building, they are comfortable with the systems. Increased capacity in building maintenance (and janitorial) will be absolute necessary come 2020 when additional square footage is added with a new police station.

A full time building maintenance position will also help relieve some pressure in road maintenance, as an existing equipment operator gets called to fill in on building maintenance tasks when they are overwhelmed with work orders.

Finally, it will allow for succession planning in the building maintenance division of public works as both full time staff are nearing retirement eligibility and it is critical to have someone familiar with all the ends and outs of city facilities.

include a day in the life memo and monthly reports from PW superintendent as back

Requested By:
City Manager

Prepared By:
City Manager



City of Homer

Dan Gardner, Superintendent

Public Works

3575 Heath Street

Homer, AK 99603

dgardner@ci.homer.ak.us

(p) 907-235-3170

(f) 907-235-3145

MEMORANDUM

To: Katie Koester, City Manager

Through: Carey Meyer, PW Director

From: Dan Gardner, PW Superintendent

Date: November 15, 2018

Subject: Building Maintenance Data & Staffing Needs

I have been asked to provide some information regarding the work that is accomplished by building maintenance staff. At present, we have two full time building maintenance personnel. We do employ a seasonal person for the six months of winter that will sometimes be used in building maintenance. The seasonal position provides for snow removal and sanding operations at the airport in the early morning shift (4:00 am to noon). If that work is caught up, the position can provide for some time providing assistance to building maintenance or wherever there is need.

We have been staffed at this level since before the library was constructed in 2006/2007. To more properly maintain our buildings, an additional FTE has been requested in both building maintenance and janitorial since August of 2010 when Jan Jonker, the previous superintendent, first submitted a personnel capitol requests for the budget.

Attached are two separate reports of work orders completed for September and October of this year. These were the last two months compiled and closed out for a sampling. Of course, the descriptions for each task aren't necessarily detailed, but give an idea of the work accomplished and time involved. Some descriptions, such as perform daily walk through of facility, may take one hour one day, and three hours the next due to observations and work tasks that present themselves during the walk through. Also, hours related to calls from various departments with issues such as running or clogged toilets, a faucet leaking, a door not closing properly, etc., are often included in the daily walk through work order.

In addition to the attachments, I am including a log of repair or requests calls that have come into building maintenance over the last couple of weeks that provide a sampling of a day in the life. Not every day was included, but it provides a pretty good sampling.

I hope this information is helpful. Please let me know if I can clarify anything for you.

Building Maintenance Call/Request Log

10/29	Library	Move 3 hanging lights and install an 8' Art piece
10/29	City Hall	Install a coat hanger
10/29	City Hall	Clerks need a cabinet moved to storage
10/29	HVFD	Need more outlets for exterior lighting
10/30	HPD	Back electric door latch not working well
10/30	City Hall	Admin has cold rooms
10/30	HPD	Front entry door is noisy and slams
10/30	Harbor Master	Men's toilet sounds like it is leaking
10/30	Airport	Freight entrance is uneven
10/30	PW	Director office has one heater not working
10/31	Library	Vacuum needs new axle
10/31	Animal Shelter	Heating water glycol tank needs filled
11/5	PW	Waste oil heater has a leak
11/5	HERC I	Exterior lights not working
11/5	Airport	Ticketing office not heating
11/6	Airport	Toilet running with water on the floor
11/6	Library	Men's restroom door rubbing
11/7	Ramp 5	North door blowing open
11/7	Library	Lights out in a some study carrels
11/7	Harbor Master	Lights out and need bulbs ordered
11/7	Harbor Master	Broken heating thermostat
11/8	HPD	Vacuum overheating and quitting
11/13	Library	No heat
11/15	Library	Install new air valve in sprinkler system
11/15	City Hall	Emergency light beeping
11/15	City Hall	Internal sprinkler piping inspection needs done
11/15	HVFD	Internal sprinkler piping inspection needs done
11/19	City Hall	Clerks desk uneven due to missing panel
11/19	HVFD	Broken outlet on middle pole shed bay
11/19	HVFD	Bay number 2 door not working and concrete uneven
11/19	Ramp 5	Hot water running and won't shut off
11/19	PW	Women's restroom exhaust fan not working.
11/19	City Hall	Emergency light not working

Also generated several work orders for Airport, HERC I, and HERC II lighting to be converted to LED's.

Work Orders Completed for September 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804731	PERFORM MONTHLY ADMIN DUTIES ASSOCIATED WITH BUILDING MAINTENANCE	ADMIN-BLDGS	Administration	SCHED	9/30/2018	21.5
1803855	SCHEDULE ANNUAL FIRE ALARM AND SPRINKLER INSPECTION	SAFETY-15	Administration	SCHED	9/7/2018	1
1804189	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/14/2018	2.5
1804576	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/28/2018	2.5
1804493	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/21/2018	3.5
1804085	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	9/7/2018	2
1804494	OPERATIONAL INSPECTION OF OVERHEAD DOORS.	APT-07	Airport	SCHED	9/18/2018	2
1804495	MONTHLY SERVICE INSPECTION OF CONVEYOR SYSTEMS	APT-10	Airport	SCHED	9/19/2018	2
1804190	MONTHLY INSPECTION OF BUILDING WALLS.	APT-11	Airport	SCHED	9/11/2018	1
1804191	SERVICE INSPECTION OF CONVEYOR GEARBOX.	APT-14	Airport	SCHED	9/12/2018	1
1804496	VISUAL INSPECTION OF SPRINKLER SYSTEM FOR DAMAGE.	APT-15	Airport	SCHED	9/18/2018	1
1804192	ANNUAL SERVICE INSPECTION OF MOTOR STARTERS AND CONTROL PANELS	APT-17	Airport	SCHED	9/12/2018	1.5
1804193	AN LUBRICATE CONVEYOR MOTOR BEARINGS. CLEAN OIL FANS IN BOTH BATHROOMS.	APT-18	Airport	SCHED	9/12/2018	5
1804194	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/14/2018	2.5
1803986	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/1/2018	9
1804086	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/7/2018	2
1804577	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/28/2018	2.5
1804497	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	9/21/2018	2.5
1804498	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	APT-39	Airport	SCHED	9/17/2018	1
1804195	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS AIRPORT	APT-40	Airport	SCHED	9/14/2018	1
1804090	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Airport	SCHED	9/12/2018	0.5
1804675	AIRPORT HAS A DRIP FROM MODINE HEATER IN FREIGHT OFFICE - RAVN	RPRO	Airport	REPAIR	9/14/2018	1
1805252	AIRPORT BAGGAGE GARAGE DOOR NOT CLOSING - RAVN	RPRO	Airport	REPAIR	9/28/2018	6.5
1804676	AIRPORT #2 BOILER NEEDS NEW SENSOR INSTALLED -	RPRO	Airport	REPAIR	9/19/2018	1
1804575	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/28/2018	2.5
1804489	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/21/2018	3
1804084	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/7/2018	2.5
1803833	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/17/2018	2
1804183	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	9/14/2018	3
1804490	MONTHLY SERVICE OF HVAC SYSTEM	AN SHLTR-03	Animal Shelter	SCHED	9/18/2018	1
1804491	ALTERNATE RADIANT HEAT PUMPS	AN SHLTR-04	Animal Shelter	SCHED	9/17/2018	0.5
1804184	PERFORM ANNUAL BOILER #1 PMI	AN SHLTR-05	Animal Shelter	SCHED	9/11/2018	1
1804185	PERFORM ANNUAL BOILER #2 PMI	AN SHLTR-05A	Animal Shelter	SCHED	9/11/2018	1
1804186	SEMI-ANNUAL BOILER #1 PMI	AN SHLTR-06	Animal Shelter	SCHED	9/10/2018	0.5
1804187	SEMI-ANNUAL BOILER #2 PMI	AN SHLTR-06A	Animal Shelter	SCHED	9/10/2018	0.5
1804188	MONTHLY INSPECTION OF EMERGENCY LIGHTS	AN SHLTR-07	Animal Shelter	SCHED	9/11/2018	0.5
1804492	CHECK & CLEAN HEATERS	AN SHLTR-13	Animal Shelter	SCHED	9/19/2018	1.5
1804886	ANIMAL SHELTER DRYER NOT WORKING - GILLIAN	RPRO	Animal Shelter	REPAIR	9/24/2018	3.5
1804595	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Animal Shelter	SCHED	9/26/2018	0.5
1804517	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Animal Shelter	SCHED	9/17/2018	1
1804580	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/25/2018	0.5
1804196	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/11/2018	1
1804499	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/17/2018	1
1804087	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	9/4/2018	1

Work Orders Completed for September 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804197	MONTHLY SERVICE/INSPECTION OF CH GEN SET	CH GEN-02	City Hall	SCHED	9/14/2018	1
1804581	SERVICE P-TRAPS @ CITY HALL	CH-01	City Hall	SCHED	9/26/2018	0.5
1804502	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/21/2018	5
1804089	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/7/2018	5
1804198	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/14/2018	5
1804582	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	9/24/2018	6.5
1804091	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	City Hall	SCHED	9/4/2018	0.5
1804005	SERVICE INSTRUCTION OF HOT WATER RELIEF VALVES.	RIFVLV-01	City Hall	SCHED	9/5/2018	2.5
1804887	CITY HALL EMERGENCY LIGHT BUZZING IN HALL BY BREAK ROOM - MIKE R.	RPRO	City Hall	REPAIR	9/25/2018	3
1804204	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	City Hall	SCHED	9/14/2018	1
1804008	ANNUAL INSPECTION OF FIRE EXTINGUISHERS ALL OF CITY HALL	SAFETY-18	City Hall	SCHED	9/6/2018	1.5
1804092	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Harbor Office	SCHED	9/12/2018	0.5
1804593	MONTHLY SERVICE OF EMERGENCY LIGHT	PH HBR OFF-07	Harbor Office	SCHED	9/26/2018	1
1804503	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	9/20/2018	2
1804504	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	9/20/2018	2
1804505	PERFORM MONTHLY FIRE EXTINGUISHERS INSPECTIONS HERC	HERC-09	HERC	SCHED	9/19/2018	1
1804506	MONTHLY SERVICE OF P" TRAPS"	HERC-11	HERC	SCHED	9/19/2018	1
1804095	MONTHLY CLEANING OF FIRE TUBE IN HERC #1	HERC-12	HERC	SCHED	9/11/2018	0.5
1804096	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	9/11/2018	0.5
1804097	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	9/11/2018	0.5
1804586	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/28/2018	5.5
1804098	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/7/2018	9.5
1804199	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/14/2018	6
1804507	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	9/21/2018	5.5
1804889	HERC I NEEDS EMERGENCY LIGHTING INSTALLED IN ZUMBA ROOM - DAN	RPRO	HERC	REPAIR	9/17/2018	1.5
1804674	HERC I ROOF NEEDS A BIG CHUNK PATCHED WHERE WIND BLEW IT OFF - DAN G.	RPRO	HERC	REPAIR	9/14/2018	20
1804474	HERC I NEEDS EXIT DEVICE INSTALLED ON ZUMBA ROOM SIDE DOOR - DAN	RPRO	HERC	REPAIR	9/7/2018	7.5
1804093	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Library	SCHED	9/4/2018	0.5
1804511	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/17/2018	1
1804588	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/26/2018	1
1804201	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/12/2018	1
1804100	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	9/4/2018	1
1804589	MONTHLY SERVICE/INSPECTION OF LIBRARY GEN SET	LIB GEN-02	Library	SCHED	9/26/2018	1
1803998	3-MONTH SERVICE ON LIBRARY GEN SET	LIB GEN-03	Library	SCHED	9/7/2018	1
1804590	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/28/2018	6
1804101	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/7/2018	5.5
1804202	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/14/2018	7
1804512	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	9/21/2018	5.5
1804002	ANNUAL INSPECTION OF LIBRARY FIRE EXTINGUISHERS.	LIB-16	Library	SCHED	9/6/2018	1.5
1804102	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	LIB-19	Library	SCHED	9/6/2018	2
1804103	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	LIB-20	Library	SCHED	9/6/2018	0.5
1804513	CHANGE 9V BATTERIES IN ADA DOOR OPENERS	LIB-22	Library	SCHED	9/19/2018	1
1804461	LIBRARY NEEDS 2 SHELVING UNITS ASSEMBLED AND MOUNTED IN YOUNG ADULT SECT	RPRO	Library	REPAIR	9/5/2018	4.5
1804081	CHANGE FILTER ON USED OIL FURNACE	0401-10	PH Maintenance	SCHED	9/4/2018	1

Work Orders Completed for September 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804104	MONTHLY SERVICE OF EMERGENCY LIGHTS	PH-FAC-07	PH Maintenance	SCHED	9/4/2018	1
1803932	SERVICE INSTRUCTION OF HOT WATER RELIEF VALVES.	RFLVLY-01	PH Ramp 2	SCHED	9/3/2018	0
1804200	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/11/2018	1
1804508	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/20/2018	1
1804587	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/27/2018	1.5
1804099	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Department	SCHED	9/5/2018	1
1804509	MONTHLY SERVICE INSPECTION OF HPD GEN SET	HPD GEN-02	Police Department	SCHED	9/20/2018	1
1804510	CLEAN OR REPLACE FILTERS AS NEEDED, ON DOWNSTAIRS FURNACE.	HPD-02	Police Department	SCHED	9/20/2018	1
1804462	HPD NEEDS A WALL FILE REHUNG AND PARKING LOT LIGHTS NOT WORKING	RPRO	Police Department	REPAIR	9/6/2018	1.5
1804712	HPD REAR ENTRANCE LATCH NOT WORKING - TRACEY	RPRO	Police Department	REPAIR	9/20/2018	2
1804518	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Police Department	SCHED	9/19/2018	1
1804082	CHANGE FILTER ON USED OIL FURNACE	0401-10	Public Works	SCHED	9/4/2018	1
1804730	CHANGE FILTER ON USED OIL FURNACE	0401-10	Public Works	SCHED	9/15/2018	5
1803358	SERVICE INSTRUCTION-CLEANUP OF MAINTENANCE STORAGE AREA.	0402-3	Public Works	SCHED	9/12/2018	2
1804083	ANNUAL SERVICE INSTRUCTION ON FUEL OIL BOILER SYSTEM.	5211-02	Public Works	SCHED	9/4/2018	3
1804094	FALL CLEANING OF FACILITY WINDOWS	FALL-WINDOW CLEAN	Public Works	SCHED	9/10/2018	0.5
1804203	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/14/2018	2.5
1804105	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/7/2018	2
1804514	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/21/2018	2.5
1804594	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	9/28/2018	3
1804515	MONTHLY PW HVAC SYSTEM SERVICE	PWFAC-HVAC	Public Works	SCHED	9/18/2018	1
1804516	QUARTERLY CHECK ON PW RADIO REPEATER STATION	REPEATER	Public Works	SCHED	9/17/2018	2
1804946	PW VACUUM NOISY - MIA	RPRO	Public Works	REPAIR	9/28/2018	2
1804475	PW NEEDS BLACK GOLD SERVICED AND LIGHT UNDERNEATH IT MOVED - MIKE R.	RPRO	Public Works	REPAIR	9/10/2018	5.5
1804520	PERFORM MONTHLY INSPECTION OF ALL EYE WASH STATIONS	SAFETY-02	Public Works	SCHED	9/17/2018	0.5
1804007	ANNUAL INSPECTION OF FIRE EXTINGUISHERS PUBLIC WORKS	SAFETY-17	Public Works	SCHED	9/5/2018	12.5
1804473	RAMP #3 HAS A LOOSE FAUCET - KAREN	RPRO	Ramp 3 Restroom	REPAIR	9/10/2018	1
1804476	RAMP #5 HAS A SINK THAT ISN'T WORKING - KAREN	RPRO	Ramp 5 Restroom	REPAIR	9/10/2018	1
1804890	RAMP 6 #1 REST ROOM HAS A LOOSE FAUCET - KAREN	RPRO	Ramp 6 Restroom	REPAIR	9/17/2018	1.5

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1805526	PERFORM MONTHLY ADMIN DUTIES ASSOCIATED WITH BUILDING MAINTENANCE	ADMIN-BLDGS	Administration	SCHED	10/31/2018	69.5
1803864	ANNUAL INSPECTION AND CALIBRATION ON BACKFLOW PREVENTION DEVICE TESTER	BACKFLOW-INSP-03	Administration	SCHED	10/22/2018	0.5
1805273	SCHEDULE CARPET CLEANING	CARPET	Administration	SCHED	10/1/2018	3.5
1805250	COMPLETE FACILITY SELF-CHECK CHECKLISTS FOR FALL 2018 - AML/JIA	RPRO	Administration	REPAIR	10/10/2018	9
1805251	ORGANIZE AND PRIORITIZE ADA INSPECTION LISTS - DAN	RPRO	Administration	REPAIR	10/10/2018	3.5
1805398	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/27/2018	5.5
1805131	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/13/2018	3
1805265	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/20/2018	3
1804735	DAILY OPERATIONAL INSPECTION & INSPECT FOR DEBRIS/ROCKS ON TARMAC	APT-01	Airport	SCHED	10/6/2018	3
1805173	SERVICE INSTRUCTION-AIRPORT TERMINAL TRASH PICK UP.	APT-02	Airport	SCHED	10/14/2018	1
1805266	BLOW DOWN BOILERS # 1 AND #2. GREASE & LUBE EXHAUST FAN MOTOR.	APT-03	Airport	SCHED	10/17/2018	2
1805267	OPERATIONAL INSPECTION OF ALL INTERIOR/ EXTERIOR DOORS & WINDOWS	APT-05	Airport	SCHED	10/20/2018	2.5
1805268	OPERATIONAL INSPECTION OF ROLL UP BAGGAGE DOOR 115A.	APT-06	Airport	SCHED	10/15/2018	1
1805399	SERVICE INSPECTION OF STACKER CHAIRS.	APT-09	Airport	SCHED	10/22/2018	2
1805400	MONTHLY SERVICE INSPECTION OF CONVEYOR SYSTEMS	APT-10	Airport	SCHED	10/25/2018	2
1805269	MONTHLY INSPECTION OF BUILDING WALLS.	APT-11	Airport	SCHED	10/17/2018	1
1805132	SERVICE INSPECTION OF OVERHEAD DOORS AND DOOR OPERATORS.	APT-13	Airport	SCHED	10/10/2018	4.5
1804736	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/6/2018	3.5
1805401	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/27/2018	5.5
1805133	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/13/2018	4
1805270	DAILY INSPECTION OF ALUMINUM STOREFRONTS FOR CONDITION.	APT-23	Airport	SCHED	10/20/2018	3.5
1805134	SERVICE INSTRUCTION ON DOOR CLOSURES	APT-24	Airport	SCHED	10/13/2018	3.5
1804578	ANNUAL RECERTIFICATION OF FIRE SPRINKLER SYSTEM.	APT-31	Airport	SCHED	10/2/2018	1
1805532	WEEKLY PLOW SNOW & SAND PARKING LOT AND RAMP AS NEEDED	APT-32	Airport	SCHED	10/29/2018	1
1804579	ANNUAL RECERTIFICATION OF FIRE ALARM SYSTEM	APT-37	Airport	SCHED	10/3/2018	1
1805271	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	APT-39	Airport	SCHED	10/17/2018	2
1805272	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS AIRPORT	APT-40	Airport	SCHED	10/15/2018	1
1804737	ANNUAL SERVICE OF AIRPORT SNOW BLOWER	APT-SB	Airport	SCHED	10/1/2018	1
1704726	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	Airport	SCHED	10/2/2018	0
1805674	AIRPORT HAS A COUPLE OF BREAKER COVERS MISSING FROM ELEC PANEL BY CUSTOD	RPRO	Airport	REPAIR	10/24/2018	1.5
1805673	AIRPORT HAS SEVERAL (7) OUTLET PLUGS BROKEN BY GROUND PRONG - M.R.	RPRO	Airport	REPAIR	10/26/2018	6
1805256	AIRPORT RAVN FREIGHT DOOR TO GARAGE WEATHER STRIP BUSTED - JULES	RPRO	Airport	REPAIR	10/11/2018	2
1804734	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/5/2018	2.5
1805129	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/12/2018	2.5
1805397	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/26/2018	5.5
1805262	PERFORM DAILY WALK THROUGH OF FACILITY	AN SHLTR-01	Animal Shelter	SCHED	10/19/2018	3
1805263	MONTHLY SERVICE OF HVAC SYSTEM	AN SHLTR-03	Animal Shelter	SCHED	10/15/2018	2
1805130	ALTERNATE RADIANT HEAT PUMPS	AN SHLTR-04	Animal Shelter	SCHED	10/10/2018	0.5
1805264	MONTHLY INSPECTION OF EMERGENCY LIGHTS	AN SHLTR-07	Animal Shelter	SCHED	10/16/2018	0.5
1805529	QUARTERLY SERVICE OF P-TRAPS @ ANIMAL SHELTER	AN SHLTR-14	Animal Shelter	SCHED	10/29/2018	1
1805817	ANIMAL SHELTER NEEDS HEATING MAKE UP WATER TANK FILLED WITH CRYOTEC ANTI	RPRO	Animal Shelter	REPAIR	10/31/2018	2
1805505	ANIMAL SHELTER NEEDS NEW FGCi OUTLET TO THE LEFT OF THE KITCHEN SINK-AML	RPRO	Animal Shelter	REPAIR	10/23/2018	1
1805513	ANIMAL SHELTER CAT INTAKE WINDOW SCREEN IS TORN - GILLIAN	RPRO	Animal Shelter	REPAIR	10/24/2018	1.5
1805503	ANIMAL SHELTER GARAGE DOOR SAFETY STOP DOESN'T WORK ALL THE TIME - AML	RPRO	Animal Shelter	REPAIR	10/23/2018	1.5

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1805416	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Animal Shelter	SCHED	10/22/2018	0.5
1804765	WINTERIZE RESTROOMS FOR WINTER. PLACE PARK OUT OF SERVICE.	PK BW-03	Ben Walters Park	SCHED	10/5/2018	2.5
1806092	BISHOPS BEACH EAST TOILET DOOR ISN'T LOCKING/UNLOCKING WELL - PHONE CALL	RPRO	Bishops Beach	REPAIR	10/29/2018	1
1804733	SPRING & FALL AIR CONDITIONER SERVICE	AIRCOND-01	City Hall	SCHED	10/3/2018	1.5
1805402	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/22/2018	1
1804743	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/3/2018	1
1805534	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/30/2018	1
1805274	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/16/2018	1
1805136	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	CH GEN-01	City Hall	SCHED	10/11/2018	1
1805275	MONTHLY SERVICE/INSPECTION OF CH GEN SET	CH GEN-02	City Hall	SCHED	10/19/2018	1
1805276	3-MONTH SERVICE ON CH GEN SET	CH GEN-03	City Hall	SCHED	10/26/2018	1
1805535	CHECK ROOF DRAINS AT CITY HALL. CLEAN IF NECESSARY	CH-02	City Hall	SCHED	10/30/2018	1.5
1805403	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/26/2018	5
1804744	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/5/2018	4
1805277	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/19/2018	4.5
1805137	DAILY OPERATIONAL INSPECTION @ CITY HALL	CH-05	City Hall	SCHED	10/12/2018	5.5
1805675	CITY HALL MAYOR'S ROOM NEEDS A COUPLE OF COAT HANGERS INSTALLED - KATIE	RPRO	City Hall	REPAIR	10/24/2018	1
1805259	CITY HALL DOWNSTAIRS WOMAN'S RESTROOM DOOR HANDLE STICKY - RENE	RPRO	City Hall	REPAIR	10/10/2018	1
1805260	CITY HALL EMERGENCY LIGHT OUTSIDE FINANCE COPY ROOM IS BUZZING - DAN O.	RPRO	City Hall	REPAIR	10/11/2018	1
1805234	CITY HALL DOWNSTAIRS LADIES ROOM DISPENSER NEEDS BATTERIES - MELISSA	RPRO	City Hall	REPAIR	10/9/2018	1
1805677	CITY HALL CLERKS NEED CABINET MOVED TO STORAGE - RACHEL	RPRO	City Hall	REPAIR	10/29/2018	2
1805502	CITY HALL UPSTAIRS ENTRY FIRE EXTINGUISHER NEEDS MOLLY BOLT - MIKE R.	RPRO	City Hall	REPAIR	10/23/2018	1
1805235	CITY HALL PLANNING HAS A LIGHT GOING OUT ABOVE DRAFTING TABLE - TRAVIS	RPRO	City Hall	REPAIR	10/8/2018	2
1805291	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	City Hall	SCHED	10/19/2018	1
1804596	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	City Hall	SCHED	10/1/2018	3
1804602	ANNUAL RECERTIFICATION OF FIRE ALARM SYSTEM	SAFETY-12	FD, Harbor, PD, WTP	SCHED	10/2/2018	4
1804948	HVFD DOWNSTAIRS TOILET RUNNING - JACLYN	RPRO	Fire Department	REPAIR	10/1/2018	1.5
1805810	HVFD NEEDS AN EXTERIOR OUTLET BY FLAGPOLE LIGHT ON CLOCK TOWER FOR LIGHT	RPRO	Fire Department	REPAIR	10/31/2018	3.5
1804597	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	Fire Department	SCHED	10/2/2018	1
1804732	SPRING & FALL AIR CONDITIONER SERVICE	AIRCOND-01	Harbor Office	SCHED	10/5/2018	3
1804739	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	Harbor Office	SCHED	10/2/2018	0.5
1804745	SERVICE INSTRUCTION OF DRY SPRINKLER SYSTEM	HBR-03	Harbor Office	SCHED	10/2/2018	0.5
1804746	SERVICE INSPECTION OF AIR HANDLING EQUIPMENT	HBR-07	Harbor Office	SCHED	10/4/2018	2
1804747	CHECK ROOF DRAINS AT HARBOR MASTER OFFICE - CLEAN IF NECESSARY	HBR-09	Harbor Office	SCHED	10/1/2018	1
1805412	MONTHLY SERVICE OF EMERGENCY LIGHT	PH HBR OFF-07	Harbor Office	SCHED	10/22/2018	1
1805143	MONTHLY SERVICE OF EMERGENCY LIGHTS	PH-FAC-07	Harbor Office	SCHED	10/8/2018	1
1805383	HARBOR MASTER BACKFLOW DEVICE NEEDS NEW CHECK VALVES ORDERED - MIKE R.	RPRO	Harbor Office	REPAIR	10/12/2018	2
1805819	HARBOR MASTER MEN'S RESTROOM FLUSH VALVE SOUNDS LIKE ITS LEAKING - B.H.	RPRO	Harbor Office	REPAIR	10/30/2018	2
1804598	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	Harbor Office	SCHED	10/2/2018	1
1803920	PERFORM 6 MONTH SERVICE INSTRUCTION ON AIR HANDLING UNIT	HERC-03	HERC	SCHED	10/8/2018	2
1805279	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	10/17/2018	2
1805278	PERFORM MONTHLY SERVICE OF EMERGENCY STANDBY GENERATOR	HERC-04	HERC	SCHED	10/16/2018	2
1801951	PERFORM ANNUAL SERVICE AND CERTIFICATION OF BACKFLOW PREVENTOR	HERC-06	HERC	SCHED	10/17/2018	2
1801952	PERFORM ANNUAL SERVICE AND CERTIFICATION OF BACKFLOW PREVENTOR	HERC-06	HERC	SCHED	10/17/2018	3

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804748	PERFORM QUARTERLY SERVICE INSTRUCTION ON EMERGENCY LIGHTS	HERC-07	HERC	SCHED	10/3/2018	0.5
1804749	PERFORM QUARTERLY SERVICE INSTRUCTION ON EMERGENCY LIGHTS	HERC-07	HERC	SCHED	10/5/2018	1.5
1804585	PERFORM ANNUAL SERVICE INSTRUCTION ON FIRE AND ALARM SYSTEM	HERC-08	HERC	SCHED	10/2/2018	0.5
1804584	PERFORM ANNUAL SERVICE INSTRUCTION ON FIRE AND ALARM SYSTEM	HERC-08	HERC	SCHED	10/2/2018	1
1805280	PERFORM MONTHLY FIRE EXTINGUISHERS INSPECTIONS HERC	HERC-09	HERC	SCHED	10/17/2018	1
1804750	PERFORM MONTHLY GENERAL INSPECTION OF BUILDINGS	HERC-10	HERC	SCHED	10/1/2018	2
1805538	PERFORM MONTHLY GENERAL INSPECTION OF BUILDINGS	HERC-10	HERC	SCHED	10/30/2018	2
1804751	PERFORM MONTHLY GENERAL INSPECTION OF BUILDINGS	HERC-10	HERC	SCHED	10/1/2018	2
1805281	MONTHLY SERVICE OF " TRAPS"	HERC-11	HERC	SCHED	10/18/2018	1
1804752	MONTHLY CLEANING OF FIRE TUBE IN HERC #1	HERC-12	HERC	SCHED	10/8/2018	1
1804753	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	10/9/2018	3
1804754	MONTHLY INSPECTION ON WATER BOILERS	HERC-13	HERC	SCHED	10/9/2018	2
1805283	CLEAN COIL ON HANKINSON AIR DRYER & COMPRESSOR	HERC-15	HERC	SCHED	10/16/2018	1
1805282	CLEAN COIL ON HANKINSON AIR DRYER & COMPRESSOR	HERC-15	HERC	SCHED	10/16/2018	1
1805138	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/12/2018	8.5
1805404	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/26/2018	8.5
1804755	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/5/2018	4.5
1805284	PERFORM DAILY WALK THROUGH HERC BUILDINGS	HERC-17	HERC	SCHED	10/19/2018	5.5
1804756	ANNUAL SERVICE OF HERC SNOW BLOWER	HERC-20	HERC	SCHED	10/3/2018	1
1805678	HERC I ZUMBA ROOM AND OFFICE CARPET EXTRACTION AND SUMP PUMP CHECK	RPRO	HERC	REPAIR	10/29/2018	4.5
1805515	HERC I OLD COMPUTER ROOM NEEDS 6 WAY PLUG REMOVED AND RECEPTACLES MOUNTED	RPRO	herc	REPAIR	10/24/2018	1
1805760	HERC II NEEDS NEW CHOP SAW PUT ON NEW FOLDING STAND	RPRO	herc	REPAIR	10/29/2018	3
1805672	HERC I HAS AN OUTLET BROKEN BY GROUND PRONG - AML	RPRO	HERC	REPAIR	10/25/2018	1.5
1804947	HERC I BACK GYM EXIT DOOR CENTER POST NOT ATTACHED - MIKE ILLG	RPRO	HERC	REPAIR	10/3/2018	1.5
1804003	WINTERIZE RESTROOMS FOR THE WINTER. PLACE PK HIL OUT OF SERVICE	PK HORN-07	Hornaday Park	SCHED	10/9/2018	6.5
1804742	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	Library	SCHED	10/2/2018	0.5
1805141	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/8/2018	1
1804759	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/3/2018	1
1805288	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/15/2018	1
1805409	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/22/2018	1
1805547	WEEKLY SERVICE/INSPECTION OF LIBRARY EMERGENCY GENERATOR	LIB GEN-01	Library	SCHED	10/29/2018	1
1805410	MONTHLY SERVICE/INSPECTION OF LIBRARY GEN SET	LIB GEN-02	Library	SCHED	10/25/2018	1
1805411	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/26/2018	7.5
1805142	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/12/2018	7
1805289	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/19/2018	4.5
1804760	DAILY OPERATIONAL INSPECTION	LIB-01	Library	SCHED	10/5/2018	5
1804761	MONTHLY SERVICE OF BUILDING WALLS	LIB-04	Library	SCHED	10/3/2018	1
1804762	MONTHLY OPERATIONAL INSPECTION OF FUEL TANK/MONITORING WELL MANHOLE.	LIB-11	Library	SCHED	10/3/2018	0.5
1805551	MONTHLY OPERATIONAL INSPECTION OF FUEL TANK/MONITORING WELL MANHOLE.	LIB-11	Library	SCHED	10/31/2018	1
1804591	ANNUAL RECERTIFICATION OF FIRE SPRINKLER SYSTEM.	LIB-15	Library	SCHED	10/2/2018	1
1804592	ANNUAL RECERTIFICATION OF FIRE ALARM SYSTEM	LIB-17	Library	SCHED	10/3/2018	1
1804763	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	LIB-19	Library	SCHED	10/3/2018	1
1805552	CHECK ALL EMERGENCY LIGHTS FOR OPERATION.	LIB-19	Library	SCHED	10/31/2018	1
1804764	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	LIB-20	Library	SCHED	10/9/2018	1

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1805384	LIBRARY HAS A POWER PROBLEM IN STUDY NOOKS - ANN D.	RPRO	Library	REPAIR	10/15/2018	4.5
1805504	LIBRARY NEEDS SURGE PROTECTOR MOUNTED UNDER COMPUTER TABLE - AML	RPRO	Library	REPAIR	10/23/2018	1
1805254	LIBRARY HAS 2 BOLLARD LIGHTS OUT - MIKE R.	RPRO	Library	REPAIR	10/9/2018	1.5
1804949	LIBRARY NEEDS TV AND STAND MOVED FROM LIBRARY TO CITY HALL - CLAUDIA	RPRO	Library	REPAIR	10/3/2018	2
1805514	LIBRARY VACUUM EXTENTION CORD IS MISSING THE GROUND PRONG - MIKE R.	RPRO	Library	REPAIR	10/24/2018	1.5
1805236	LIBRARY KIDS ROOM TOY BOX HINGES NEED FIXED - JACKIE	RPRO	Library	REPAIR	10/8/2018	1
1805467	LIBRARY CONFERENCE ROOM HAS A BUSTED HINGE ON A CABINET - ANN D.	RPRO	Library	REPAIR	10/15/2018	0.5
1805253	LIBRARY STUDY ROOM #1 DOOR CLOSER SLAMMING SHUT - TERESA S	RPRO	Library	REPAIR	10/9/2018	1
1805377	LIBRARY LOOSE CARPET STRINGS NEED TRIMMED AND GLUED. - MIKE R.	RPRO	Library	REPAIR	10/12/2018	1
1805257	LIBRARY NEEDS NEW OPEN" SIGN INSTALLED- ANN D."	RPRO	Library	REPAIR	10/10/2018	8.5
1805803	FINISH REPAIRING ELECTRIC POWERLIFT AT LIBRARY - MICKEY	RPRO	Library	REPAIR	10/31/2018	4
1805676	SPARE VACUUM NEEDS NEW PLUG INSTALLED - MIKE R.	RPRO	Library	REPAIR	10/25/2018	1
1805378	NEW SHOP NEEDS A WATER SPIGOT IN THE CORNER BY THE WASTE OIL TANK - BRAN	RPRO	PH Maintenance	REPAIR	10/12/2018	3
1804740	PERFORM ANNUAL BACKFLOW TESTING	BACKFLOW-01	PH Maintenance	SCHED	10/11/2018	1
1804599	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	PH Maintenance	SCHED	10/1/2018	2
1805525	CHANGE FILTER ON USED OIL FURNACE	0401-10	PH USDOIL BLDG	SCHED	10/27/2018	1
1804729	CHANGE FILTER ON USED OIL FURNACE	0401-10	PH USDOIL BLDG	SCHED	10/1/2018	1
1805527	SPRING & FALL AIR CONDITIONER SERVICE	AIRCOND-01	Police Dept	SCHED	10/30/2018	1
1804757	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/3/2018	1
1805544	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/29/2018	1
1805285	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/17/2018	1
1805405	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/29/2018	1
1805139	WEEKLY SERVICE/INSPECTION OF EMERGENCY GEN.	HPD GEN-01	Police Dept	SCHED	10/11/2018	1.5
1805406	MONTHLY SERVICE INSPECTION OF HPD GEN SET	HPD GEN-02	Police Dept	SCHED	10/29/2018	1
1804758	MONTHLY SERVICE INSPECTION OF HPD GEN SET	HPD GEN-02	Police Dept	SCHED	10/3/2018	1
1805545	CLEAN OR REPLACE FILTERS AS NEEDED, ON UPSTAIRS FURNACE.	HPD-04	Police Dept	SCHED	10/30/2018	1
1805546	SERVICE INSPECTION ON 1ST FLOOR FURNACE.	HPD-05	Police Dept	SCHED	10/31/2018	5
1805140	PERFORM QUATERLY INSPECTION OF EMERGENCY LIGHTS	HPD-08	Police Dept	SCHED	10/11/2018	1.5
1805287	CHECK AND REPLACE FILTER IN ELECTRONICS ROOM	HPD-FILTER	Police Dept	SCHED	10/16/2018	1
1805818	HPD FRONT ENTRY DOOR SQUEEKS AND CLOSERS TOO FAST - JONI	RPRO	Police Dept	REPAIR	10/30/2018	1
1805258	HPD UPSTAIRS MEN'S TOILET NOT FLUSHING - MARK R.	RPRO	Police Dept	REPAIR	10/11/2018	1.5
1805415	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Police Dept	SCHED	10/25/2018	1
1804600	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	Police Dept	SCHED	10/3/2018	1
1805261	CHANGE FILTER ON USED OIL FURNACE	0401-10	Public Works	SCHED	10/15/2018	1
1805164	SERVICE INSTRUCTION-CLEANUP OF MAINTENANCE STORAGE AREA.	0402-3	Public Works	SCHED	10/25/2018	2
1805396	SERVICE INSPECTION OF HEATER FAN, (SOUTH-OLD SHOP)	5209-02	Public Works	SCHED	10/27/2018	1
1805135	DELIME AND CLEAN BUNN COFFEE MAKER PER MANUFACTURER	BUNN-2MOS	Public Works	SCHED	10/8/2018	0.5
1804839	MONTHLY OPERATIONAL INSPECTION OF MOBILE GENERATOR	GEN-01	Public Works	SCHED	10/10/2018	1
1804840	MONTHLY OPERATIONAL INSPECTION OF MOBILE GENERATOR	GEN-01	Public Works	SCHED	10/10/2018	1
1805290	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/20/2018	6
1805144	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/13/2018	6.5
1804766	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/6/2018	4.5
1805413	PERFORM DAILY WALK THROUGH OF PUBLIC WORKS FACILITY	PW-01	Public Works	SCHED	10/27/2018	6.5
1805414	SERVICE FRIDGE & POP MACHINE IN BREAKROOM	PWFAC-01	Public Works	SCHED	10/23/2018	1

Work Orders Completed for October 2018 by Building Maintenance

WO No.	Description	Task No.	Location	WO Type	Completion Date	Employee Labor Hours
1804767	MONTHLY PW HVAC SYSTEM SERVICE	PWFAC-HVAC	Public Works	SCHED	10/2/2018	0.5
1805761	PW EXTERIOR LIGHT ON NW CORNER OF BUILDING BUZZING LOUDLY - M.R.	RPRO	Public Works	REPAIR	10/15/2018	2
1805469	PW STACI'S CABINET LOCK BROKEN - M.R.	RPRO	Public Works	REPAIR	10/18/2018	1.5
1805419	CHANGE FILTER IN SERVER ROOM	SERVER FILTER	Public Works	SCHED	10/23/2018	1
1804519	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Public Works	SCHED	10/9/2018	2.5
1805417	PERFORM MONTHLY INSPECTION OF ALL FIRE EXTINGUISHERS	SAFETY-01	Public Works	SCHED	10/26/2018	3.5
1805418	PERFORM MONTHLY INSPECTION OF ALL EYE WASH STATIONS	SAFETY-02	Public Works	SCHED	10/26/2018	0.5
1804574	PERFORM FALL AML FACILITY SELF INSPECTIONS	SAFETY-22	Public Works	SCHED	10/23/2018	1
1804583	6 MONTH SERVICE OF HONDA PORTABLE GENERATOR	G2PD-01	Spit Com. Tower	SCHED	10/8/2018	2
1804601	ANNUAL INSPECTION & CERTIFICATION OF FIRE SPRINKLER SYSTEM	SAFETY-10	WTP	SCHED	10/2/2018	2.5

2019 Proposed Budget Amendment Form

Fund Name: Parks

Project Name: Spit Trail Porta Potties

Account #	Account name	Page #	Increase	Decrease	
100-0175	Parks - Cemetary	104	\$7,500		
100-0100	Parks transfer to reserves	49		\$7,500	

Rationale:

This amendment would provide two porta potties in place year round with twice weekly service on the trail head and once weekly service at a mid-way point for a total annual cost of \$7,424.40.

The units would be maintained and serviced by a private company and included in our waste managment contract (currently with Moore and Moore services). A restroom at the Spit trailhead has been on the CIP for a long time. However, a permanent plumbed resetroom would be very expensive to install there due to how low the ground is and flood plane issues. Porta potties, much like at Mariner Park, would get extensive use year round. Because high winds could tip the units over, there would be some initial efforts required to install an anchoring system. This means we may not be able to install until the ground thaws in 2019.

Let's face it, none of us want to pee in the bushes (or lupine).

Requested By:
Councilmember Erickson

Prepared By:
City Manager

**2019 Proposed Budget Amendment Form
OPERATING BUDGET**

Fund Name: City Wide (General Fund / Water and Sewer/ Port and Harbor)

Project Name: Cost of Living Increase (COLA) for City employees

Account #	Account name	Page #	Increase	Decrease	
100	General Fund	46	\$30,857		
100-0100-5990	General Fund transfers to reserves	49		\$30,857	
200	Water Fund	115	\$4,077		
200-0400-5990	Transfer to Water Reserves	117		4077	
200	Sewer Fund	116	\$3,271		
200-0500-5990	Transfer to Sewer Reserves	125		\$3,271	
400	Port and Harbor Enterprise Fund	139	\$7,905		
400-0602-5990	Transfer to P & H Reserves	142		\$7,905	

Rationale:

Keeping the wage scale current with inflation (which was .05% in 2017) is necessary to attract and maintain employees at the City of Homer.

Requested By:

 Councilmember Lord

Prepared By:

 City Manager

City of Homer
2019 Capital Budget

2019 Proposed Budget Amendment Form

Fund Name: Transfers To 5995

Project Name: Scoping Studies

Account #	Account name	Page #	Increase	Decrease	Balance
0100-5990	Transfers	49	18,000.00		\$925,683
0100-5995	Other Expense	49	\$18,000		18000

Rationale:

See supporting memo from Mayor

Requested By:
Mayor

Prepared By:
Mayor



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

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Homer, Alaska 99603

mayor@ci.homer.ak.us

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(f) 907-235-3143

Memorandum

TO: Homer City Council

THROUGH: Clerk's Office (Jacobsen)

FROM: Ken Castner

DATE: November 20, 2018

SUBJECT: Budget Amendment

Since my election, I have met with each of the Boards and Commissions. The following are requests I received that will require a policy determination from the Council and some supported funding. There will be a small fiscal note for 2019, but, depending on the Council's will (which may be a topic for the "retreat" that has been discussed) the resulting expense for outside expertise would be far greater in the year or two ahead.

I am requesting \$18,000 for the following planning/scoping studies, conducted primarily in-house, to be included in the 2019 budget. The areas of study are:

1. An updated Transportation Plan;
2. An updated policy directive on signage;
3. An Updated Climate Action Plan;
4. A Port Services Plan;
5. An examination of the trade-offs in modeling a plan for private participation for projects that involve City-owned land or City-owned structures; and
6. A general policy concerning the repurposing of City-owned Structures.

2019 Proposed Budget Amendment Form CAPITAL BUDGET

Fund Name: General Fund - 100

Project Name: Transfer 2017 GF Surplus to Police Station Project

Account #	Account name	Page #	Increase	Decrease	
100	General Fund Fund Balance			\$250,000	
156-0376	Police Station Project Fund		\$250,000		

Rationale:

This amendment transfers the General Fund surplus from 2017 to the police station project. As the number one priority for the City of Homer, it is prudent to commit any extra resources to this project. Furthermore, by adding \$250,000 of General Fund dollars to the project, the City can reduce the amount it bonds for from \$5 to \$4.75 million. Reducing the City's debt by this amount has the potential to save the community paying sales tax approximately \$115,000 over the course of 20 years at 4% interest.

Include 2017 budget to actual as back up

Requested By:
Councilmember Smith

Prepared By:
City Manager

General Fund
Expenditure Report
For Year Ended December 30, 2017

	Amended FY17 Budget	FY17 Actual	Budget Remaining	% Budget Used
Revenues				
Property Taxes	\$ 3,507,453	\$ 3,501,159	\$ (6,294)	99.82%
Sales and Use Taxes	6,481,188	6,669,426	188,239	102.90%
Permits and Licenses	30,421	47,555	17,134	156.32%
Fines and Forfeitures	15,508	28,277	12,769	182.34%
Use of Money	20,980	22,338	1,357	106.47%
Intergovernmental	675,419	580,305	(95,114)	85.92%
Charges for Services	446,017	569,876	123,859	127.77%
Other Revenues	13,000	15,863	2,863	100%
Airport	130,305	157,626	27,321	120.97%
Operating Transfers	2,391,869	2,387,836	(4,033)	99.83%
Total Revenues	\$ 13,712,160	\$ 13,980,260	\$ 268,100	101.96%
Expenditures & Transfers				
Administration	\$ 1,002,786	\$ 972,908	\$ 29,878	97.02%
Clerks	829,028	784,491	44,537	94.63%
Planning	352,866	341,464	11,401	96.77%
Library	847,772	821,282	26,489	96.88%
Finance	653,580	550,117	103,463	84.17%
Fire	1,055,926	946,920	109,006	89.68%
Police	3,273,539	3,118,980	154,559	95.28%
Public Works	2,501,197	2,484,942	16,255	99.35%
Airport	219,722	179,710	40,012	81.79%
City Hall, HERC	168,576	170,786	(2,210)	101.31%
Non-Departmental	94,000	94,000	-	100.00%
Total Operating Expenditures	\$ 10,998,993	\$ 10,465,602	\$ 533,391	95.15%
Transfer to Other Funds				
Leave Cash Out	\$ 233,451	\$ 233,451	\$ -	100%
Debt Repayment	1,221,415	1,226,903	(5,488)	-
Energy	10,703	10,703	-	100%
Adjusting Entries	-	544,557	(544,557)	-
Total Transfer to Other Funds	\$ 1,465,569	\$ 2,015,614	\$ (550,045)	138%
Total Transfer to Reserves	\$ 1,247,598	\$ 1,247,598	\$ -	100%
Total Expenditures & Transfers	\$ 13,712,160	\$ 13,728,813	\$ (16,654)	100.12%
Net Revenues Over (Under) Expenditures	\$ 0	\$ 251,446		

2019 Proposed Budget Amendment Form Capital Request

Fund Name: Water/Sewer

Project Name: Credit Card Payment Pedestol for RV Dump Station

Account #	Account name	Page #	Increase	Decrease	
256-0379	Sewer Reserves	154		\$7,500	
256-0378	Water Reserves	154		\$7,500	

Rationale:

This request will fund a Pay Station that accepts credit cards and cash at the Public Works RV dumpsite (similar to the parking kiosks on the Spit). Funds will be used to purchase a pay station, spare printer, and security accessories. There would be a minimal increase to the operating budget (ten cent per swipe charge and \$95/month connecting fee with AT&T). The pay station comes with a 2 year warranty.

Include Luke Pay station PDF write up as back up

Requested By:
Councilmember Erickson

Prepared By:
City Manager

Multi-Space Pay Station

For On- and Off-Street Parking Environments

Public and private parking operators are realizing the benefits of multi-space pay stations: increased revenue, reduced operational costs, and superior customer service, to name just a few. Consumers also enjoy the added convenience, diverse payment options, and ease of use provided by pay stations. The Luke® II pay station is highly secure, flexible, and suitable for both on- and off-street deployments. Luke II fulfills customer service expectations and delivers superior performance and significant contributions to operators' top and bottom line.

Luke II Features for Consumers

- Range of convenient payment options, such as coins, bills, credit cards, smart cards, passcards (value cards, campus cards), coupons, and Pay-by-Phone services
- Contactless payments for rapid parking transactions
- Extend-by-Phone service provides expiry reminders and the ability to add time via mobile phone
- Large color screen that is easy to read
- Prompts in multiple languages
- Ability to pay for parking or add time using any pay station in the system
- Coin escrow refunds consumers' money upon a cancelled transaction
- 38-key full alphanumeric keypad for easy license plate entry
- Easily recognizable design identifies machine as a parking pay station

Luke II Features for Parking Operators

- Separate maintenance and collections compartments for enhanced security
- Theft-resistant design to protect coins, bills, and internal components
- Enhanced locking mechanism and electronic lock support for added security
- PCI compliant and PA-DSS validated system ensures credit card data security
- Pay-and-Display, Pay-by-Space, and Pay-by-License Plate on the same pay station
- Remote configuration of rates and policies saves time and money
- Integration with leading parking technology partners for a complete solution
- Flexible rate structures and diverse payment options can increase revenue
- Reduced maintenance and collections costs
- Real-time credit card processing to reduce processing fees and eliminate bad debt
- Real-time reporting and alarming
- Complete audit trail and rich analytics



Standard



Charcoal
Gray

Premium



Jet
Black



Pebble
Gray



Racing
Green



Marine
Blue



Citrus
Yellow

Luke II Specifications

Cabinet:	12-gauge cold rolled steel protected with an anti-corrosion coating
Payment Options:	Coins, bills, credit cards, contactless payments, smart cards, value cards, campus cards, coupons, Pay-by-Phone services. Coin escrow optional
Card Reader:	Cards are not ingested – no moving parts. Reads Tracks 1, 2, and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811. Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816
Bill Stacker:	1,000-bill capacity (U.S. only)
Printer:	2" receipt width
Display:	Color backlit LCD with 640 x 480 resolution
Keypad:	38-key alphanumeric with tactile buttons
Locks:	Can be re-keyed twice without removal of lock cylinder. Electronic locks optional
Access:	Separate compartments for maintenance and collections
Communications Options:	GSM, CDMA, Ethernet
Environmental Requirements:	-40°F to +140°F (-40°C to +60°C)* Relative humidity: up to 95%
Power:	120 V AC. Slimline solar panel optional
Operational Modes:	Pay-and-Display, Pay-by-Space, Pay-by-License Plate
Multilingual Support:	Up to four languages using roman or non-roman characters
Audible Alarm:	Senses shock and vibration
Color:	Charcoal gray. Additional colors optional
Standards:	UL/CSA approved, ADA compliant, PCI compliant, PA-DSS validated

*using separately purchased heater/insulator option. Low end of range is -4°F (-20°C) ambient without heater/insulator option

Think Technology. Think Solutions. Think T2.



Since 1994, T2 Systems has been providing the parking industry with solutions that meet the ever-changing needs of parking managers and parkers alike. T2's unified parking management platform combines quality products and services with a commitment to thought leadership and strong customer relationships. T2's intelligent platform of Solutions-as-a-Service (SaaS)—including enforcement, permits, payments, PARCS, event parking and real-time parking availability—is trusted by over 1,000 organizations in the United States and Canada, including universities, cities, towns, private operators, and airports.

For additional information about T2 Systems, Inc. products and services, visit www.T2systems.com.

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City of Homer

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Memorandum 18-114

TO: CITY COUNCIL AND CITY STAFF
FROM: KEN CASTNER, MAYOR
DATE: OCTOBER 15, 2018
SUBJECT: NOTICE OF ORDER OF REVIEW OF THE 2019 CITY BUDGET AND REQUEST FOR WRITTEN AMENDMENTS

In the absence of any established policy of budgetary review, and recognizing the time restraints, I would like to use the following order to efficiently perform our due diligence:

ORDER OF REVIEW

- | | | |
|----------------------------------|----------------------|--------------------------------------|
| 1. Revenue Projections | Page 43 | See also 2018 budget to actual |
| 2. Allocated Reserves | Pages 43 & 47 | |
| 3. Debt Service | Page 47 | |
| 4. Budgetary Target | Page 47 | See also 2 yr surpluses and reserves |
| 5. Water and Sewer | Page 107 | |
| 6. Port and Harbor | Page 131 | |
| 7. Police Department | Page 83 | |
| 8. Fire Department | Page 77 | |
| 9. Public Works | Page 93 | |
| 10. Committed to Projects | Page 151 | |
| 11. Remainder Gen Fund | Pages 48 through 106 | |
| 12. Total Budget v Target | | |
| 13. Wage Adjustments | Page 6 | generally across the board |
| 14. Additions to Staff | Page 6 and 199 | |
| 15. New Capital Projects | Page 6 | |
| 16. 2019 Approved Budget | | |
| 17. 2020 Budget Projection | Tallied by section | |

I request that amendments to the budget be placed before the body prior to the meetings as a matter of convenience to both the public, staff and the rest of the body.

I would also like to recommend that cuts to the presented budget be in increments of \$25,000 and that additions to the budget be in increments of \$125,000.

I also believe that we should be getting information that will shape the following year's budget and I would like to document those forward looking changes in a budgetary (chart of accounts) format.

From: [David Bernard](#)
To: [Department Clerk](#)
Subject: comment for council meeting 11/26
Date: Tuesday, November 20, 2018 5:31:28 PM

I support the Employee Committee's recommendation for a 0.5% COLA. This is based on the Anchorage CPI for 2017. Last year, we asked for 1% in order to put us more in line with the overall increases given by similar municipalities over the past handful of years. Unfortunately it was reduced to .5%. This year, all we ask for is .5% to keep us up-to-date with the current level of inflation. If we continue to fall behind, it will be more and more difficult to make up the difference.

Thank you for your consideration,
David Bernard
City of Homer employee

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 18-077

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE HOMER FEE SCHEDULE UNDER LIBRARY FEES,
PUBLIC WORKS FEES, RENAMING CAMPING FEES TO CAMPING
AND PARKS AND AMENDING CAMPING AND PARKS FEES.

WHEREAS, Library fees are amended for Overdue items/Digital Devices, Bill notice/Maximum overdue charge per item, Replacement/repair of items/Lost out-of-print items; and

WHEREAS, Camping Fees is amended to Camping and Parks Fees and fees are amended to a single camping fee and add a pavilion rental fee; and

WHEREAS, Public Works fees are amended for dump station fees.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the Homer Fee Schedule as follows:

LIBRARY FEES

235-3180

(Amended: Resolution 16-109, 14-114, 13-076; Ordinance 05-08; Resolution 15-097(S)(A), 12-006, 04-98(S)(A); 03-87; 99-19(A); 98-86; 97-87)

Overdue Items - 14 day circulation (except digital devices)		\$0.15/day
7 day and 1 day circulation -	\$1.00/day	
Digital Devices	\$5.00 1.00 /day	
Interlibrary Loans-	\$1.00/day	
2nd overdue notice -	\$1.00/notice	
Bill notice -	\$2.00/notice	
Admin. Fee for Bills Sent to Collection Agency	\$25.00	
Maximum overdue charge per item (except digital devices)		charge \$10.00
Replacement/Repair of items		
Lost or damaged items: Replacement cost plus \$7.00 processing fee per item		

43 Lost or damaged cases, hang-up bags, etc.: Replacement cost or
44 \$2.00, whichever is greater

45
46 Lost map or inserts - \$10/item
47 Lost out-of print items - \$50/Alaskana **or replacement cost, if higher.**
48 \$40/nonfiction
49 \$35/fiction

50
51 Please Note: To receive a refund on a lost item, patrons must return the item within sixty
52 days of lost status. Refunds of payment for items deemed valuable to the
53 collection and returned after the 60- day period may be made at the discretion
54 of the Director. No refunds will be given for digital devices.

55
56
57 **CAMPING AND PARKS FEES**

58 (The following fees have been set by legislative enactments, Resolutions 16-109, 15-097(S)(A),
59 05-05, 04-98(S)(A), 99-94, 93-35, 91-34; 91-20(S); and 17-086).

60
61 “Campground” means an area owned, controlled, developed and/or maintained by the City,
62 which contains one or more improved campsites or contains adequate area for one or more
63 unimproved campsites.

64
65 “Camping” means:

- 66 1. The erection of, or occupancy of any tent.
67 2. The placing or leaving of any items normally found at a campsite within campsite
68 such as cook stoves, lanterns, sleeping bags or bedding.
69 3. Parking of any camper unit in any area owned or controlled by the City that has
70 been designated a camping area by official signs, in excess of twenty-four hours.

71
72 “Camping Season” means that period of time from April 1 through October 30.

73
74 RV ————— \$ 24/day

75
76 All other camping — \$15/day

77
78 **All camping \$20/day**

79
80 **Pavilion Rental \$25/4 hours**

81
82 All fees inclusive of sales tax.

83
84 **PUBLIC WORKS DEPARTMENT**

85 Administrative - 235-3170

86

87 (The following fees have been set by legislative enactment Resolution 15-097(S)(A), 04-
88 98(S)(A) and 95-1).

89

90 R.V. Station dumping \$5 10 per dumping

91

92

93 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 10th day of December,
94 2018.

95

96

97

CITY OF HOMER

98

99

100

KEN CASTNER, MAYOR

101

102

103 ATTEST:

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105

106 MELISSA JACOBSEN, MMC, CITY CLERK

107

108 Fiscal Note: Revenue amounts not defined in CY2019 budget.



City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us
(p) 907-235-3106
(f) 907-235-3118

Memorandum 18-131

To: Mayor Castner and Homer City Council
From: Parks, Art, Recreation and Culture Advisory Commission
Through: Julie Engebretsen, Deputy City Planner, Matt Steffy, Parks Maintenance Coordinator
Date: November 20, 2018
Subject: Camping, dump station and picnic shelter fees

At the October 25, 2018 PARCAC meeting, the Commission voted to make the following recommendations on the Fee Schedule:

1. \$25 rental fee for exclusive use of picnic shelters (4 hours)
2. \$50 daily rate for picnic shelter reservation. (typically for special events, and rare)
3. Standardize tent camping and RV camping to both be \$20 per day.
4. Dump station fee should be raised from \$5 to \$25

Background

Pavilion Fees: The City of Homer offers multiple pavilions for reservation throughout the year. It is the common practice with most communities that this service comes at a fee. Not simply because of the staff time associated with maintaining the calendar, posting notices, trash removal, etc but because we are granting exclusive use. Anyone can use the pavilions at any time for free, but to get exclusive use (no one else is allowed in the pavilion) should come with a fee. For example, if a person wants to host a family reunion or company event at a shelter and reserve it solely for that use, that would come with a \$25 fee. If it's a nice Saturday and a family wants to BBQ at Hornaday Park, and the shelter is not reserved, that family can use the shelter free of charge, and other families can also use the area.

Some examples of other communities:

Fairbanks: Pavilion Rental up to 4 hours = \$30, Pavilion Rental over 4 hours: \$50
Valdez: \$25 for up to 6 hours, \$10 per hour for each additional
Soldotna: \$31.86 (with tax) for up to 4 hours

Camping fees: Staff recommended, and the Commission agreed, to standardize camping fees. This will save hours of employee administrative time, and should have minimal revenue impact.



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 18-132

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: LIBRARY ADVISORY BOARD

THRU: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: OCTOBER 22, 2018

SUBJECT: LIBRARY FEE SCHEDULE AMENDMENTS

At their October 1, 2018 special meeting, Library Director Dixon proposed the following fee schedule amendments to the Library Advisory Board:

- 1) **Overdue items/Digital Devices – Change to \$1/day.** Reasons: The \$5/day fine was initiated some years ago when e-readers were relatively new, expensive, and we first circulated them. The e-readers and mp3 players we have are now so old they aren't worth much. Nor are they checked out much. The only other digital devices we currently circulate are mini-robots. We have not had any problems with those being returned. Additionally, we've found in general that overdue items are more likely to be returned if the fines are affordable rather than punitive.
- 2) **Bill notice/Maximum overdue charge per item – Delete “(except digital devices)”** to align with above change.
- 3) **Replacement/repair of items/Lost out-of-print items/\$50/Alaskana – Add “or replacement cost, if higher.”** Some Alaskana costs more than \$50 to replace.
- 4) **Replacement/repair of items/Lost out-of-print items – Delete “\$40/nonfiction” and “\$35/fiction.”** These books are routinely charged at replacement cost, which is a more accurate figure.

The board reviewed and approved these changes; below is an excerpt from the special meeting minutes:

B. Fee Schedule Review

There was questions and discussion on the fee schedule and the proposed changes. Library Director Dixon explained how library staff had reviewed their fee schedule and noted some items needing revision, such as:

- *Overdue Items/Digital Devices*
- *Bill Notice/Maximum Overdue Charge per Item*
- *Replacement/Repair of Items for Alaskana Lost Out-of-Print Items*
- *Replacement/Repair of Items for Non-Fiction and Fiction Lost Out-of-Print Items*

FINN/MASSION MOVED TO RECOMMEND TO CITY COUNCIL TO APPROVE THE PROPOSED AMENDMENTS TO THE LIBRARY'S FEE SHCEDULE.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation

Approve the proposed amendments to the Homer Public Library's fee schedule.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 18-078

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
MAINTAINING THE PORT OF HOMER TARIFF NO. 1 AT THE
CURRENT RATES.

WHEREAS, Fees are reviewed annually during the budget cycle; and

WHEREAS, Annual moorage fees are adjusted annually per Resolutions 15-072 and 16-112; and

WHEREAS, It was determined that there are no additional adjustments to the Homer Tariff No. 1.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby maintains the Port of Homer Tariff No. 1 at the current rates.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 10th day of December, 2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A

**CITY OF HOMER
HOMER, ALASKA**

City Manager/Police Chief

ORDINANCE 18-45

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, ACCEPTING AND APPROPRIATING A GRANT FROM THE ALASKA HIGHWAY SAFETY OFFICE IN THE AMOUNT OF \$27,633 FOR THE HOMER POLICE DEPARTMENT PROJECT DRIVE AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The City submitted a grant application for the Homer Police Department Project Drive; and

WHEREAS, Homer Police Department started Project Drive in 2014 and used the grant funds to purchase a utility vehicle and trailer, Fatal Vision Goggles that simulate various blood alcohol level and either day or night conditions, and associated equipment; and

WHEREAS, This year the funds will be used to continue to conduct clinics at annual events and in cooperation with local schools where students are given an opportunity to drive the utility vehicle with a police officer while wearing Fatal Vision Goggles in an effort to educate youth about the risks involved with driving under the influence; and

WHEREAS, The State awarded the grant in the amount of \$27,633, requiring a local match of \$3,037 which was included in the 2018 budget.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates a Grant from the Alaska Highway Safety Office in the amount of \$27,633 for Homer Police Department Project Drive as follows:

Revenue:		
<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
151-7003-4521	Alaska Highway Safety Office Grant	\$27,633

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

Section 3. This is a budget amendment ordinance, is temporary in nature, and shall not be codified.

43 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2018.

44

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CITY OF HOMER

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49

50

KEN CASTNER, MAYOR

51

52 ATTEST:

53

54

55

56 MELISSA JACOBSEN, MMC, CITY CLERK

57

58

59 YES:

60 NO:

61 ABSTAIN:

62 ABSENT:

63

64 Introduction:

65 Public Hearing:

66 Second Reading:

67 Effective Date:

68

69

70 Reviewed and approved as to form:

71

72

73 Katie Koester, City Manager

Holly Wells, Attorney

74

75 Date: _____

Date: _____

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

3 City Manager/Police Chief

4 **ORDINANCE 18-45**

5
6 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
7 ACCEPTING AND APPROPRIATING A GRANT FROM THE ALASKA
8 HIGHWAY SAFETY OFFICE IN THE AMOUNT OF \$27,633 FOR THE
9 HOMER POLICE DEPARTMENT PROJECT DRIVE AND
10 AUTHORIZING THE CITY MANAGER TO EXECUTE THE
11 APPROPRIATE DOCUMENTS.
12

13 WHEREAS, The City submitted a grant application for the Homer Police Department
14 Project Drive; and
15

16 WHEREAS, Homer Police Department started Project Drive in 2014 and used the grant
17 funds to purchase a utility vehicle and trailer, Fatal Vision Goggles that simulate various blood
18 alcohol level and either day or night conditions, and associated equipment; and
19

20 WHEREAS, This year the funds will be used to continue to conduct clinics at annual
21 events and in cooperation with local schools where students are given an opportunity to drive
22 the utility vehicle with a police officer while wearing Fatal Vision Goggles in an effort to educate
23 youth about the risks involved with driving under the influence; and
24

25 WHEREAS, The State awarded the grant in the amount of \$27,633, requiring a local
26 match of \$3,037 which was included in the 2018 budget.
27

28 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
29

30 Section 1. The Homer City Council hereby accepts and appropriates a Grant from the
31 Alaska Highway Safety Office in the amount of \$27,633 for Homer Police Department Project
32 Drive as follows:
33

34 Revenue:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
151-7003-4521	Alaska Highway Safety Office Grant	\$27,633

35
36
37

38 Section 2. The City Manager is authorized to execute the appropriate documents.
39

40 Section 3. This is a budget amendment ordinance, is temporary in nature, and shall
41 not be codified.
42

43 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this __ day of _____, 2018.

44

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CITY OF HOMER

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KEN CASTNER, MAYOR

51

52 ATTEST:

53

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56 MELISSA JACOBSEN, MMC, CITY CLERK

57

58

59 YES:

60 NO:

61 ABSTAIN:

62 ABSENT:

63

64 Introduction:

65 Public Hearing:

66 Second Reading:

67 Effective Date:

68

69

70 Reviewed and approved as to form:

71

72

73 Katie Koester, City Manager

Holly Wells, Attorney

74

75 Date: _____

Date: _____



CITY OF HOMER

POLICE DEPARTMENT

4060 HEATH STREET HOMER, AK 99603-7609

EMERGENCY 911
TELEPHONE (907) 235-3150
TELECOPIER (907) 235-3151

MEMORANDUM 18-120

DATE: October 11, 2018
TO: Katie Koester, City Manager
FROM: Mark Robl, Chief of Police
SUBJECT: Project Drive Grant

The State has approved another grant in support of our Project Drive program for 2019 in the amount of \$27,633. I request we obtain council approval to accept this grant.

We started Project Drive in 2014. The goal of the project is to positively engage youth in our community with an emphasis on educating them about the risks involved with driving under the influence. Our target audience is children between 13 and 18 years of age. We conduct clinics at annual events and in cooperation with our local schools focusing on alcohol education and awareness. Students are given the opportunity to drive a utility vehicle with a police officer while wearing Fatal Vision Goggles which simulate various blood alcohol levels and either day or night conditions. The project has become very popular and we have had requests to deliver it in other communities. We typically comply with requests from other areas as long as the entire cost of doing so is paid by the grant.

Since beginning Project Drive, we have seen the annual average number of Minor Consuming Alcohol arrests decline 81%. The number of arrests for minor's operating a vehicle after consuming has declined 88%. During this same time frame we have seen our average annual number of DUI arrests drop 43.2%. Project Drive is working. It continues to be a very popular program in our community.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation and
Public Facilities

Program Development
Alaska Highway Safety Office

3132 Channel Drive, Suite 200
P.O. Box 112500
Juneau, AK 99811-2500
Main: (907) 465-6994
(907) 465-6984

September 12, 2018

Lt. Ryan Browning
Homer Police Department
4060 Heath St
Homer, AK 99603

RE: Project Drive

Dear Lt. Browning,

Congratulations! Your Federal Fiscal Year (FFY) 2019 grant application titled Project Drive is approved in the amount of \$27,633.00. The attached agreement includes your project budget, required Sub-grantee match, project timeline, agreement conditions, and certification regarding federal lobbying. You must complete the information on the first page, and you and your agency's financial manager must sign the form. In addition, your grant project manager must sign both Section 3: Agreement Conditions and Section 4: Certification Regarding Federal Lobbying. Please bring the entire grant agreement document with original signatures to the **mandatory** "Pre-Activity" meeting noted below.

This letter and the attached grant agreement comprise the entire executed agreement for this grant. Any modifications to your initial proposal are reflected in this executed agreement. Any concerns regarding your executed agreement must be addressed and resolved prior to the expenditure of grant funds.

All applicable forms and documents related to your grant can be found online on the AHSO website at <http://www.dot.state.ak.us/stwdplng/hwysafety/forms.shtml>. The "Authorized to Proceed Date" for this agreement is October 1, 2018. The "Agreement Termination Date" is September 30, 2019. The only costs eligible for reimbursement under this agreement are those incurred within these dates.

Before receiving a Notice to Proceed (NTP) which will allow your agency to proceed with this agreement, your grant program manager and agency financial officer must participate the **mandatory** "Pre-Activity" meeting scheduled by the AHSO for Tuesday, September 25, 2018, from 1:30p – 3:30p. The Pre-Activity meeting will be held in Anchorage at the DOT&PF Central Region Headquarters building, located at 4111 Aviation Avenue, upstairs conference room. The AHSO representative assigned to this agreement is Miles Brookes and can be contacted at (907) 465-8532. If you cannot attend this mandatory meeting please contact me at (907) 465-8944.

Please note that this agreement is to be funded under the federal grant program that begins October 1, 2018. This grant is funded under Catalog of Federal Domestic Assistance (CFDA) Number 20.616, Section 405d, National Priority Safety Programs, FAIN#18X92045D0AK.

Funding of this agreement is dependent upon the availability of federal funds as appropriated and obligated by the US Department of Transportation for FFY 2019. Should any change in federal funding

"Keep Alaska Moving through service and infrastructure."

adversely affect the AHSO's ability to implement an approved agreement, the AHSO reserves the right to revise or terminate any approved grant in writing. The AHSO reserves the right to limit grant amounts at any time based on performance and/or available funding.

We look forward to working with you in FFY 2019 to improve highway traffic safety in Alaska.

Sincerely,

Tammy Kramer

Tammy Kramer
Administrator
Alaska Highway Safety Office

Attachment

Cc: Elizabeth Walton



**FFY 2019
HIGHWAY SAFETY
GRANT AGREEMENT**

State of Alaska
Department of Transportation & Public Facilities
Alaska Highway Safety Office (AHSO)
P.O. 112500; Suite #200
Juneau AK 99811-2500
Ph: 907-465-4070
Fax: 907-465-6984
www.dot.alaska.gov/ahso

Sub-grantee Agency Name and Address:		Grant Title:
City of Homer, Homer Police Department 4060 Heath Street Homer, Alaska 99603		Homer Project Drive
Project Manager: Lt. Ryan Browning		Grant Location: Alaska/Statewide
Non-Profit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Kenai Peninsula/Possible Other Alaska Locales
Grant Period:		
Begin: 10/01/2018	End: 09/30/2019	Effective Date: 10/01/2018

Other Federal or State Support (If using other Federal support on this project, it must be identified and explained):

COST CATEGORY	AHSO	MATCH	TOTAL
A. Personnel Services	\$ 12,288.00	\$ 1,332.00	\$ 13,320.00
B. In-State/Out of State(if applicable) Travel & Per Diem	\$ 13,500.00	\$ 1,500.00	\$ 15,000.00
C. Contractual Services			
D. Commodities			
E. Equipment	\$ 1,845.00	\$ 205.00	\$ 2,050.00
F. Indirect Costs			
Total	\$ 27,633.00	\$ 3,037.00	\$ 30,370.00

Acceptance of conditions: It is understood and agreed by the undersigned that any grant funds received from the AHSO are subject to all State and Federal government regulations. This project does or will constitute an official part of the Highway Safety Program of the State of Alaska, and will meet all requirements and administrative regulations of the National Highway Traffic Safety Administration and Federal Highway Administration. The undersigned also agree to perform those activities detailed in the attached proposal and will maintain records documenting expenditure of funds for the activities. Subject to the availability of Federal funding, reimbursement will be made upon submission of a reimbursement voucher following completion of monthly grant activities, including an update on grant performance measures. Final reimbursement claim will not be processed until all four Quarterly Reports, Equipment Record (if purchased), and Annual Evaluation Report are submitted to, and received by, the AHSO.

Sub-grantee Financial Manager:	Phone:
Title:	E-mail:
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

AHSO ONLY:			
AHSO Administrator: Tammy Kramer	Grant #:		
	IRIS Program(AKSAS PJ):		
	IRIS Phase:	Fund/Program Area:	
Approved By: _____	Date: _____	Activity(Program Code):	Vendor #:

Section 1. Project Budget

	AHSO	Subgrantee Match	Total
A. Personnel Services – Payroll			
1.Overtime Wages and Benefits (Browning)	\$ 4,471.65	\$ 496.85	\$ 4,968.50
2.Overtime Wages and Benefits (Knott)	\$ 4,300.65	\$ 477.85	\$ 4,778.50
3.Overtime Wages and Benefits (Pitta)	\$ 3,215.70	\$ 357.30	\$ 3,573.00
Personnel Services Total:	\$ 12,288.00	\$ 1,332.00	\$ 13,320.00
B. In-State Travel & Per Diem			
1.In-State Travel and Per Diem to Events	\$ 13,500.00	\$ 1,500.00	\$ 15,000.00
In-State Travel/Out of State(if applicable) & Per Diem Total:	\$ 13,500.00	\$ 1,500.00	\$ 15,000.00
C. Contractual Services			
1.			
Contractual Services Total:			
D. Commodities			
1.			
Commodities Total:			
E. Equipment			
1.Safety Helmets for Class ATV	\$ 675.00	\$ 75.00	\$ 750.00
2.4 Street Tires for Class ATV	\$ 1,080.00	\$ 120.00	\$ 1,200.00
3.Towing Mirrors	\$ 90.00	\$ 10.00	\$ 100.00
Equipment Total:	\$ 1,845.00	\$ 205.00	\$ 2,050.00
G. Indirect Costs			
1.			
Indirect Costs Total:			
TOTAL PROJECT COSTS:	\$27,633.00	\$ 3,037.00	\$ 30,370.00

Section 2: Project Timeline

Project Timeline			1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Safe Kids Fair	P							X					
		C												
2	Event at Homer High School	P							X					
		C												
3	Event at Homer Flex School	P							X					
		C												
4	Event in Vosnesenka	P										X		
		C												
5	Event at out of area school	P										X		
		C												
6		P												
		C												
7		P												
		C												
8		P												
		C												
9		P												
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10		P												
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11		P												
		C												
12		P												
		C												
13		P												
		C												
14		P												
		C												
15		P												
		C												

P – Projected

C – Completed

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-46

An Ordinance of the City Council of Homer, Alaska, Accepting and Appropriating an FY 2018 State Homeland Security Grant for Upgrading the City's Radio Communication System and Authorizing the City Manager to Execute the Appropriate Documents.

Sponsor: City Manager

1. Council Regular Meeting October 22, 2018 Introduction
Memorandum 18-122 from Police Chief as backup
2. City Council Regular Meeting November 26, 2018 Public Hearing and Second Reading
Memorandum 18-122 from Police Chief as backup

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 18-46

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA ACCEPTING AND APPROPRIATING AN FY 2018 STATE HOMELAND SECURITY PROGRAM GRANT FOR UPGRADING THE CITY'S RADIO COMMUNICATION SYSTEM AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, The City's entire radio communication system is aging and must be replaced soon to keep up with technological advances in order to support the City of Homer's ability to prevent, protect against, respond to and recover from all hazard events ; and

WHEREAS, Radio communication system upgrades is a project in the City of Homer Capital Improvement Plan 2019-2024; and

WHEREAS, The City is pleased to have been awarded \$160,726 from the Division of Homeland Security and Emergency Management (DHS&EM) to replace two repeaters and upgrade patrol vehicle mounted mobile radios and portable radios for the Homer Police Department.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. The Homer City Council hereby accepts and appropriates a 2018 State Homeland Security Program Grant to the City of Homer from the DHS&EM in the amount of \$160,726 for the purpose of upgrading the City's radio communication system as follows:

Revenue:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
151-7010-4521	State Homeland Security Grant Program	\$160,726

Expenditure:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
151-7010-5901	Public Safety Radio System Repeater	\$44,770
151-7010-5901	HPD Mobile Radio Replacements	\$48,456
151-7010-5901	Portable Radio Replacements	\$67,500

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



CITY OF HOMER

POLICE DEPARTMENT

4060 HEATH STREET HOMER, AK 99603-7609

EMERGENCY 911
TELEPHONE (907) 235-3150
TELECOPIER (907) 235-3151

MEMORANDUM 18-122

DATE: October 8, 2018
TO: Katie Koester, City Manager
FROM: Mark Robl, Chief of Police
SUBJECT: 2018 Homeland Security Grant

We have received another Homeland Security grant in the amount of \$160,726 for radio equipment. This grant will complete the upgrade of the police department's entire radio system with the exception of a few portable radios. It will also complete the replacement of all the central dispatch equipment for the police and fire departments. I request we obtain council approval to accept this grant and the authorization for a sole source purchase to ProComm Alaska.

ProComm Alaska has been doing our radio maintenance work for approximately 16 years. ProComm is the only full service Motorola dealer in the state and the Motorola equipment is the only equipment compatible for use with our system and the State of Alaska's Land Mobile Radio System, commonly referred to as ALMR. The police department utilizes ALMR on a daily basis. There is no other option for us to pursue when it comes to replacing our radio equipment. ProComm provides us 24/7 response services and is also the only radio service provider that fields public safety certified technicians with Motorola factory training. They have provided superb service to us over the years. For these reasons, I request a sole source contract be awarded to ProComm Alaska.

To help ensure we are receiving the best possible pricing, I contacted the Motorola factory representative to Alaska and obtained equipment pricing from the HGAC contract #RA05-15. This was a competitively bid contract for Motorola Equipment acquired by the Houston-Galveston Area Council of Governments in May of 2017. It was a huge contract that established public safety pricing for Motorola equipment and carries with it the largest discounts of any still active, competitive contract I could find. The State of Alaska and other cities in the state with Motorola systems utilize this same contract for purchases. ProComm's bid and pricing has been reviewed by the Motorola representatives to ensure it meets industry standards and is consistent with Motorola's operating procedures.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Military and
Veterans' Affairs**

Division of Homeland Security
and Emergency Management

P.O. Box 5750
JBER, AK 99505-0750
Main: 907.428.7000
Fax: 907.428.7009
www.ready.alaska.gov

September 25, 2018

Ms. Katie Koester, City Manager
City of Homer
491 E Pioneer Ave.
Homer, AK 99603

RE: 2018 State Homeland Security Program, EMW-2018-SS-00045-S01
State Grant No.: 20SHSP-GY18

Certified Mail: 9171 9690 0935 0210 4267 96

Dear Ms. Koester:

We received funds from the U.S. Department of Homeland Security under the 2018 State Homeland Security Program. We are pleased to award the City of Homer the amount of \$160,726.00 under this grant. Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Grant Requirement and Program Terms and Conditions. Program Terms and Conditions will be discussed at the 2018 electronic Grant Kick-Off Meeting to be held in October 2018.

Please review Project Budget Details for Environmental and Historical Preservation requirements and approved project specifics. As a reminder, all procurement transactions must be conducted in a manner providing full and open competition. To ensure this, we require a Procurement Method Report with every expense (with the exception of local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant and pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

Enclosed are two pre-signed Obligating Award Documents (OADs). Please review the information for accuracy and review any Special Conditions. Sign both OADs, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact
PO Box 5750
JBER, AK 99505

Ms. Koester
September 25, 2018
Page 2 of 2

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants>.

If signatory points of contacts have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, Electronic Payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Tiffany Peltier, at (907) 428-7026 or by email at mva.grants@alaska.gov.


Sincerely,



Paul L. Nelson
Deputy Director

Enclosure(s): (2 originals) Obligating Award Document
Project Budget Details Report
EHP Screening Form

cc: Mark Robl, Jurisdiction Project Manager
Jenna deLumeau, Jurisdiction Chief Financial Officer

State of Alaska						Page 1 of 8	
Division of Homeland Security and Emergency Management						FEDERAL AWARD DATE	
Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						August 14, 2018	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT PROGRAM	
						2018 State Homeland Security Program	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		FEDERAL GRANT NUMBER	
City of Homer 491 E Pioneer Ave. Homer, AK 99603		FROM:	October 01, 2018	AMENDMENT #:			
		TO:	September 30, 2020	EFFECTIVE DATE:			
		STATE PROGRAM NUMBER			AWARD AMOUNT		
						CFDA:	97.067
						\$160,726.00	
						20SHSP-GY18	
DUNS NUMBER		040171563		FUNDING ALLOCATION			
EIN		92-0030963		PLANNING		EXERCISE	
METHOD OF PAYMENT		Electronic		TRAINING		EQUIPMENT	
						\$160,726.00	
PURPOSE OF AWARD							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)] See attached for continued Grant Requirements and Program Terms and Conditions							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
See Attached							
AGENCY INFORMATION							
ADDRESS Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		WEBSITE		http://ready.alaska.gov			
		EMAIL		mva.grants@alaska.gov			
		PHONE		907-428-7000			
		FAX		907-428-7009			
STATE PROJECT MANAGER		PHONE		FAX		EMAIL	
Tiffany Peltier		(907) 428-7026		(907) 428-7009		tiffany.peltier@alaska.gov	
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
Paul L. Nelson, Deputy Director				Katie Koester, City Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE		DATE		
			9-24-18				
FOR STATE USE ONLY							
Division File Number:		1.6.10.8		Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099180010	7001	2012	18 SHSP HOMR	2SHSP2018	GYSHSP

Project Budget Details Report

2018 State Homeland Security Program Grant / SHSP

Homer, City of

Reported Category = ALL. Reported Revision = 0 of 0.

PBD#	Expense Category	Solution Area	Discipline	Qty	Budgeted Cost	PBD# Amt Spent	PBD# Balance
1	Equipment	Interop.Commun	LE				
EHP					State		
<input checked="" type="checkbox"/> EHP					Federal	\$44,770.00	\$44,770.00
Item: Public Safety Radio System Description: Replace two repeaters as part of Homer's Public Safety Radio System. The upgrade supports the City's capacity to deliver timely communications in support of security, situational awareness, and operations among and between affected communities and all response forces.							

2	Equipment	Interop.Commun	LE				
EHP					State		
<input type="checkbox"/> EHP					Federal	\$48,456.00	\$48,456.00
Item: Mobile Radio System Replacement Description: Purchase and installation of patrol vehicle mounted mobile radios for the Homer Police Department. This project will correct vulnerabilities identified in HPD's emergency response capability, the ability of emergency responders to establish and sustain field communications in support of mission operations.							

3	Equipment	Interop.Commun	LE				
EHP					State		
<input type="checkbox"/> EHP					Federal	\$67,500.00	\$67,500.00
Item: Portable Radio Replacement Description: Purchase portable radios for the Homer Police Department. This project will correct vulnerabilities identified in HPD's emergency response capability - the ability of emergency responders to establish and sustain field communications in support of mission operations.							

Adjusted Grant Award	
State	
Federal	\$160,726.00
Total Budgeted Allocated (Fed & State)	
	\$160,726.00

PBD Total Allocations:	
State	
Federal	\$160,726.00
Total Expenses: State	
Federal	
Summary Balance: State	
Federal	\$160,726.00

PBD Non-Budgeted Funds: **\$0.00**

ORDINANCE REFERENCE SHEET
2018 ORDINANCE
ORDINANCE 18-47

An Ordinance of the City Council of Homer, Alaska, Adopting the 2018 Homer Comprehensive Plan and Recommending Adoption by the Kenai Peninsula Borough.

Sponsor: City Manager

1. Council Regular Meeting October 22, 2018 Introduction
Memorandum 18-115 from City Planner as backup
2. City Council Regular Meeting November 26, 2018 Public Hearing and Second Reading
Memorandum 18-115 from City Planner as backup

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

3 City Manager

4 **ORDINANCE 18-47**

5
6 AN ORDINANCE OF THE HOMER CITY COUNCIL ADOPTING THE
7 2018 HOMER COMPREHENSIVE PLAN AND RECOMMENDING
8 ADOPTION BY THE KENAI PENINSULA BOROUGH.
9

10 WHEREAS, The Kenai Peninsula Borough as a Second Class Borough shall provide for
11 planning on an areawide basis in accordance with AS 29.40; and
12

13 WHEREAS, As provided in Kenai Peninsula Borough Code 21.01.025, cities in the
14 Borough requesting extensive comprehensive plan amendments may recommend to the Kenai
15 Peninsula Borough Planning Commission a change to the city comprehensive plan; and
16

17 WHEREAS, The City of Homer has prepared a extensive comprehensive plan
18 amendments in the form of the 2018 Homer Comprehensive Plan; and
19

20 WHEREAS, A comprehensive plan is a public declaration of policy statements, goals,
21 standards and maps for guiding the physical, social and economic development, both private
22 and public, of the City; and
23

24 WHEREAS, The 2018 Homer Comprehensive Plan will guide the development of the City
25 of Homer; and
26

27 WHEREAS, The Homer Advisory Planning Commission and other City commissions and
28 bodies have reviewed said plan and/or conducted public hearings; and
29

30 WHEREAS, The Homer City Council, based upon the recommendation of the Homer
31 Advisory Planning Commission, recommends that the Kenai Peninsula Borough Planning
32 Commission and Assembly adopt the 2018 Homer Comprehensive Plan.
33

34 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
35

36 Section 1. The 2018 Homer Comprehensive Plan is hereby adopted as the City of
37 Homer Comprehensive Plan, superseding the 2008 Comprehensive Plan.
38

39 Section 2. The previously adopted Homer Master Roads and Streets Plan (1986), Homer
40 Non-Motorized Transportation and Trail Plan (2004), Homer Area Transportation Plan (2005)
41 and the Homer Town Center Development Plan (2006), Homer Spit Plan (2010) remain part of
42 the Homer Comprehensive Plan.

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Section 3. Subsection (b) of Homer City Code 21.02.010, Comprehensive Plan—
Adoption, is amended to read as follows:

b. The following documents, as initially approved and subsequently amended, are
adopted by reference as comprising the Homer Comprehensive Plan.

1. Homer Comprehensive Plan (2018)
2. Homer Master Roads and Streets Plan (1986)
3. Homer Non-Motorized Transportation and Trail Plan (2004)
4. Homer Area Transportation Plan (2005)
5. Homer Town Center Development Plan (2006)
6. Homer Spit Plan (2010)

Section 4. The City hereby recommends that the Kenai Peninsula Borough Planning
Commission and Assembly adopt the 2018 Homer Comprehensive Plan as extensive
comprehensive plan amendments under Kenai Peninsula Borough Code 21.01.025, and as an
element of the Official Borough Comprehensive Plan within the City of Homer planning area of
the Borough.

Section 5. Sections 1 through 3 of this ordinance shall take effect upon the adoption of
the 2018 Homer Comprehensive Plan by the Kenai Peninsula Borough Assembly. The
remainder of this ordinance shall take effect upon its adoption by the Homer City Council.

Section 6. Section 3 of this ordinance is of a permanent and general character and shall
be included in the city code. The remainder of this ordinance is not of a permanent nature and
is a non-code ordinance.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ___ day of _____, 2018.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

85 YES:

86 NO:

87 ABSTAIN:

88 ABSENT:

89

90 First Reading:

91 Public Hearing:

92 Second Reading:

93 Effective Date:

94

95 Reviewed and approved as to form:

96

97

98

99 _____
Katie Koester, City Manager

Holly Wells, City Attorney

100

101 Date: _____

Date: _____



City of Homer

www.cityofhomer-ak.gov

Planning

491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us

(p) 907-235-3106

(f) 907-235-3118

MEMORANDUM 18-115

TO: MAYOR AND HOMER CITY COUNCIL
THROUGH: KATIE KOESTER, CITY MANAGER
FROM: RICK ABBOUD, CITY PLANNER
DATE: October 4, 2018
SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF HOMER ALASKA
ADOPTING THE 2018 HOMER COMPREHENSIVE PLAN AND
RECOMMENDING ADOPTION BY THE KENAI PENINSULA
BOROUGH.

Background

After consultation with appropriate City Departments, Commissions, Committees, and gathering public input, the Planning Commission has reviewed and updated the Comprehensive Plan in its entirety. The new document reflects an update to the 2008 plan in consideration of work accomplished over the last 10 years and that which remains to be addressed over the next 10 years.

The values from the 2008 plan have not been altered and no significant changes have been made to the goals and objectives. What has changed is some formatting and cleaning up of duplicate and scattered cross-references. Some goals have been moved or combined. The implementation tables are more comprehensive and are found at the end of each chapter. Statistical information throughout the document has been updated to reflect current conditions and future projections.

The Comprehensive Plan was the subject of 29 meetings of the Planning Commission and went through the Parks, Art, Recreation & Culture Advisory Commission, Library Advisory Board, and Economic Development Advisory Commission. The Planning Department hosted a community Open House on March 1, 2018 and the Planning Commission held a public hearing on the draft plan on April 18. The public comment period yielded some quality community input, which the commission was able to consider for the final draft version. The Planning Commission held a public hearing on the final draft on September 5, 2018.

Planning Staff review per HCC 21.95.040

21.95.040 Planning Department review of code amendment. The Planning Department shall evaluate each amendment to this title that is initiated in accordance with HCC 21.95.010 and qualified under HCC 21.95.030, and may recommend approval of the amendment only if it finds that the amendment:

A. Is consistent with the comprehensive plan and will further specific goals and objectives of the plan.

1. *Staff response:* This proposal updates and set forth the goals and objectives of the Homer Comprehensive Plan.

B. Will be reasonable to implement and enforce.

Staff response: This update of the Comprehensive Plan does not introduce any concepts that would be considered unreasonable to implement and enforce. The updated format will make the plan easier to implement and enforce.

C. Will promote the present and future public health, safety and welfare.

Staff response: This amendment promotes health, safety and welfare of the community by updating the plan to be responsive to current needs and aspirations.

D. Is consistent with the intent and wording of the other provisions of this title.

Staff response: This amendment has been reviewed by the City Attorney and is consistent with the intent, wording and purpose of HCC Title 21.

Recommendation:

Adopt Draft Ordinance 18-47

Attachments:

Ordinance 18-47

2018 Homer Comprehensive Plan

Backup Materials - *Includes staff reports, meeting minutes, outreach materials, and public input. Much of the draft plan material and staff report attachments are not included. A complete record is available at the Planning Department.*

ORDINANCE(S)

CITY MANAGER'S REPORT



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: November 21, 2018
SUBJECT: November 26th City Manager Report

Library Director Ann Dixon Retiring in April of 2019 & Process for Hiring New Library Director

This spring the City will bid farewell to our Library Director Ann Dixon. Ann came to the City in 2011, after having served as the Librarian at the William Elementary School in Willow for four years. Prior to that, Ann worked in a variety of Library positions as well as being a published author. Ann's retirement will mark eight years with the City, but many more years dedicated to public service. As any of you know who have visited our beautiful Homer Public Library, Ann has become a fixture there and will certainly be missed. The process of selecting Homer's new Library Director will take some time. But with the assistance of Ann, and input from the Friends of the Library and the LAB, we know we will find a great fit for both the library and the community! We plan on posting the position in early February. Once the position closes, a hiring committee that includes the City Manager will narrow down the field of applicants. The top candidates will be invited to visit Homer for an interview, lunch with Ann and a representative from each the Friends and the LAB, and then commence with a tour of the library to meet staff and see our amazing facility. I will keep the Council updated as the process unfolds.

Executive Assistant to the City Manager Dotti Harness-Foster Retiring

My executive assistant, Dotti Harness-Foster is retiring after many years with the City of Homer. Dotti is a familiar face at City Hall, she spent years in the Planning Department before moving upstairs to be my right hand. I will miss her positivity, can do attitude, firm management of my meeting calendar and ability to gently remind people to do what they said they were going to do. She has been a tremendous asset to me as I throw anything and everything her way. Two of her major accomplishments since joining the City Manager's office include: increasing revenue at the Homer Airport through actively managing leases and cultivating tenants and taking the reins on revamping 2019 Draft Budget goals and priorities. I appreciate Dotti's willingness to dive right in and get to work. She will be missed. I wish her the best of luck on her next adventure teaching fall prevention techniques through movement and body awareness with Homer seniors and others. I am proud that she will continue to be a tremendous asset to this community. Dotti's last day is November 30th. Please take a moment to thank Dotti for her service to the City of Homer.

Executive Assistant to the City Manager Rachel Friedlander Hired

I am pleased to welcome Rachel Friedlander as the new face and voice who will greet you in the City Manager's office. Rachel recently moved to Homer from Juneau. There she worked in the land management office for the City and Borough of Juneau and brings applicable experience with lease management and municipal government. Before working for the municipality she spent a session as a legislative aide, which

means she will be well equipped to handle the multiple and divergent requests the City Manager throws to the executive assistant. Rachel is professional, positive and motivated and will be a great fit for the City. Please take a moment to welcome her to the team when you see her.

Richard Klopp Recognized as Alaska Rural Water Association 2018 Operator of the Year

Richard Klopp has over 30 years of experience in both public and private sector. He has been a lead operator in Homer for 5 years. In that time he has made major improvements to the Distribution and Collections System preventive maintenance program, including smoke testing the collection system to quickly detect and repair structural damages, leaking joints and other problems in sewer pipes. Inflow and infiltration of stormwater into the system is costly due to the additional waste water treatment required. Richard's improvements have resulted in reduced cost in operations and has also reduced emergency call outs for operators, reducing labor cost. His energy conservation efforts have resulted in over \$50,000 saving since 2015. Mayor Castner will be presenting Richard with a plaque recognizing this accomplishment at the November 26th Council meeting. Please take a moment to thank Richard for his dedicated public service when you see him.

Four More Police Radios Funded

Due to unspent funds from other projects, the Department of Homeland Security and Emergency Management (DHS&EM) has offered the City of Homer \$20,363 in unallocated funds to purchase four police radios, completing the upgrade of all portable radios for the Police Department. This reallocation will be implemented as a budget amendment to a previous City of Homer DHS&EM grant application. Previous grant funding cycles had already replaced a portion of the radios, which made this an easy fit when DHS&EM needed eligible, already vetted projects to obligate unspent grant funds within the Federal time limit. The authority given to the City Manager to accept and appropriate grant funds under \$25,000 in this instance was key to the City's ability to accept the funds within DHS&EM's short timeframe. Council should keep in mind that as funding circumstances change over time, this authority may need to be adjusted. For example, you have an ordinance before you on the 26th that is a similar reallocation but is just above the \$25,000 threshold. Luckily, in this case the timeframe for obligation gave us time to accept the funds through Council ordinance as required.

Update on New Homer Police Station from Project Manager McNary

The design contract for the new Police Station was agreed to and implemented on September 24th, 2018. Design began on that date and continues on schedule with full design team meetings each Wednesday. A City of Homer representative is working with Chief Robl as a part of this team. The City selected CM/GC Design/Build Team approach has been very productive to date. A presentation on 35% design is scheduled for the first meeting in January.

Current Design Schedule continues as follows:

- 35% design, (65% Civil) – November 30, 2018
- 65% design, (95% Civil) – February 25, 2019
- 95% design – April 1, 2019
- 100% Construction ready plans – April 19, 2019
- Guaranteed Maximum Price, (GMP), contract execution – April 15, 2019
- Groundbreaking – April 20, 2019

Permitting is in process with no permitting delays expected.

Community Design Manual guidelines are being implemented.

The site has been designated as non-wetlands by the US Corps of Engineers.

Utility entities have all been included on design updates and applications are in progress.

No budget issues are anticipated at this point.

Seawall and the Ocean Drive Loop Special Service District (ODLSSD)

Several storms in 2017 and 2018 have caused significant damage to the seawall. In 2017 the cost of repairs was \$102,125. As of October 23, 2018 the 2018 repair cost is estimated at \$77,491 leaving the account balance for seawall repairs at \$58,700. Most of the seawall is on private land and is not considered a public improvement. This led to the Ocean Drive Loop Special Service District (ODLSSD) being formed to fund maintenance of the seawall. The ODLSSD consists of fourteen (14) property owners, which includes two City owned lots. In January I send a letter out to homeowners detailing the status of repairs and the seawall maintenance fund. It may be time to include the neighborhood in conversations about how to continue to adequately fund maintenance of the seawall, including a potential major maintenance project to reinforce the toe of the wall where the most damage occurs. I would like to get input from Council on how/if they would like to proceed so that any information such as meeting notices or potential major maintenance projects to consider can be included in the annual update to property owners.

KPEDD City Manager Meeting

Kenai Peninsula Economic Development District (KPEDD) hosts quarterly meetings with Peninsula City Managers. Peninsula managers met October 24th to discuss regional economic development projects, including a presentation from Alaska LNG. We discussed different ways we can partner, including collaborating on wage studies and analysis and advocating for municipal representation regarding Alaska LNG decisions (which resulted in the MAG Board resolution you have before you on November 26th). These meetings provide an invaluable opportunity to exchange ideas and not reinvent the wheel.

Meeting on Help Available for Homer's Vulnerable Populations organized by Mayor Castner

Mayor Castner, Councilmember Erickson, and I met with leaders of Church on the Rock to educate the City on efforts they are making on behalf of Homer's vulnerable populations. In addition to providing temporary assistance to members in need by connecting them with services and assistance in an organized manner, Church on the Rock houses two trained certified therapists (through Cornerstone Consulting) to provide services to any community member. Libby Erickson with Public Health also reported on the Safe Families Program. This program, in cooperation with the faith community and Office of Children's Services, pairs families needing help with the demands of caring for and raising children with safe family friendly environments for temporary (average 3 week) placement of children. It was a great opportunity for the City to learn about the varied resources already provided in Homer. These meetings are part of Mayor Castner's efforts to reach out to Homer institutions and organizations to better understand the fabric of support our community can provide for our vulnerable populations. I look forward to participating in more of these conversations.

Visit with Senator Sullivan

On November 8th I was invited, along with EDC Chair and Kenai Peninsula Economic Development District (KPEDD) board member Karin Marks to attend an informal meeting with Senator Dan Sullivan to discuss economic development challenges and opportunities facing the Kenai Peninsula. I used my 10 minutes with the Senator to update him on the Large Vessel Harbor project. He was very receptive to the opportunities for the Harbor and mentioned that the timing was good to launch a project for Alaska given his committee membership on the Environment and Public Works Committee and Armed Services which provides dual oversight of the Army Corps. We will continue to work with his Kenai office and keep them in the loop as we navigate the next stages of the study with the Army Corps. A big thank you to KPEDD for organizing the meeting and making sure that Homer was represented.

Visit with Mark Hamilton of The Pebble Partnership

On November 9th, Mayor Castner and I met with General Mark Hamilton with the Pebble Project. General Hamilton emphasized the smaller footprint and life span for this deposit compared to the Pebble Mine proposal I was most familiar with from 10 years ago. Impacts to the surrounding communities have not been analyzed, however 2,000 jobs are anticipated to be created during construction and 1,000 year round jobs. The Mayor had many detailed questions regarding the permitting process and how waste would be handled. More information on the Army Corps permitting process can be found at <https://www.pebbleprojecteis.com/>

Visit from Rear Admiral Mathew Bell

Rear Admiral Mathew Bell, Commander of the 17th Coast Guard District out of Juneau paid the City of Homer a visit on November 15th. Port and Harbor Director Hawkins and I were unable to attend as we were both at AML, but Deputy Harbormaster Clarke, Special Projects and Communications Coordinator Carroll and Mayor Castner gave the Admiral a warm welcome and update on our Large Vessel Harbor Project. Most importantly, the Mayor was able to convey what an important part of the community the Coast Guard is and how we appreciate their contributions not only to the safety and welfare of the fleet, but to the community of Homer. City officials will visit with Admiral Bell in February when we travel to Juneau for Alaska Municipal Leagues Legislative meetings.

Alaska Municipal Management Association (AMMA) and Alaska Municipal League (AML) Winter Meeting

The Alaska Municipal League conferences were busy and fruitful. The Alaska Municipal Manager Association for the first time put on a new manager orientation in an attempt to increase the odds of success for our new managers, especially in rural areas where it can feel very isolating. I presented on local government, public records and the open meetings act. We had a section on building employee culture with a focus on supervisory skills and lots of good info on council manager relations. We had great participation with 33 managers showing up. The full AMMA meeting began with a session on developing a personal leadership philosophy, a never ending journey of self-improvement. The ICMA rep presented on managing department heads. The next day was packed with more professional development including a presentation from the deputy chief of staff to the Governor John Hoosey, cyber security, and a panel on attorney manager relations where both contract and staff attorney relationships were discussed.

The opening session of AML by board president Anchorage Mayor Berkowitz was a call to action for municipalities to work together to represent Alaskan constituents. Affiliate organizations presented on their meetings, including our very own Port and Harbor Director Hawkins representing the Alaska Association of Harbormasters. A state of the state presentation was given by representatives from the Alaska Chamber, School System and Native Corporations where the speakers addressed the economic recession, consumer confidence, and funding issues were affecting Alaskans. Over lunch we heard from state agencies with a similar theme. The panel was made up of mostly outgoing Commissioners or their deputies, which left the audience with questions about potential changes with the new incoming administration. Governor Walker, as he does every year, addressed the group of public officials and reflected on his time in office.

I attended, and took home lots of lessons learned from a panel discussion on cybersecurity risk and protection. Panelists included managers from the Matsu Borough and Valdez, both victims of similar cyber attacks this summer. Each community handled the crisis differently. Matsu, almost four months later, is in the final stages of finalizing recovery of data from a backup. Valdez paid the ransom for their data but has not recovered it yet as it has to go through an intense scrubbing process to make sure it is not infected. Both

municipalities had insurance, which covered much of the expense. Nevertheless, the disruption to daily activity and municipal business was huge and continues. The theme of both cyber security presentations I attended was it is not IF you will get hacked, it is WHEN. To that end, take aways that I will work on implementing at City of Homer include:

- a. Establishing an IT security management group to map out the system, points of vulnerability, and oversee a risk assessment
- b. Additional and ongoing training for employees on how to identify suspicious behavior
- c. Understanding the ins and outs of our Cyber Insurance Policy (we have cyber security coverage through AMLJIA that would cover a security breach such as the one Valdez experienced this summer)
- d. A table top emergency exercise walking us through what to do in case of a major IT breach and incorporating a response plan into our Emergency Operations Manual
- e. Consider taking measures to mitigate risk like locking down physical portals and USB ports

The packed day continued with an informative session on responsible municipal fiscal policy that provided me with resources on developing an Unassigned Fund Balance policy and Reserve targets. The evening ended with a community block party where each community had a table that represented their area. Homer had a large halibut tail, peonies and locally roasted coffee. Next year I will enlist Council to help with creative ideas for both the table and the Mayor's auction – so be prepared, it will be here before you know it. Councilmember Stroozas was able to secure a couple of great donations for the Mayor's auction including a night at Timber Bay B and B and round trip airfare to Seldovia. Funds from the Mayor's auction go towards scholarships for bringing rural mayors to the conference.

I left late Wednesday night, with Homer well represented by Councilmembers Stroozas, Erickson, and Venuti. Of particular note to attendees was the presence of Representative-elect Vance who was able to attend with Councilmember Erickson. Much of AML's target audience is the Legislature and they really appreciate it when representatives take the time to become educated on municipal issues and develop those relationships.

International City Manager Association (ICMA) Planning Committee Meeting

I left AML on Wednesday to fly to Nashville to attend the ICMA Planning Committee meeting for the ICMA international conference in Nashville, TN October 20-23, 2019. This conference brings together thousands of department heads, assistant city managers and city managers from across the nation and as far flung as Scandinavia and Latin America to talk about local government. Planning Committee representatives from around the United States gather at the conference location to plan an agenda that would be meaningful for members, including break-out sessions, round tables and key note speakers. Well known key notes in the past included Daniel Pink and Malcom Gladwell. These keynotes are both moving and inspirational. It was an honor to be able to participate in planning with the leadership of my national professional organization. This marked the first year Alaska has participated. I took away lots of great ideas about how to structure professional development for our state association and make sure smaller communities are represented. I did stay an extra day and get to explore Nashville, a vibrant and thriving city with exponential growth (part of our City Manager tour covered construction of a new headquarters for Amazon that will bring with it 5,000 new jobs with an average salary of \$150,000).

Enc: Employee Anniversaries
North Pacific Management Council in Homer (Letter from Mayor Castner and CM)
Thank you from Kachemak Bay Family Planning Clinic Board President
AMCO Notices of Proposes Regulation Changes



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Katie Koester
DATE: November 26, 2018
SUBJECT: November Employee Anniversaries

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

Dave Shealy,	Police	21	Years
Mike Riley,	Public Works	18	Years
Lisa Ellington,	Port	12	Years
Jenna deLumeau,	Finance	9	Years
Ian Overson,	Police	7	Years



City of Homer

www.cityofhomer-ak.gov

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

November 27, 2018

North Pacific Fishery Management Council (NPFMC)

Mr. Simon Kinneen, Chair

605 West 4th, Suite 306

Anchorage, AK 99501-2252

Dear Mr. Kineen,

The City of Homer is honored to be chosen as the host community for the North Pacific Fishery Management Council in October 2019.

The NPFMC is an important regulatory body that works hard to preserve and protect commercial fisheries in Alaska and its federally controlled EEZ. Commercial fishing provides significant economic and social-cultural benefits to Homer, with permit holders, crew members, harvesters, processors, and a wide variety of support industries and facilities providing meaningful local employment, investment and income in the Homer community.

The City is excited to welcome the NPFMC. Please let us know how the City of Homer can be of assistance.

Sincerely,

Ken Castner
City Mayor
907-235-9028

Katie Koester
City Manager
907-235-8121



3959 Ben Walters Lane • Homer, AK 99603
907.235.3436 • Fax 907.235.8346
info@kbfpc.org • www.kbfpc.org



City of Homer
491 East Pioneer Avenue
Homer, Alaska 99603

26 October 2018

Dear Mayor Castner, Council Members and City of Homer,

On behalf of Kachemak Bay Family Planning Clinic (KBFPC) and the R.E.C. Room (a Youth Resource & Enrichment Co-op), I want to thank the City of Homer for its support of area non-profits in 2018. KBFPC received a Homer Foundation – City of Homer grant for \$3,185 which provided valuable general operating support. In addition, I thank the Homer Foundation for administering this important program.

City support of non-profits is prudent use of tax payer money; it ensures that safety-net services continue for the most vulnerable in our community and improves the health and well-being of community members across all demographics. Non-profits employ approximately 25% of our workforce (2017 data) and the relatively small financial infusion from the City is key to generating millions in revenues that provide essential services and impact the entire economic sector in the City.

The City of Homer grant leverages resources from other funders while helping us keep our doors open to everyone in our community, regardless of their ability to pay. It's especially appreciated now, as we experience reductions in federal and state funding. Thanks to this grant and other generous support from our community, we provided quality reproductive health care services – including: screenings for breast and cervical cancer, birth control consultation and supplies, infertility and preconception counseling, pregnancy testing, and STD/STI testing and treatment – for approximately 1,000 men and women every year.

Youth in Homer rely on the R.E.C. Room as a safe and welcoming place to meet with friends after school and get connected with other local resources. Over 900 teens have participated in our youth education programs and healthy alternative activities, including school-based, peer-led health education, in 11 area schools (three schools in the City).

Community commitment and support make our work possible. Our thanks, again, to the City of Homer, the Homer Foundation, and all our community partners who support KBFPC to serve as a trusted source of up-to-date, accurate and affordable reproductive health care and education since 1983.

Thank you,
Yours sincerely,

A handwritten signature in black ink that reads "Mary Lou Kelsey".

Mary Lou Kelsey
KBFPC Board President

NOTICE OF PROPOSED CHANGES ON MARIJUANA ESTABLISHMENT INSPECTIONS
IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana establishment inspections, including the following:

- (1) 3 AAC 306.725(a) is proposed to include waste disposal and other elements of business operations available to inspection.
- (2) 3 AAC 306.800 is proposed to include waste disposal and the location of other elements of business operations as subject to inspection.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.070; AS 17.38.131

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Marijuana Control Board at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Inspections
3. Citation of regulation (may be grouped): 3 AAC 306.725-.800
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- Compliance with federal law or action (identify): _____
- Compliance with new or changed state statute
- Compliance with federal or state court decision (identify): _____
- Development of program standards
- Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

- A private person: \$0
- Another state agency: \$0
- A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

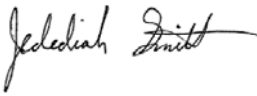
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

3 AAC 306.725(a) is amended to read:

(a) A marijuana establishment or an applicant for a marijuana establishment license under this chapter shall, upon request, make the licensed premises or the proposed licensed premises[,] **and**[INCLUDING] any place for storage, **waste disposal, or other element of business operations**, available for inspection by the director, an employee or agent of the board, or an officer charged with the enforcement of this chapter. The board or the director may also request a local fire protection agency or any other state agency with health and safety responsibilities to inspect licensed premises or proposed licensed premises.

(Eff. 2/21/2016, Register 217; am ___/___/_____, Register _____)

Authority:	AS 17.38.010	AS 17.38.131	AS 17.38.200
	AS 17.38.070	AS 17.38.150	AS 17.38.900
	AS 17.38.121	AS 17.38.190	

3 AAC 306.800 is amended to read:

3 AAC 306.800. Inspection and investigation. (a) The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may

(1) Inspect the licensed premises of a marijuana establishment **and the location of other elements of business operations**, including any marijuana and marijuana product on the premises, equipment used in cultivating, processing, testing, or storing marijuana, the marijuana establishment's marijuana inventory tracking system, business records, **waste and waste disposal areas**, and computers, at any reasonable time and in a reasonable manner;

(2) issue a report or notice as provided in 3 AAC 306.805; and

(3) as authorized under AS 17.38.131, exercise peace officer powers and take any other action the director determines is necessary.

(b) A marijuana establishment, and any licensee, employee, or agent in charge shall cooperate with the director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, to enforce the laws related to marijuana, including

(1) permitting entry upon and inspection of the licensed premises **and the location of other elements of business operations;** and

(2) providing access to business records at reasonable times when requested by the director, an enforcement agent, an employee of the board, or a peace officer. (Eff. 2/21/2016, Register 217; am ___/___/____, Register _____)

Authority:	AS 17.38.010	AS 17.38.131	AS 17.38.200
	AS 17.38.070	AS 17.38.150	AS 17.38.900
	AS 17.38.121	AS 17.38.190	

NOTICE OF PROPOSED CHANGES ON MARIJUANA HANDLER PERMIT RENEWAL FEES IN THE REGULATIONS OF MARIJUANA CONTROL BOARD.

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana handler permit fees, including the following:

- (1) 3 AAC 306.100(e) set the new or renewal fee for a marijuana handler permit card.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.121

Fiscal information: The proposed regulation changes are not expected to require an increased

appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell. Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Handler permit renewal fee
3. Citation of regulation (may be grouped): 3 AAC 306.100
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- Compliance with federal law or action (identify): _____
- Compliance with new or changed state statute
- Compliance with federal or state court decision (identify): _____
- Development of program standards
- Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

- A private person: \$0
- Another state agency: \$0
- A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

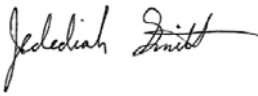
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.100(e) is amended to read:

(a) The **new or renewal** fee for a marijuana handler permit card is \$50.

(Eff. 2/21/2016, Register 217; am 7/19/2017, Register 223; am 8/11/2018, Register 227; am ___/___/____, Register ___)

Authority:	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		

NOTICE OF PROPOSED CHANGES ON MARIJUANA ESTABLISHMENT OPERATING
PLANS IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana establishment operating plans, including the following:

- (1) 3 AAC 306.703 is proposed to require a licensed marijuana establishment to operate in accordance with a plan approved by the board, and allows for change requests.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.121; AS 17.38.190; AS 17.38.200

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Follow approved operating plan
3. Citation of regulation (may be grouped): 3 AAC 306.703
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- () Compliance with federal law or action (identify): _____
- () Compliance with new or changed state statute
- () Compliance with federal or state court decision (identify): _____
- (x) Development of program standards
- () Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

A private person: \$0

Another state agency: \$0

A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

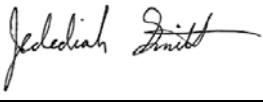
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

3 AAC 306 is amended by adding a new section to read:

3 AAC 306.703. Operations. A licensed marijuana establishment shall operate in accordance with the operating plan approved by the board. The licensee may request an operating plan change in accordance with 3 AAC 306.100(c). (Eff. ___/___/____, Register _____)

Authority:	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		

NOTICE OF PROPOSED CHANGES ON MARIJUANA SAMPLE IN A JAR
IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana samples in a jar, including the following:

- (1) 3 AAC 306.325 is proposed to add a new subsection defining sample in a jar requirements.
- (2) 3 AAC 306.460 is proposed to amend the party that may smell product before purchase.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.070; AS 17.38.200; AS 17.38.900

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Sample in a jar
3. Citation of regulation (may be grouped): 3 AAC 306.325-.460
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- () Compliance with federal law or action (identify): _____
- () Compliance with new or changed state statute
- () Compliance with federal or state court decision (identify): _____
- (x) Development of program standards
- () Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

A private person: \$0

Another state agency: \$0

A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

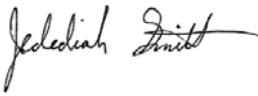
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change⁷
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.325 is amended by adding a new subsection to read:

(d) If a retail marijuana store displays marijuana to a consumer for the purpose of smelling the marijuana before purchase, the retail marijuana store shall package the marijuana in a sample jar that is protected by a plastic, metal or other protective mesh screen, and the jar must remain in the monitored custody of the retail marijuana store during consumer inspection. (Eff. 2/21/2016, Register 217; am __/__/____, Register____)

3 AAC 306.460(a) is amended to read:

(a) A marijuana cultivation facility may provide a free sample of marijuana to a retail marijuana store if packaged in a sample jar containing not more than three and one-half grams of marijuana and protected by a plastic or metal mesh screen to allow **the retail marijuana store** [CUSTOMERS] to smell the product before purchase.

(Eff. 2/21/2016, Register 217; am 5/25/2018, Register 226; am __/__/____, Register____)

Authority:	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		

NOTICE OF PROPOSED CHANGES ON MARIJUANA INVENTORY TRACKING AND
HARVEST GRADING
IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana inventory tracking and harvest grading, including the following:

- (1) 3 AAC 306.435 is proposed to track harvest batches and include seeds in the inventory tracking system.
- (2) 3 AAC 306.445 is proposed to require marijuana be segregated graded batches.
- (3) 3 AAC 306.990 is proposed to add new definitions for marijuana and limit harvest batches to 10 pounds.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Marijuana Control Board at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office by email at amco.regs@alaska.gov or call (907) 269-0350. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and agency website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or call (907) 269-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at (907) 269-0350 or amco.regs@alaska.gov.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.070; AS 17.38.200 AS 17.38.900;

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Marijuana Control Board keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Marijuana Control Board at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Tracking and grading of harvest
3. Citation of regulation (may be grouped): 3 AAC 306.435-.445; 3 AAC 306.990
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- () Compliance with federal law or action (identify): _____
- () Compliance with new or changed state statute
- () Compliance with federal or state court decision (identify): _____
- (x) Development of program standards
- () Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

A private person: \$0

Another state agency: \$0

A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):


	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	\$ <u>0</u>	\$ <u>0</u>
Capital Cost	\$ <u>0</u>	\$ <u>0</u>
1002 Federal receipts	\$ <u>0</u>	\$ <u>0</u>
1003 General fund match	\$ <u>0</u>	\$ <u>0</u>
1004 General fund	\$ <u>0</u>	\$ <u>0</u>
1005 General fund/ program	\$ <u>0</u>	\$ <u>0</u>
Other (identify)	\$ <u>0</u>	\$ <u>0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

(Words in **boldface and underlined** indicate language being added; words CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.435 is amended to read:

3 AAC 306.435. Marijuana inventory tracking system (a) A marijuana cultivation facility shall use a marijuana inventory tracking system in compliance with 3 AAC 306.730 to ensure all marijuana propagated, grown, or cultivated on the marijuana cultivation facility’s premises is identified and tracked from the time the marijuana is propagated through transfer to another licensed marijuana establishment or destruction. The marijuana cultivation facility shall assign a tracking number to each plant over eight inches tall. When harvested, each [BUD AND FLOWER, CLONE OR CUTTINGS, OR LEAVES AND TRIM MAY BE COMBINED IN HARVEST BATCHES OF DISTINCT STRAINS, NOT EXCEEDING FIVE POUNDS. EACH] harvest batch must be given an inventory tracking number. Clones, [OR]cuttings, or seeds shall be identified by an inventory tracking number; each inventory tracking number shall be assigned to 50 or fewer plants or seeds. [MUST BE LIMITED TO 50 OR FEWER PLANTS AND IDENTIFIED BY A BATCH TRACKING NUMBER].

(b) A marijuana cultivation facility shall record each sale and transport of any plants or seeds and each batch in its marijuana inventory tracking system and shall generate a valid transport manifest to accompany any plants and seeds and each transported batch. (Eff. 2/21/2016, Register 217; am __/__/____, Register____).

Authority: AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121

3 AAC 306.445 is repealed and readopted to read:

3 AAC 306.445. Standards for cultivation and preparation. (a) A marijuana cultivation facility shall use registered scales in compliance with AS 45.75.080 and 3 AAC 306.745.

(b) Harvested marijuana will be segregated into batches using the following grades:

(2) from marijuana plants that are uniform in strain, cultivated in one place and under the same conditions, using the same medium and agricultural chemicals including pesticides and fungicides, and harvested in a time period not to exceed 72 consecutive hours

- (A) mature bud;
- (B) immature bud; and
- (C) remainder of the plant; and

(3) kief, which may be combined from multiple strains and harvests. (Eff.

2/21/2016, Register 217; am ____/__/__, Register ____).

Authority: AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121

3 AAC 306.990 (b) (3) is amended to read:

(4) "batch" or "harvest batch" means a specifically identified quantity of **bud and flower,** plant trim, leaf, and other usable product from marijuana plants, **that has been segregated into a specific grade as required by 3 AAC 306.445(b), and does not exceed 10 pounds** [THAT ARE UNIFORM IN STRAIN, CULTIVATED IN ONE PLACE AND UNDER THE SAME CONDITIONS, USING THE SAME MEDIUM AND AGRICULTURAL CHEMICALS INCLUDING PESTICIDES AND FUNGICIDES, AND HARVESTED AT THE SAME TIME]; (Eff. 2/21/2016, Register 217; am ____/ __/ __, Register ____).

- Authority:** AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121

3 AAC 306.990 (b) is amended by adding new paragraphs to read:

(40) "mature bud" means a mature flower formed on a flowering marijuana plant, and consists of calyx, pistils, resin, and trichomes that are generally swelled with resin, dense to sight and touch, and visibly covered in trichomes;

(41) "immature bud" means an immature flower formed on a flowering marijuana plant, and consists of calyx, pistils, resin and trichomes and that generally appear loose, wispy, or leafy, and are not dense to sight or touch.

(42) "remainder of the plant" means any part of or derived from a flowering marijuana plant that does not meet the definition of mature bud, immature bud, clones, cuttings, seeds, or kief.

(43) "total THC" means the sum of THC and (0.877) * (THCA)

(44) “total CBD” means the sum of CBD and $(0.877) * (CBDA)$

(Eff. 2/21/2016, Register 217; am_ / _ / _____, Register_____).

Authority: AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121

CITY ATTORNEY REPORT

COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS



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 18-134

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: NOVEMBER 8, 2018

SUBJECT: LETTER FROM CITY COUNCIL TO MARIJUANA CONTROL BOARD REQUESTING
TO POSTPONE ISSUING A DECISION ON PERMIT FOR LICENSE 16446 FOR 420
ON MAIN

Councilmember Smith has proposed the attached letter be sent to the Marijuana Control Board requesting an extension to the 60 day comment period for the 420 on Main new marijuana cultivation license.

RECOMMENDATION:

Discuss the letter and if approved the letter will be sent to the Marijuana Control Board.



City of Homer

www.cityofhomer-ak.gov

Homer City Council

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-3130

(f) 907-235-3143

November 26, 2018

State of Alaska
Marijuana Control Board
500 West 7th Avenue Suite 1600
Anchorage, AK 99501
Marijuana.licensing@alaska.gov

RE: Request to postpone issuing a decision on permit for License 16446 for 420 On Main

Dear Ms. McConnell,

Per Homer City Code 21.62.040, the Homer City Council is designated as the “local regulatory authority” as that term is used in Alaska State Statute 17.38. As such, the City Council is entitled to review and comment on applications for marijuana licenses with the State of Alaska Alcohol and Marijuana Control Board.

The Homer City Council reviewed License 16446 for 420 On Main, a standard marijuana cultivation facility in the Commercial Business District of the City of Homer at our regularly scheduled meeting on November 26, 2018 and decided to request the Board postpone the approval of 420 On Main for a Standard Marijuana Cultivation license. Though current City Code allows cultivation in this district, City Council is currently considering Ordinance 18-XX that would prohibit cultivation in the Commercial Business District. In order to avoid a conflict due to any proposed change in City Code, the City Council encourages you to postpone a decision on issuing a permit for License 16446 for 420 On Main.

Sincerely,

Homer City Council



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 18-135

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: NOVEMBER 20, 2018
SUBJECT: NEW MARIJUANA PRODUCT MANUFACTURING FACILITY LICENSE FOR 420 ON MAIN

We have been notified by the Alcohol Marijuana Control Office of a standard marijuana product manufacturing facility application in the City of Homer for the following:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
16718	420 on Main	Manufacturing	420 on Main, LLC	3684 Main Street

The proposed establishment is found in the Central Business District (CBD) where marijuana manufacturing is a permitted use. According to adopted buffer zones (HCC 21.62.070), I find that the proposed location is not known to be encroaching into any area of exclusion.

The proposal, once approved, shall comply with Homer City Codes including but not limited to:

1. Lighting. Outdoor lighting must comply with level one lighting standards per HCC 21.59.030. "No outside lighting shall be installed so as to cause light trespass or glare", HCC 21.59.030 (c).
2. Signage. Signage must comply with HCC 21.60. As the proposed location supports multiple businesses, signs must be coordinated to fit within the total allowance for the site.
3. Permitting. The proposed addition will require gaining a zoning permit from the City of Homer per HCC 21.70.

The Planning Office welcomes the opportunity to assist the applicant in meeting these requirements and is available to answer any questions.

RECOMMENDATION: Confirm the approval of the new standard marijuana cultivation license.

Fiscal Note: Revenues.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Entry Documents
-----------------	-----------------

OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	<p>Entity Documents</p> <p>Add operating agreement -</p>
-----------------	--

OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS & PROFESSIONAL
 LICENSING**

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

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	420 on Main, LLC

Entity Type: Limited Liability Company

Entity #: 10068940

Status: Good Standing

AK Formed Date: 9/30/2017

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2019

Entity Mailing Address: PO BOX 3140, HOMER, AK 99603

Entity Physical Address: 3684 MAIN STREET, HOMER, AK 99603

Registered Agent

Agent Name: Robert K Bornt

Registered Mailing Address: 3684 MAIN STREET APT #1, HOMER, AK 99603

Registered Physical Address: 3684 MAIN STREET APT #1, HOMER, AK 99603

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Robert Bornt	Member	100

Filed Documents

Date Filed	Type	Filing	Certificate
9/30/2017	Creation Filing	Click to View	Click to View
7/13/2018	Initial Report	Click to View	

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EMAIL THE WEBMASTER

Alaska Business License # 1061982

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

420 ON MAIN, LLC

PO BOX 3140 HOMER AK 99603

owned by

420 ON MAIN, LLC

is licensed by the department to conduct business for the period

November 06, 2017 through December 31, 2018
for the following line of business:

42 - Trade



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

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

Mike Navarre

State of Alaska
Department of Commerce, Community, and Economic Development
Corporations, Business, and Professional Licensing

Certificate of Organization

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community, and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

420 on Main, LLC



IN TESTIMONY WHEREOF, I execute the certificate
and affix the Great Seal of the State of Alaska
effective September 30, 2017.

A handwritten signature in black ink, appearing to read "Chris Hladick".

Chris Hladick
Commissioner

**LIMITED LIABILITY COMPANY OPERATING AGREEMENT
OF
420 on Main, LLC**

FORMED IN THE STATE OF ALASKA, This Agreement, entered into on September 30, 2017, is a Single Member Operating Agreement, entered into by and between 420 on Main, LLC, an Alaska LLC and Robert Bornt of Homer, AK, hereinafter known as the "Member"

WHEREAS the Member(s) desire to create a limited liability company under the laws of the State of Alaska and set forth the terms herein of the Company's operation and the relationship between Member(s).

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and other valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Member(s) and the Company agree as follows:

1. Name and Principal Place of Business

The name of the Company shall be . 420 on Main LLC

2. Formation

The Company was formed on September 30, 2017, when the Member(s) filed the Articles of Organization with the office of the Secretary of State of the State of Alaska pursuant to the statutes governing limited liability companies in the State of Alaska (the "Statutes").

3. Purpose

The purpose of the Company is to engage in and conduct any and all lawful businesses, activities or functions, and to carry on any other lawful activities in connection with or incidental to the foregoing, as the Member(s) in their discretion shall determine.

4. Term

The term of the Company shall be perpetual, commencing on the filing of the Articles of Organization of the Company, and continuing until terminated under the provisions set forth herein.

5. Member Capital Contributions

The Member may make such capital contributions (each a "Capital Contribution") in such amounts and at such times as the Member shall determine. The Member shall not be obligated to make any Capital Contributions. The Member may take distributions of the capital from time to time in accordance with the limitations imposed by the Statutes.

6. Distributions

For purposes of this Agreement "net profits" and "net losses" mean the profits or losses of the Company resulting from the conduct of the Company's business, after all expenses, including depreciation allowance, incurred in connection with the conduct of its business for which such expenses have been accounted.

The term "cash receipts" shall mean all cash receipts of the Company from whatever source derived, including without limitation capital contributions made by the Member(s); the proceeds of any sale, exchange, condemnation or other disposition of all or any part of the assets of the Company; the proceeds of any loan to the Company; the proceeds of any mortgage or refinancing of any mortgage on all or any part of the assets of the Company; the proceeds of any insurance policy for fire or other casualty damage payable to the Company; and the proceeds from the liquidation of assets of the Company following termination.

The term "capital transactions" shall mean any of the following: the sale of all or any part of the assets of the Company; the refinancing of mortgages or other liabilities of the Company; the receipt of insurance proceeds; and any other receipts or proceeds are attributable to capital.

A "Capital Account" for the Member shall be maintained by the Company. The Member's Capital Account shall reflect the Member's capital contributions and increases for any net income or gain of the Company. The Member's Capital Account shall also reflect decreases for distributions made to the Member and the Member's share of any losses and deductions of the Company.

7. Books, Records and Tax Returns

The Company shall maintain complete and accurate books and records of the Company's business and affairs as required by the Statutes and such books and records shall be kept at the Company's Registered Office and shall in all respects be independent of the books, records and transactions of the Member.

The Company's fiscal year shall be the calendar year with an ending month of December.

The Member intends that the Company, as a single member LLC, shall be taxed as a sole proprietorship in accordance with the provisions of the Internal Revenue Code. Any provisions herein that may cause may cause the Company not to be taxed as a sole proprietorship shall be inoperative.

8. Bank Accounts

All funds of the Company shall be deposited in the Company's name in a bank account or accounts as chosen by the Member(s). Withdrawals from any bank accounts shall be made only in the regular course of business of the Company and shall be made upon such signature or signatures as the Members from time to time may designate.

9. Management of the Company

The business and affairs of the Company shall be conducted and managed by the Member(s) in accordance with this Agreement and the laws of the State of Alaska.

Robert Bornt, as sole member of the Company, has sole authority and power to act for or on behalf of the Company, to do any act that would be binding on the Company, or incur any expenditures on behalf of the Company. The Member shall not be liable for the debts, obligations or liabilities of the Company, including under a judgment, decree or order of a court. The Company is organized as a "member-managed" limited liability company. The Member is designated as the initial managing member.

10. Ownership of Company Property.

The Company's assets shall be deemed owned by the Company as an entity, and the Member shall have no ownership interest in such assets or any portion thereof. Title to any or all such Company assets may be held in the name of the Company, one or more nominees or in "street name", as the Member may determine.

Except as limited by the Statutes, the Member may engage in other business ventures of any nature, including, without limitation by specification, the ownership of another business similar to that operated by the Company. The Company shall not have any right or interest in any such independent ventures or to the income and profits derived therefrom.

11. Dissolution and Liquidation

The Company shall dissolve and its affairs shall be wound up on the first to occur of (i) At a time, or upon the occurrence of an event specified in the Articles of Organization or this Agreement. (ii) The determination by the Member that the Company shall be dissolved. Upon the death of the Member, the Company shall be dissolved. By separate written documentation, the Member shall designate and appoint the individual who will wind down the Company's business and transfer or distribute the Member's Interests and Capital Account as designated by the Member or as may otherwise be required by law.

Upon the disability of a Member, the Member may continue to act as Manager hereunder or appoint a person to so serve until the Member's Interests and Capital Account of the Member have been transferred or distributed.

12. Indemnification

The Member (including, for purposes of this Section, any estate, heir, personal representative, receiver, trustee, successor, assignee and/or transferee of the Member) shall not be liable, responsible or accountable, in damages or otherwise, to the Company or any other person for: (i) any act performed, or the omission to perform any act, within the scope of the power and authority conferred on the Member by this agreement and/or by the Statutes except by reason of acts or omissions found by a court of competent jurisdiction upon entry of a final judgment rendered and un-appealable or not timely appealed ("Judicially Determined") to constitute fraud, gross negligence, recklessness or intentional misconduct; (ii) the termination of the Company and this Agreement pursuant to the terms hereof; (iii) the performance by the Member of, or the omission by the Member to perform, any act which the Member reasonably believed to be consistent with the advice of attorneys, accountants or other professional advisers to the Company with respect to matters relating to the Company, including actions or omissions determined to constitute violations of law but which were not undertaken in bad faith; or (iv) the conduct of any person selected or engaged by the Member.

The Company, its receivers, trustees, successors, assignees and/or transferees shall indemnify, defend and hold the Member harmless from and against any and all liabilities, damages, losses, costs and expenses of any nature whatsoever, known or unknown, liquidated or unliquidated, that are incurred by the Member (including amounts paid in satisfaction of judgments, in settlement of any action, suit, demand, investigation, claim or proceeding ("Claim"), as fines or penalties) and from and against all legal or other such costs as well as the expenses of investigating or defending against any Claim or threatened or anticipated Claim arising out of, connected with or relating to this Agreement, the Company or its business affairs in any way; provided, that the conduct of the Member which gave rise to the action against the Member is indemnifiable under the standards set forth herein.

Upon application, the Member shall be entitled to receive advances to cover the costs of defending or settling any Claim or any threatened or anticipated Claim against the Member that may be subject to indemnification hereunder upon receipt by the Company of any undertaking by or on behalf of the Member to repay such advances to the Company, without interest, if the Member is Judicially Determined not to be entitled to indemnification as set forth herein.

All rights of the Member to indemnification under this Agreement shall (i) be cumulative of, and in addition to, any right to which the Member may be entitled to by contract or as a matter of law or equity, and (ii) survive the dissolution, liquidation or termination of the Company as well as the death, removal, incompetency or insolvency of the Member.

The termination of any Claim or threatened Claim against the Member by judgment, order, settlement or upon a plea of *nolo contendere* or its equivalent shall not, of itself, cause the Member not to be entitled to indemnification as provided herein unless and until Judicially Determined to not be so entitled.

13. Miscellaneous

This Agreement and the rights and liabilities of the parties hereunder shall be governed by and determined in accordance with the laws of the State of Alaska. If any provision of this Agreement shall be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement, which shall remain in full force and effect.

The captions in this Agreement are for convenience only and are not to be considered in construing this Agreement. All pronouns shall be deemed to be the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require. References to a person or persons shall include partnerships, corporations, limited liability companies, unincorporated associations, trusts, estates and other types of entities.

This Agreement, and any amendments hereto may be executed in counterparts all of which taken together shall constitute one agreement.

This Agreement sets forth the entire agreement of the parties hereto with respect to the subject matter hereof. It is the intention of the Member(s) that this Agreement shall be the sole agreement of the parties, and, except to the extent a provision of this Agreement provides for the incorporation of federal income tax rules or is expressly prohibited or ineffective under the Statutes, this Agreement shall govern even when inconsistent with, or different from, the provisions of any applicable law or rule. To the extent any provision of this Agreement is prohibited or otherwise ineffective under the Statutes, such provision shall be considered to be ineffective to the smallest degree possible in order to make this Agreement effective under the Statutes.

Subject to the limitations on transferability set forth above, this Agreement shall be binding upon and inure to the benefit of the parties hereto and to their respective heirs, executors, administrators, successors and assigns.

No provision of this Agreement is intended to be for the benefit of or enforceable by any third party.

IN WITNESS WHEREOF, the parties have executed this Agreement this 30th day of September, 2017.

420 on Main, LLC

By: ROBERT K. BORNS

Robert K. Borns
Member Signature



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718
License Type:	Marijuana Product Manufacturing Facility		
Doing Business As:	420 ON MAIN, LLC		
Physical Address:	3684 Main Street		
City:	Homer	State:	AK
		Zip Code:	99603
Designated Licensee:	Robert Bornt		
Email Address:	420onmain@gmail.com		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Application for Food Safety Permit - Date Stamped
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OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Application for Food Establishment Permit

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety and Sanitation Program

RECEIVED
MAR 12 2018
ADEC
Kenai Area Office

Permit ID:

Section 1- GENERAL INFORMATION (All applicants complete entire section - please print).

Purpose (check one) New Information Change Extensive Remodel Change of owner/operator Reactivate

Owner/Business Information	Name of Entity or Owner Responsible for Food Service 420 on Main, LLC		AK Business License # 1061982		
	Business/Corporate Mailing Address 3684 Main Street		City Homer	State AK	
	Business/Corporate Phone 907-843-2661		Email 420onmain@gmail.com		
	Owner(s) or Corporate Officer(s) & Title(s) or Responsible Party Robert Bornt, Manager		Fax na		
	Type of Entity <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Other:				
Establishment Information	Establishment Name 420 on Main, LLC		Physical Location 3684 Main Street		
	Establishment Mailing Address PO Box 3140		City Homer	State AK	
	Establishment Phone 907-843-2661		Contact Person Robert		
	Establishment Physical Address 3684 Main Street		City Homer	State AK	Zip 99603

SEATING: (Food Service Only) N/A 25 or less 26-100 > 101

TYPE OF OPERATION Please describe the type of facility you plan to open below (i.e. restaurant, bar, grocery store, etc.)

Marijuana Product Manufacturing Facility

SECTION 2 - NEW OR EXTENSIVELY REMODELED FACILITIES

a. A plan review will be required if your facility has never been permitted by the Alaska's Food Safety and Sanitation Program; has not had an active permit in the last five years; will be extensively remodeled; or is a new construction. If any of these apply, a Plan Review Application is required to process your application. Have you attached the Plan Review Application? Yes No

SECTION 3 - COMPLETE FOR ALL FOOD ESTABLISHMENTS (Check all that apply)

FOOD SERVICE ESTABLISHMENTS

a. A copy of your menu will be required. Have you attached a copy of the proposed menu? Yes No

b. Attach appropriate label, placard, or menu notation for the consumer advisories if you serve:
 Wild Mushrooms Unpasteurized juices Farmed halibut, salmon, or sablefish
 Raw/undercooked animal foods such as beef, shell eggs, lamb, pork, poultry, seafood, and shellfish.

c. Methods of food preparation (check the one that most closely describes the establishment):
 Assembly of Ready to Eat Foods Cook and Serve
 Hot or cold Service for 2 hours or more is done
 Complex (Preparation 1 day or more in advance, cooling and reheating is done).

d. Style of Service: Counter Service Self Service (i.e. buffet line, salad bar) Table Service
 Other:

e. Do you plan to operate as a caterer? Yes No
If yes, list all the equipment used to protect food from contamination and maintain product temperature during:
Transportation: Hot or Cold Holding:



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

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License Type:	Marijuana Product Manufacturing Facility				
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Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-00 Application Certifications
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Received Date:		Payment Submitted Y/N:		Transaction #:	
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Alaska Marijuana Control Board

Form MJ-00: Application Certifications

What is this form?

This application certifications form is required for all marijuana establishment license applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306.

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

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718
License Type:	Marijuana Product Manufacturing Facility		
Doing Business As:	420 on Main, LLC		
Premises Address:	3684 Main Street		
City:	Homer	State:	AK
		ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	Robert Bornt
Title:	Owner/Member/Manager

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?

15656	Retail Marijuana Store
16718	Marijuana Product Manufacturing Facility
16446	Standard Marijuana Cultivation



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Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

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

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

EPB

I certify that I am not currently on felony probation or felony parole.

PLB

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

PLB

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

PLB

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

PLB

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

PLB

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

PLB

I certify that my proposed premises is not located in a liquor licensed premises.

PLB

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

PLB

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) and affiliates (as defined in 3 AAC 306.990(a)(1)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.

PLB

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.

PLB



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Alaska Marijuana Control Board

Form MJ-00: Application Certifications

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

Initials

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

I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located.

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

Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.

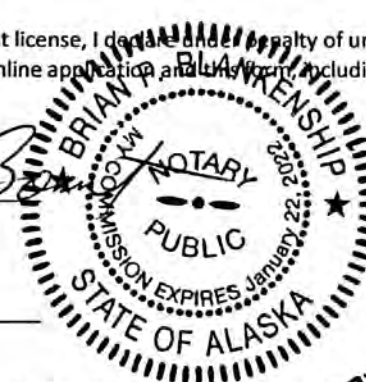
Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

All marijuana establishment license applicants:

As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that the online application and this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee



Notary Public in and for the State of Alaska

Robert Bornt
 Printed name of licensee

My commission expires: 01/22/2022

Subscribed and sworn to before me this 8th day of February, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

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What is this form?

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Section 1 – Establishment Information

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License Type:	Marijuana Product Manufacturing Facility				
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Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-01 Marijuana Establishment Operating Plan
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Alaska Marijuana Control Board
Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306 of the Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	MJ License #:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
City:	Homer	State:	Alaska	ZIP:	99603
Mailing Address:	3684 Main Street				
City:	Homer	State:	Alaska	ZIP:	99603
Designated Licensee:	Robert Bornt				
Main Phone:	907-843-2661	Cell Phone:	907-843-2661		
Email:	420onmain@gmail.com				



Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Admittance to the licensed premise, License #16718 Marijuana Product Manufacturing Facility will be facilitated through the retail entrance of the facility. The entry procedure is noted below in Section 3.1 of this application.

We will adhere to the following as all persons will enter through our retail store, then proceed through a secure door that will lead into our manufacturing area:

Per 3 AAC 306.325. Access restricted at retail marijuana store requires the following:

(a) A person under 21 years of age may not enter a retail marijuana store.

(b) Each entry to a retail marijuana store must be posted with a sign that says "No one under 21 years of age allowed." The sign must be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign.

We will ensure each person wanting to gain entry into the premise has the valid ID showing they are over 21.
We will ensure that all signs are posted as required in the above regulations

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Entrance to the licensed premise will be through our secured access point for our retail store to ensure all entries are logged into the log book, all persons are 21 years of age or older, all persons will be escorted from entry to exit, all persons must return their badge and sign out in the log book.

Our premise will have a two stage entry process to ensure no one from the public can enter the restricted access area. First stage will be to enter the reception area from the public access door. All persons will be required to give the clerk their valid photo ID through a bullet proof sliding window. Once the ID has been validated, the visitor will be required to sign into our log book and then given a visitor badge.

The second stage entry will require the clerk to press the release button on the secured entry door into the restricted area. With the escort, they shall proceed through a secured door leading from the retail area into the manufacturing area.

We have provided a flow chart with our MJ02 diagrams

This will ensure that we meet the requirements as stated in 3 AAC 306-350 and 3 AAC 306.710

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

As stated above we will have a two stage entry protocol so our premise will be in compliance with 3 AAC 306.710 because they will be entering through our licensed retail store.

Every visitor will be required to sign into our logbook with their name, date and time of visit so we will be in compliance with 3 AAC 306.755.

Once the visitor has provided the clerk with a valid ID, signed into our log book, the visitor will be escorted through our secure access door. We will ensure that the visitor will be escorted at all times by a licensee, employee or agent of the marijuana establishment. We will limit the number of visitors to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

Once the visitor has completed their business, they will be escorted back through the secure doors and into the reception area where they will turn in their badge, sign out in the log book with the time of departure and continue through the public access door to the outside of the premise.



Form MJ-01: Marijuana Establishment Operating Plan

3.3. Provide samples of licensee-produced Identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor Identification badges that will be worn by all visitors while in restricted access areas:



Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior lighting will be placed and tested to give the best quality of video on the surveillance monitoring system as required by 3AAC 306.715



Form MJ-01: Marijuana Establishment Operating Plan

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Alarm system will be installed on all exterior doors and windows.
 The facility will have continuous video monitoring.
 The alarm system, if activated, an alarm will sound that will notify security person in charge and the alarm company. The alarm monitoring company will place a call to 911.
 The security person in charge will immediately contact the authorities that there has been a possible breach as well.
 The security person in charge is to stay on premise until authorities arrive and answer all questions to the best of their ability, provide access to the video surveillance, and assist in any manner necessary.
 Once the authorities have received all of the immediate information they need, our staff will be required to inventory and secure all product, give authorities any discrepancy found in the inventory count, immediately secure the premise where breach occurred, reset alarms.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

We will have monitoring as required and a clear view of all areas of marijuana at all times.
 We will have an inventory tracking system as issued by the state that will track our inventory. Should there be a discrepancy, all product will need to be recounted and verified, after which, if there is still missing product, security and licensee will be notified to review video from that days opening to closing and see who/when/how the product was taken out of inventory.
 Should there be a diversion, the licensee will notify local law enforcement immediately and provide them will all the information they require.
 Employees will be trained that if they see any possible diversion, they are to contact security immediately in a safe manner and then they are to remain on the premises until they have answered all questions necessary for the initial complaint/investigation.

3.7. Describe your policies and procedures for preventing loitering:

"No loitering" signs shall be placed in clear view to the public that loitering is not allowed.
 Loitering persons shall be asked to leave the premise by our security team, if they refuse to leave the premises the local law enforcement will be notified of the loitering and all persons loitering will no longer be allowed on premises again.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials


3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.





Form MJ-01: Marijuana Establishment Operating Plan


Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. 

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. 

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. 

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). 

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video cameras will be placed and tested for to produce a clear unobstructed view inside the premise. Appropriate lighting will also aide in the visual effect to adequately identify an individual. Video cameras will be placed within 20 feet outside of each entrance to the licensed premise as well as appropriate lighting to produce an unobstructed view to adequately identify an individual.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Our video surveillace room will be onsite. The room will have a commercial grade security door that can only be accessed by limited authorized persons via a security lock system. The room will house the security video surveillance equipment, the back up hard drive for the computerized data systems and nightly as close, the paper log book at close of each business day, and all paper manifests from receiving shipments as required by AMCO. The room will also house the required back up video surveillance recordings. The room will have no windows or any other access point except the commercial grade security door. AMCO staff, law enforcement will be escorted by an authorized person into the secured room.













Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

- a. all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises);* 
- b. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment; 
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; 
- d. records related to advertising and marketing; 
- e. a current diagram of the licensed premises, including each restricted access area; 
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area; 
- g. all records normally retained for tax purposes; 
- h. accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed; 
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and 
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745. 

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

We will have a secure room for all paper and electronic data on site.

Per 3 AAC 306.755 records for the last 6 months will be maintained on the marijuana establishment's licensed premises; older records may be archived on or off premises.



Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

We will train all staff on fundamental customer service.
We will train all staff on our floor plan and security measures in an emergency.
We will train all staff on our opening and closing procedures to ensure that all doors, windows and data is secure during closed hours.
We will train all staff to be safe first in an emergency situation.



Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

- 7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.
- 7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.
- 7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.
- 7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions:

Yes No

- 7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.
- 7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Our facility will prepare and package the marijuana to be shipped with the labels specifying all required information as 3 AAC 306.475, 3 AAC 306.645 to ensure we are in complete compliance, and 3 AAC 306.750

When marijuana is transported, we shall use the marijuana inventory tracking system to record the type, amount and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. A complete printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times.

During transport, the marijuana or marijuana product will be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product. The vehicle will have thick walled vault that will have a key lock that only the transporter will have access to.

We shall keep records of all marijuana shipped from our establishment as required under 3 AAC 306.755.



Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

- 8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. JLB
- 8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. JLB
- 8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. JLB
- 8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. JLB
- 8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. JLB
- 8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. JLB
- 8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. JLB

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

One sign will be placed on our premise as required to do business in the State of Alaska.

The sign will be approximately 12" x 36" and will state our business name as 420 on Main LLC in a block letter font.



Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

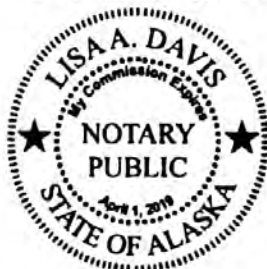
At this time we do not intend to advertise except our logo labels on our packaging.
Here is a sample of our logo.



I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Robert K Bornt
Signature of licensee

Robert Bornt
Printed name of licensee



Lisa Davis
Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 29th day of August, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-02 Premise Diagram
-----------------	-----------------------

OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Marijuana Control Board
Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). All areas designated as the licensed premises of a single license must be contiguous.

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
a diagram showing only the licensed premises areas that will be ready to be operational at the time of your preliminary inspection and license issuance;
- **Diagram 2:**
if different than Diagram 1, a diagram outlining all areas for which the licensee has legal right of possession (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**
a site plan or as-built of the entire lot, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**
an aerial photo of the entire lot and surrounding lots, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**
a diagram of the entire building in which the licensed premises is located, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	MJ License #:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
City:	Homer	State:	Alaska	ZIP:	99603



Alaska Marijuana Control Board
Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices.

The following details must be included in all diagrams:

- License number and DBA
- Legend or key
- Color coding
- Dimensions
- Labels
- True north arrow

The following additional details must be included in Diagram 1:

- Surveillance room
- Restricted access areas
- Storage areas
- Entrances, exits, and windows
- Walls, partitions, and counters
- Any other areas that must be labeled for specific license types

The following additional details must be included in Diagram 2:

- Areas of ingress and egress
- Entrances and exits
- Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

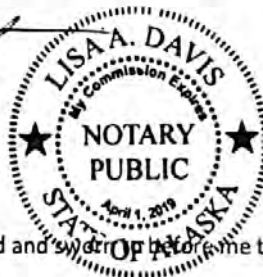
- Areas of ingress and egress
- Cross streets and points of reference

The following additional details must be included in Diagram 5:

- Areas of ingress and egress
- Entrances and exits
- Walls and partitions
- Cross streets and points of reference

I declare under penalty of unsworn falsification that I have attached all necessary diagrams that meet the above requirements, and that this form, including all accompanying schedules, statements, and depictions is true, correct, and complete.

Robert Bornt
 Signature of licensee
Robert Bornt
 Printed name of licensee



Lisa Davis
 Notary Public in and for the State of Alaska
 My commission expires: 4/1/2019

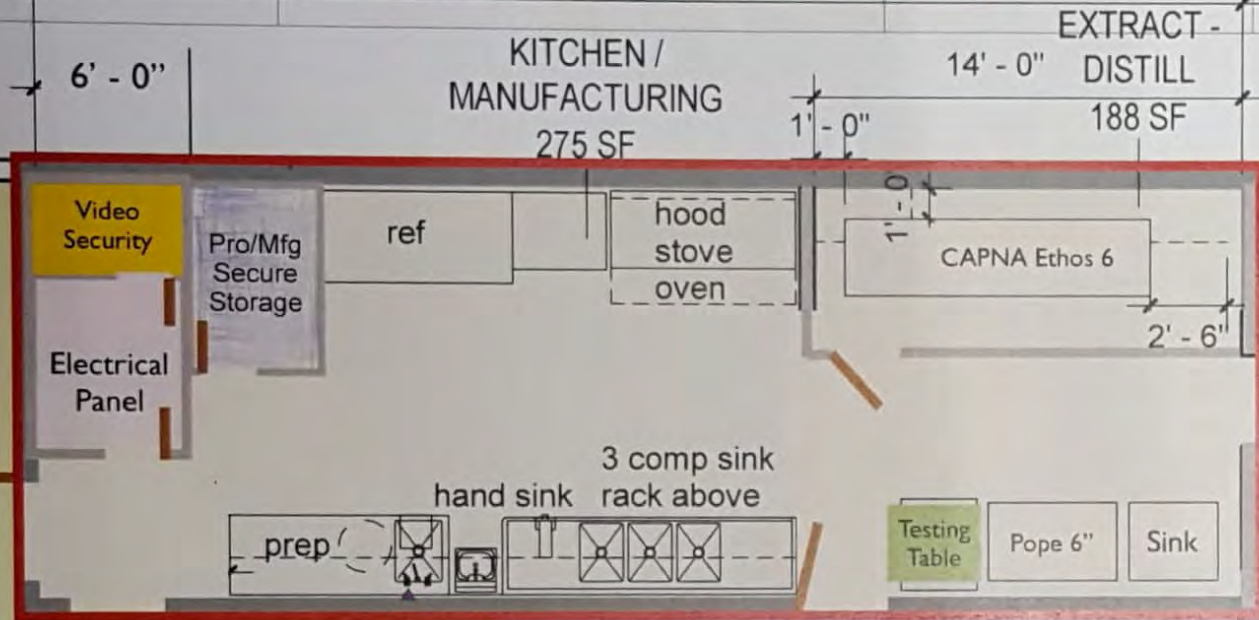
Subscribed and sworn to before me this 9th day of March, 2018.

Diagram 1+2
License # 16718



**Restricted Access Area
and Licensed Premises**

17' - 3 1/2"



Secure Entrance / Exit Doors

In house testing table

Testing Table

- Video Security

- Secured Storage

SITE DESCRIPTION

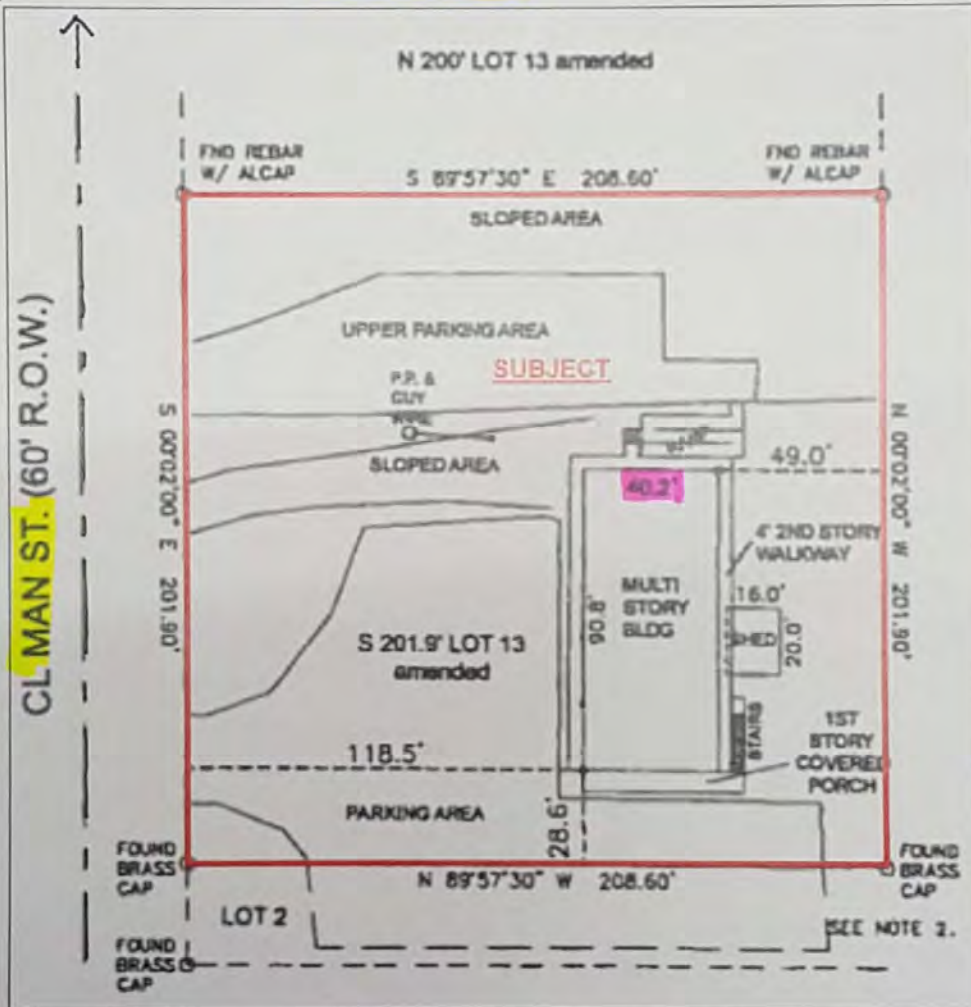
Location

The site is located on the east side of Main Street between W Pioneer Avenue and Sterling Highway, in Homer, Alaska. The street address is 3684 Main Street.

Site Area and Dimensions

The as-built reports the subject site at ±42,116 SF (±0.97 Ac). The site is square.

As-Built ← - - - - **Pioneer Ave** - - - - →



- Streets
- Product Manufacturing 1st Floor

Utilities

All public utilities are available with natural gas, electricity, water and sewer on-site.

← - - - - **Seward Highway** - - - - →

Diagram 4
Licence # 16718



EXECUTIVE SUMMARY

Property Appraised

The subject property consists of a $\pm 42,116$ SF (± 0.97 acre) site located on the west side of Main Street between W Pioneer Avenue and Sterling Highway, in Homer, Alaska. The site address is 3684 Main Street.



The parcel is legally described as Lot 13, Tract B, Nils O Svedlund Subdivision (Amended). The Kenai Peninsula Borough (KPB) tax identification number is 17708002.

The subject was originally constructed as a three-story, mixed-use building. The ground floor consisted of a coin-operated laundromat / shower service for public use. The second and third floors consisted of (6) residential apartments (four 2-bedrooms and two one-bedrooms).

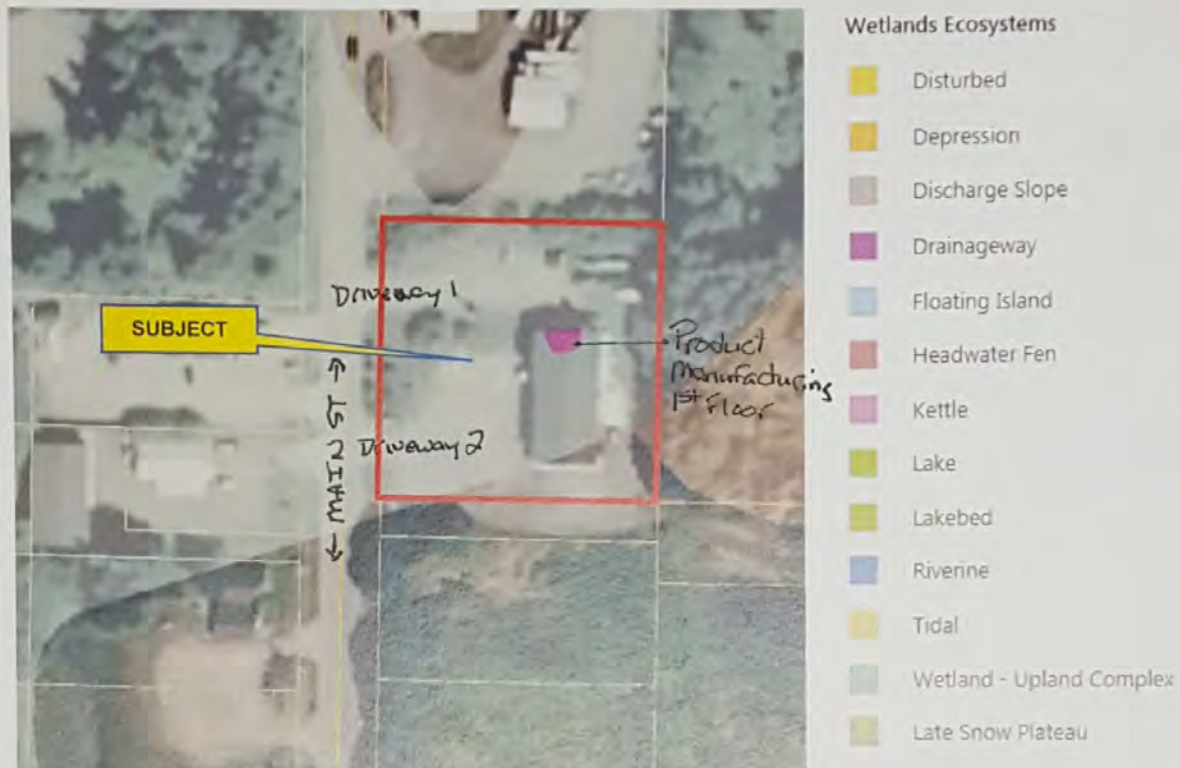
As of October 18, 2017 (date of inspection) the building is in the process of being significantly renovated. Three of the 2-bedroom units have been, or are in the process of being turned into studios. As proposed, the ground floor will feature a laundromat / shower service, retail space, owner residence (known as the resiliency center), and an additional (12) studio units. In total, the project will feature (25) restricted housing units.²

² (22) studios, (2) one-bedrooms, and (1) two-bedroom unit. The ground floor, 1,600 SF, one-bedroom unit is the owner-residence (known as the resiliency center), and is not restricted.

Program 4A
License # 16718

Topography and Soils

The site is generally cleared and near grade of surrounding streets. It slopes from the north and is terraced with an upper and lower parking area.



The majority of the site appears to be a "Wetland/Upland Complex" area.²² Wetlands were not observed during our on-site inspection. Given the sloping topography and existing improvements, the drainage and soils appear adequate.

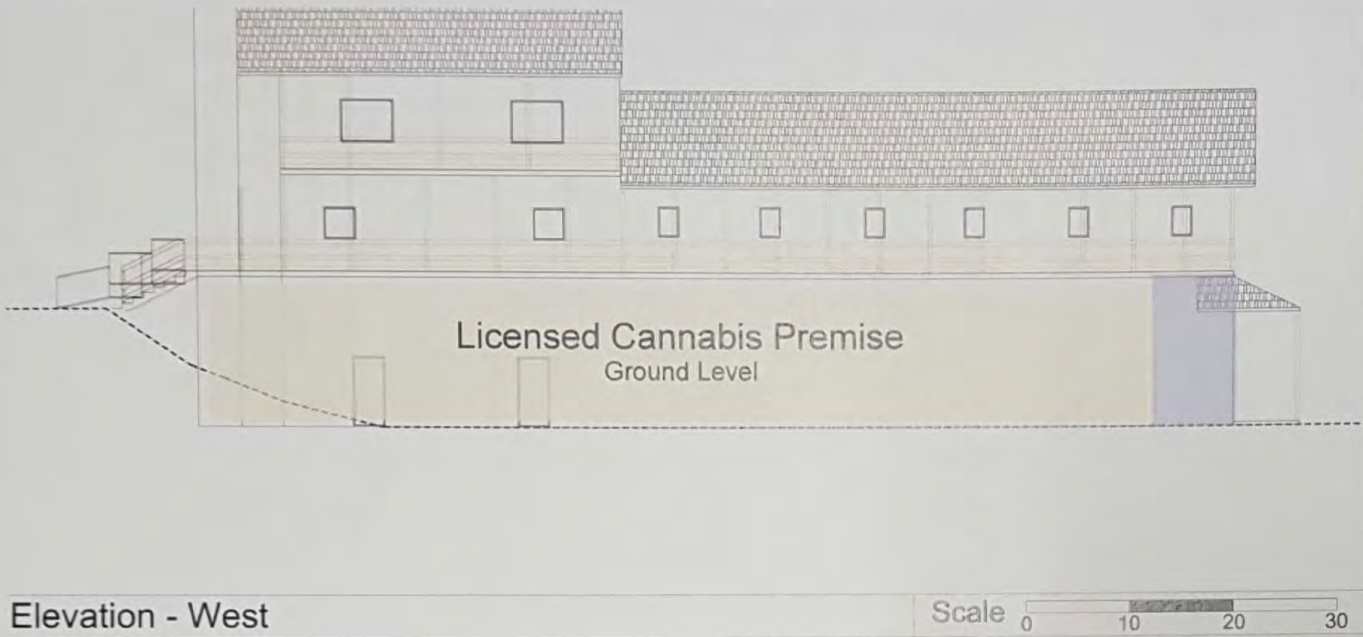
The subject appears to be outside of any flood plain.²³ Most of south-central Alaska is classified in "seismic zone 4". Permitting agencies typically recognize this zone in its application of the uniform building code.

Access and Frontage

The site has ±202' of frontage along Main Street (2-lane paved road). Overall, access is considered adequate.

²² Areas mapped as Wetland/Upland complex support wetlands mixed with uplands, but at a scale too fine to delineate. Wetlands cover at least 30% of the area. This designation is used to flag marginal areas. The most common wetland type occurring in the Wetland/Upland complex polygons are Discharge Slope Wetlands. Most of the area in the City of Homer contain either Discharge Slope or Wetland/Upland complex wetlands.

²³ FEMA Flood Map Service, Map No. 02122C2020E, effective 10/20/2016



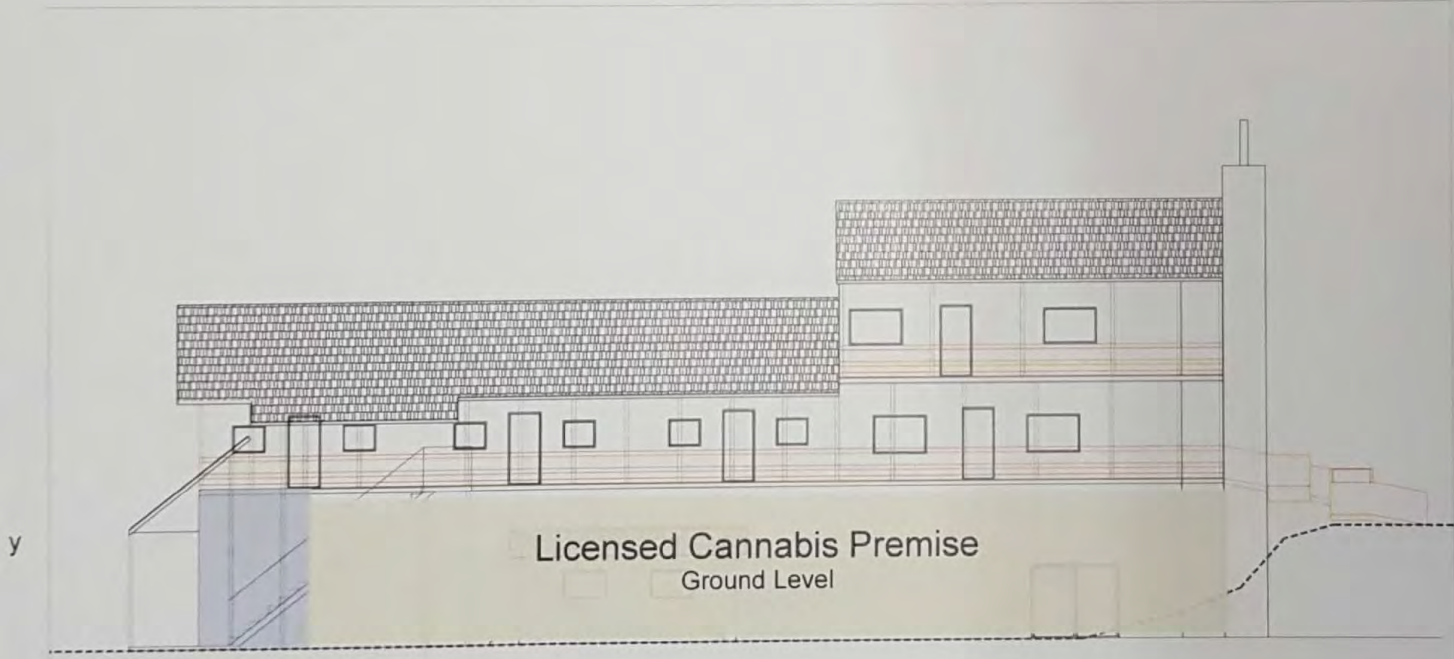
Elevation - West

Scale 0 10 20 30

Mixed use elevation

Diagram 5A
License #16718
Showing Relation to Building

Public Laundry
ground level
entrance



y

Licensed Cannabis Premise
Ground Level

Upper
parking lot
Residence
and Guest
2nd and 3rd floor



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
 marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

What is this form?

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Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-05 Marijuana Product Manufacturing Facility
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-05: Marijuana Product Manufacturing Facility

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

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana product manufacturing facility license and must accompany Form MJ-01: Marijuana Establishment Operating Plan, per 3 AAC 306.020(b)(11). Applicants should review Chapter 306: Article 5 of the Alaska Administrative Code. This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.520(3).

What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Equipment, compounds, and processes to be used
- Waste disposal
- Testing procedure and protocols
- Proposed marijuana concentrates and marijuana products
- Proposed product packaging and sample labels
- Prohibitions

This form must be completed and submitted to AMCO's main office before any new or transfer application for a marijuana product manufacturing facility or marijuana concentrate manufacturing facility license will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	MJ License #:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
City:	Homer	State:	Alaska	ZIP:	99603



Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake, flow, and transfer of marijuana, marijuana concentrate, and marijuana product at and from your premises:

Our facility will only intake marijuana and marijuana product from a State of Alaska approved facility. Upon arrival of the marijuana and marijuana product, we will first locate the manifest. We will then weigh the marijuana/marijuana product for accuracy, check product for any signs of tampering during delivery, contamination, mold, mildew.

Our facility will remain in compliance with 3 AAC 306.540 and immediately place the amount of marijuana/marijuana product into the tracking system as received.

Our facility will process the marijuana in accordance with all food and safety laws to assure the health and safety of the staff and public to produce chocolates, butter and muffins.

We shall maintain compliance with 3 AAC 306.540 and reconcile each transaction to the state approved marijuana inventory tracking system at the close of business each day. Our facility will also maintain compliance and shall account for any variance in the quantity of marijuana or marijuana product the facility received, and the quantity the facility sold, transferred, or disposed of.

Once we have manufactured our product and it is tested and complies fully with 3AAC 306.560 that the active THC is no more than 5mg per serving and is evenly distributed through the product, we will package and store our product in containers and comply with 3AAC 306.565 to protect the product from contamination and vermin and all applicable food and safety regulations to assure freshness and quality. Our facility will also comply with labeling requirements as set forth in 3AAC 306.570.

Section 3 – Equipment and Compounds to be Used

Review the requirements under 3 AAC 306.555.

3.1. Describe the equipment and solvents, gases, chemicals, and other compounds the marijuana product manufacturing facility will use to create marijuana concentrates:

Ethanol Closed Loop System
Ethanol - Food Grade
Emulsion Evaporator
Distillation System
Vacuum Oven



Section 4 – Waste Disposal

Review the requirements under 3 AAC 306.740.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

4.1. The marijuana product manufacturing facility shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it.

[Handwritten initials]

4.2. Describe how you will store, manage, and dispose of any solid or liquid marijuana waste, including expired or outdated marijuana or marijuana product, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

All marijuana waste will be recorded as required by 3 AAC 306.740 into the tracking system. The board will be given a minimum of three days notice to making the waste unusable and disposing of it. All waste will be ground down and put in a storage barrel and mixed with a ratio of 50/50 compostable materials such as food waste, yard waste, vegetable based grease or oils. We contacted the local solid waste authority and once the waste has been made unusable, it will then go into the local waste authority provided secured bin and they will pick it up and dispose of it according to their state and local regulations. We have contacted the local water authority and we will comply with them and store any liquid waste in a sealed container (bucket). When necessary, the liquid waste authority will pick up our liquid waste and dispose of it according their state and local regulations.



Section 5 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.520 and 3 AAC 306.550.

You must be able to certify the statement below. Read the following and then sign your Initials in the box to the right: Initials

5.1. I will ensure that any individual responsible for collecting random samples for required laboratory testing under 3 AAC 306.455 will prepare the necessary accompanying signed statement, provide the signed statement to the marijuana testing facility, and maintain a copy as a business record under 3 AAC 306.755. [Signature]

Answer "Yes" or "No" to the following question: Yes No

5.2. Will the marijuana product manufacturing facility be performing in-house testing (as defined under 3 AAC 306.990(b)(20)? [Checked] []

If "Yes" to 6.2, you must be able to certify the statement below. Read the following and then sign your initials in the box: Initials

5.3. The area where in-house testing will occur is clearly identified on the Form MJ-02: Premises Diagram that is submitted with this application. [Signature]

5.4. Describe the testing procedures and protocols the marijuana product manufacturing facility will follow:

Our facility is proposing that we will be doing in-house testing so we may ensure the edible products we manufacture will be in compliance with 3AAC 306.560 for potency of THC by testing to make sure our products do not exceed the 5mg THC per 1 serving. Our facility will have a small counter/table for testing. Our facility will be using a commercial test kit and following the manufactures directions. Our facility will require the person testing the edible to adhere to all of our health and safety requirements. (wearing hair net, washing hands, wearing safety glasses, wearing nitril gloves (non latex), and practicing the procedures set forth by the commercial test kit) The commercial test kit we are proposing provides visual color indicators for the substances contained in the cannabis products. The kit uses Thin Layer Chromatography (TLC). To start the test by taking a small amount of cannabis edible (approx. 100mg) and mix with a test fluid (1ml). Drop the mixture by pipette onto a slide (TLC plate). The TLC plate is placed in a developing solvent with only the bottom portion of the plate in the solvent. In the mobile phase, the developing solvent or carrier fluid, rises slowly up the TLC plate by capillary action. As the solvent moves upward on the TLC plate, it passes though the cannabis test droplet. Each component of the test droplet will differ in solubility and In absorption. The various components will be carried up the TLC plate, some farther than others. The TLC plate is removed from the developing solvent when the solvent reaches the top of the plate. The TLC plate is allowed to dry for three minutes and is then sprayed with dye providing a visual profile of the test droplet components. Each cannablnoid appears as a specific color in a distinct location on the TLC plate.



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Bar		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: 3" x 6" Rectangle Texture: Chocolate bar		
Ingredients: This box is not applicable to marijuana concentrates.	Dark Cocoa Powder Real Maple Syrup Vanilla Extract Canna-Butter Salt		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Put water in double boiler. Turn on heat to low. Put Infused Cocoa Butter into the double boiler, melt if necessary to a liquid form. Sift Dark chocolate into a bowl and add to boiler and slowly mix it in. Add the maple syrup, vanilla extract and pinch of salt and mix together slowly until smooth texture. Turn off heat and pour into chocolate bar mold. Refrigerate 1 hour. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			




Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Bar
Product Type:	Edible

<p>Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.</p>	<ol style="list-style-type: none"> 1. Color: Silver 2. Size: 5" x 7" 3. Package Material: Metallized 2.5 mil poly provides two layers of protection from moisture and light. Zipper-top closure. FDA and USDA compliant. Preserve foods, dry mixes and other materials. 4. Total THC: 40mg 5mg per serving 5. Total 8 servings <i>1 square = 1 serving</i> <div style="text-align: right;">  </div>
--	--


<p>Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.</p>	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 8. ounces Servings: 8 servings THC: 40 mg total, 5mg per serving <i>1 square = 1 ounce = 1 serving</i></p> </td> <td style="width: 50%;"> <p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p> </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="3" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td style="width: 33%;">THC.....24.4%</td> <td style="width: 33%;">Integrity Labs #55555</td> <td style="width: 33%;">Test Date: 08/2/18</td> </tr> <tr> <td>THCA.....0.1%</td> <td>123 ABC St</td> <td>Lot ID: 40M-001</td> </tr> <tr> <td>CBD.....0.1%</td> <td>Anchorage., AK 99501</td> <td>Sample ID: 40M6843</td> </tr> <tr> <td>CBDA.....0.3%</td> <td>907-555-5555</td> <td>Product Name: Coco Flower</td> </tr> <tr> <td>CBN.....1.5%</td> <td></td> <td></td> </tr> <tr> <td>Cannabinoid Total.....26.4%</td> <td></td> <td></td> </tr> <tr> <td>Moisture Content.....7.5%</td> <td colspan="2">Tested for: 420 on Main, 3468 Main St, Homer AK</td> </tr> <tr> <td>Microbial Screen.....Pass</td> <td colspan="2">License: 16718</td> </tr> <tr> <td>(STEC) Bacteria – Less than 1 (CFU/g)....Pass</td> <td></td> <td></td> </tr> <tr> <td>Homogenous Product.....Pass</td> <td></td> <td></td> </tr> <tr> <td>Solvent Based Concentrate.....Pass</td> <td></td> <td></td> </tr> </table>	<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 8. ounces Servings: 8 servings THC: 40 mg total, 5mg per serving <i>1 square = 1 ounce = 1 serving</i></p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>	Certificate of Analysis			THC.....24.4%	Integrity Labs #55555	Test Date: 08/2/18	THCA.....0.1%	123 ABC St	Lot ID: 40M-001	CBD.....0.1%	Anchorage., AK 99501	Sample ID: 40M6843	CBDA.....0.3%	907-555-5555	Product Name: Coco Flower	CBN.....1.5%			Cannabinoid Total.....26.4%			Moisture Content.....7.5%	Tested for: 420 on Main, 3468 Main St, Homer AK		Microbial Screen.....Pass	License: 16718		(STEC) Bacteria – Less than 1 (CFU/g)....Pass			Homogenous Product.....Pass			Solvent Based Concentrate.....Pass		
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Solvent Based Concentrate.....Pass																																							



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Chili Bar		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: 3" x 6" Rectangle Texture: Chocolate bar		
Ingredients: This box is not applicable to marijuana concentrates.	Dark Cocoa Powder Real Maple Syrup Vanilla Extract Canna-Butter Salt Chili Flake		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Put water in double boiler. Turn on heat to low. Put Infused Cocoa Butter into the double boiler, melt if necessary to a liquid form. Sift Dark chocolate into a bowl and add to boiler and slowly mix it in. Add the maple syrup, vanilla extract, salt and chili flake. Mix together slowly until smooth texture. Turn off heat and pour into chocolate bar mold. Refrigerate 1 hour. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Chili Bar
Product Type:	Edible

<p>Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.</p>	<ol style="list-style-type: none"> 1. Color: Silver 2. Size: 5" x 7" 3. Package Material: Metallized 2.5 mil poly provides two layers of protection from moisture and light. Zipper-top closure. FDA and USDA compliant. Preserve foods, dry mixes and other materials. 4. Total THC: 40mg 5mg per serving 5. Total 8 servings, 1 square = 1 serving
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<p>Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.</p>	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1"> <tr> <td> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 8 ounces Servings: 8 servings THC: 40 mg total, 5mg per serving 1 square = 1 ounce = 1 serving</p> </td> <td> <p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p> </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1"> <tr> <td colspan="3" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td>THC.....24.4%</td> <td>Integrity Labs #55555</td> <td>Test Date: 08/2/18</td> </tr> <tr> <td>THCA.....0.1%</td> <td>123 ABC St</td> <td>Lot ID: 40M-001</td> </tr> <tr> <td>CBD.....0.1%</td> <td>Anchorage,, AK 99501</td> <td>Sample ID: 40M6843</td> </tr> <tr> <td>CBDA.....0.3%</td> <td>907-555-5555</td> <td>Product Name: Coco Flower</td> </tr> <tr> <td>CBN.....1.5%</td> <td></td> <td></td> </tr> <tr> <td>Cannabinoid Total.....26.4%</td> <td></td> <td></td> </tr> <tr> <td>Moisture Content.....7.5%</td> <td colspan="2">Tested for: 420 on Main, 3468 Main St, Homer AK</td> </tr> <tr> <td>Microbial Screen.....Pass</td> <td colspan="2">License: 16718</td> </tr> <tr> <td>(STEC) Bacteria – Less than 1 (CFU/g)....Pass</td> <td></td> <td></td> </tr> <tr> <td>Homogenous Product.....Pass</td> <td></td> <td></td> </tr> <tr> <td>Solvent Based Concentrate.....Pass</td> <td></td> <td></td> </tr> </table>	<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 8 ounces Servings: 8 servings THC: 40 mg total, 5mg per serving 1 square = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>	Certificate of Analysis			THC.....24.4%	Integrity Labs #55555	Test Date: 08/2/18	THCA.....0.1%	123 ABC St	Lot ID: 40M-001	CBD.....0.1%	Anchorage,, AK 99501	Sample ID: 40M6843	CBDA.....0.3%	907-555-5555	Product Name: Coco Flower	CBN.....1.5%			Cannabinoid Total.....26.4%			Moisture Content.....7.5%	Tested for: 420 on Main, 3468 Main St, Homer AK		Microbial Screen.....Pass	License: 16718		(STEC) Bacteria – Less than 1 (CFU/g)....Pass			Homogenous Product.....Pass			Solvent Based Concentrate.....Pass		
<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 8 ounces Servings: 8 servings THC: 40 mg total, 5mg per serving 1 square = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>																																						
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Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Mint Bar		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: 3" x 6" Rectangle Texture: Chocolate bar		
Ingredients: This box is not applicable to marijuana concentrates.	Dark Cocoa Powder Real Maple Syrup Vanilla Extract Mint Extract Canna-Butter Salt		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Put water in double boiler. Turn on heat to low. Put Infused Cocoa Butter into the double boiler, melt if necessary to a liquid form. Sift Dark chocolate into a bowl and add to boiler and slowly mix it in. Add the maple syrup, vanilla extract, mint extract and salt. Mix together slowly until smooth texture. Turn off heat and pour into chocolate bar mold. Refrigerate 1 hour. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Mint Bar
Product Type:	Edible

<p>Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.</p>	<ol style="list-style-type: none"> 1. Color: Silver 2. Size: 5" x 7" 3. Package Material: Metallized 2.5 mil poly provides two layers of protection from moisture and light. Zipper-top closure. FDA and USDA compliant. Preserve foods, dry mixes and other materials. 4. Total THC: 40mg 5mg per serving 5. Total 8 servings, 1 square = 1 serving
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<p>Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.</p>	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1"> <tr> <td> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 8 ounces Servings: 8 servings THC: 40 mg total, 5mg per serving 1 square = 1 ounce = 1 serving</p> </td> <td> <p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p> </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1"> <tr> <td colspan="2" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td> THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4% Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass </td> <td> Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718 </td> </tr> </table>	<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 8 ounces Servings: 8 servings THC: 40 mg total, 5mg per serving 1 square = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>	Certificate of Analysis		THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4% Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass	Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718
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Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.


Product Name:	Dark Chocolate Cup		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter Texture: Clay like		
Ingredients: This box is not applicable to marijuana concentrates.	Dark Cocoa Powder Canna-Butter Real Maple Syrup Vanilla Extract Salt		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Put water in double boiler. Turn on heat to low. Put Infused Canna-Butter into the double boiler, melt if necessary to a liquid form. Sift dark cocoa into a bowl and add to boiler and slowly mix it in. Add the maple syrup, vanilla extract and salt. Mix together slowly until smooth texture. Turn off heat and pour into mold. Refrigerate 1 hour. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Cup
Product Type:	Edible
Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.	<p>Color: White Size: 4" x 7" Packaging Material: Rice Paper / PET / Linear Low Density Polyethylene Packaging Details: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second zip lock re-sealable seal. Servings: 10 individual servings per bag, 1 piece = 1 serving THC: 5mg THC in each serving. Total THC: 50mg</p> 


Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1"> <tr> <td>Manufactured by: 420 on Main, LLC AMCO Lic# 16718</td> <td>Warning:</td> </tr> <tr> <td>Lot # 40M-001</td> <td>Marijuana has intoxicating effects and may be habit forming and addictive.</td> </tr> <tr> <td>Net Weight: 10 ounces</td> <td>Marijuana impairs concentration, coordination and judgment.</td> </tr> <tr> <td>Servings: 10 individual servings</td> <td>Do not operate a vehicle or machinery under its influence.</td> </tr> <tr> <td>THC: 50 mg total, 5mg per serving</td> <td>There are health risks associated with consumption of marijuana.</td> </tr> <tr> <td>1 piece = 1 ounce = 1 serving</td> <td>For use only by adults twenty-one and older.</td> </tr> <tr> <td></td> <td>Keep out of the reach of children.</td> </tr> <tr> <td></td> <td>Marijuana should not be used by women who are pregnant or breast feeding.</td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1"> <tr> <td colspan="2">Certificate of Analysis</td> </tr> <tr> <td>THC.....24.4%</td> <td>Integrity Labs #55555 Test Date: 08/2/18</td> </tr> <tr> <td>THCA.....0.1%</td> <td>123 ABC St Lot ID: 40M-001</td> </tr> <tr> <td>CBD.....0.1%</td> <td>Anchorage,, AK 99501 Sample ID: 40M6843</td> </tr> <tr> <td>CBDa.....0.3%</td> <td>907-555-5555 Product Name: Coco Flower</td> </tr> <tr> <td>CBN.....1.5%</td> <td></td> </tr> <tr> <td>Cannabinoid Total.....26.4%</td> <td></td> </tr> <tr> <td>Moisture Content.....7.5%</td> <td>Tested for: 420 on Main, 3468 Main St, Homer AK</td> </tr> <tr> <td>Microbial Screen.....Pass</td> <td>License: 16718</td> </tr> <tr> <td>(STEC) Bacteria – Less than 1 (CFU/g)....Pass</td> <td></td> </tr> <tr> <td>Homogenous Product.....Pass</td> <td></td> </tr> <tr> <td>Solvent Based Concentrate.....Pass</td> <td></td> </tr> </table>	Manufactured by: 420 on Main, LLC AMCO Lic# 16718	Warning:	Lot # 40M-001	Marijuana has intoxicating effects and may be habit forming and addictive.	Net Weight: 10 ounces	Marijuana impairs concentration, coordination and judgment.	Servings: 10 individual servings	Do not operate a vehicle or machinery under its influence.	THC: 50 mg total, 5mg per serving	There are health risks associated with consumption of marijuana.	1 piece = 1 ounce = 1 serving	For use only by adults twenty-one and older.		Keep out of the reach of children.		Marijuana should not be used by women who are pregnant or breast feeding.	Certificate of Analysis		THC.....24.4%	Integrity Labs #55555 Test Date: 08/2/18	THCA.....0.1%	123 ABC St Lot ID: 40M-001	CBD.....0.1%	Anchorage,, AK 99501 Sample ID: 40M6843	CBDa.....0.3%	907-555-5555 Product Name: Coco Flower	CBN.....1.5%		Cannabinoid Total.....26.4%		Moisture Content.....7.5%	Tested for: 420 on Main, 3468 Main St, Homer AK	Microbial Screen.....Pass	License: 16718	(STEC) Bacteria – Less than 1 (CFU/g)....Pass		Homogenous Product.....Pass		Solvent Based Concentrate.....Pass	
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Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Chili Cup		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter Texture: Clay like		
Ingredients: This box is not applicable to marijuana concentrates.	Dark Cocoa Powder Canna-Butter Real Maple Syrup Vanilla Extract Salt Chili Flake		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Put water in double boiler. Turn on heat to low. Put Infused Canna-Butter into the double boiler, melt if necessary to a liquid form. Sift dark cocoa into a bowl and add to boiler and slowly mix it in. Add the maple syrup, vanilla extract, chili flake and salt. Mix together slowly until smooth texture. Turn off heat and pour into mold. Refrigerate 1 hour. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels


Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Chili Cup
Product Type:	Edible

Packaging Description:
Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.

Color: White
Size: 4" x 7"
Packaging Material: Rice Paper / PET / Linear Low Density Polyethylene
Packaging Details: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second zip lock re-sealable seal.
Servings: 10 individual servings per bag, 1 piece = 1 serving
THC: 5mg THC in each serving.
Total THC: 50mg



Sample Labels:
Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.

SAMPLE-----To be included on individual sale packaging:

Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving	Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.
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SAMPLE-----Shipping Label to a Retail Store:

Certificate of Analysis		
THC.....24.4%	Integrity Labs #55555	Test Date: 08/2/18
THCA.....0.1%	123 ABC St	Lot ID: 40M-001
CBD.....0.1%	Anchorage,, AK 99501	Sample ID: 40M6843
CBDA.....0.3%	907-555-5555	Product Name: Coco Flower
CBN.....1.5%		
Cannabinoid Total.....26.4%		
Moisture Content.....7.5%	Tested for: 420 on Main, 3468 Main St, Homer AK	
Microbial Screen.....Pass	License: 16718	
(STEC) Bacteria – Less than 1 (CFU/g).....Pass		
Homogenous Product.....Pass		
Solvent Based Concentrate.....Pass		



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Wild Alaskan Blueberry Cup		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter Texture: Clay like with berry nuggets		
Ingredients: This box is not applicable to marijuana concentrates.	Dark Cocoa Powder Canna-Butter Real Maple Syrup Vanilla Extract Salt Dried blueberries		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Put water in double boiler. Turn on heat to low. Put Infused Canna-Butter into the double boiler, melt if necessary to a liquid form. Sift dark cocoa into a bowl and add to boiler and slowly mix it in. Add the maple syrup, vanilla extract, dried blueberries and salt. Mix together slowly until smooth texture. Turn off heat and pour into mold. Refrigerate 1 hour. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			




Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Wild Alaskan Blueberry Cup
Product Type:	Edible

<p>Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.</p>	<p>Color: White Size: 4" x 7" Packaging Material: Rice Paper / PET / Linear Low Density Polyethylene Packaging Details: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second zip lock re-sealable seal. Servings: 10 individual servings per bag, 1 piece = 1 serving THC: 5mg THC in each serving. Total THC: 50 mg</p> <div style="text-align: right;">  </div>
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<p>Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.</p>	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p> </td> <td style="width: 50%;"> <p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.</p> </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td style="width: 50%;"> <p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p> <p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p> </td> <td style="width: 50%;"> <p>Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower</p> <p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p> </td> </tr> </table>	<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.</p>	Certificate of Analysis		<p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p> <p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p>	<p>Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower</p> <p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p>
<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.</p>						
Certificate of Analysis							
<p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p> <p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p>	<p>Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower</p> <p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p>						



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Wild Alaskan Salmonberry Cup		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter Texture: Clay like with berry nuggets		
Ingredients: This box is not applicable to marijuana concentrates.	Dark Cocoa Powder Canna-Butter Real Maple Syrup Vanilla Extract Salt Dried Salmonberries		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Put water in double boiler. Turn on heat to low. Put Infused Canna-Butter into the double boiler, melt if necessary to a liquid form. Sift dark cocoa into a bowl and add to boiler and slowly mix it in. Add the maple syrup, vanilla extract, dried salmonberries and salt. Mix together slowly until smooth texture. Turn off heat and pour into mold. Refrigerate 1 hour. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels


Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Dark Chocolate Wild Alaskan Salmonberry Cup
Product Type:	Edible

Packaging Description:
Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.

Color: White
Size: 4" x 7"
Packaging Material: Rice Paper / PET / Linear Low Density Polyethylene
Packaging Details: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second zip lock re-sealable seal.
Servings: 10 individual servings per bag, 1 piece = 1 serving
THC: 5mg THC in each serving.
Total THC: 50 mg



Sample Labels:
Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.

SAMPLE-----To be included on individual sale packaging:

Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving	Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.
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SAMPLE-----Shipping Label to a Retail Store:

Certificate of Analysis	
THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4% Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)...Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass	Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage,, AK.99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Chocolate Chip Cookie		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable,	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter - resembles mini-muffin Texture: Firm cookie texture		
Ingredients: This box is not applicable to marijuana concentrates.	Gluten Free Cookie Mix Canna-Butter Egg		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Preheat oven to 325. Sift gluten free mix into a bowl and mix in egg and canna-butter. Mix well, Put tablespoon in each muffin mold. Bake 30 minutes. Remove from oven. Let cool 5 minutes. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			




Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Chocolate Chip Cookie
Product Type:	Edible

<p>Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.</p>	<p>Color: White Size: 5" x 8" Packaging Material: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second zip lock re-sealable seal. Servings: 10 individual servings per bag, 1 piece = 1 serving THC: 5mg THC in each serving. Total THC: 50 mg</p>	
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<p>Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.</p>	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p> </td> <td style="width: 50%;"> <p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p> </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td style="width: 50%;"> <p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p> </td> <td style="width: 50%;"> <p>Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage,, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower</p> </td> </tr> <tr> <td style="width: 50%;"> <p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p> </td> <td style="width: 50%;"> <p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p> </td> </tr> </table>	<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>	Certificate of Analysis		<p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p>	<p>Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage,, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower</p>	<p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p>	<p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p>
<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>								
Certificate of Analysis									
<p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p>	<p>Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage,, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower</p>								
<p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p>	<p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p>								



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Brownie		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter - resembles mini-muffin Texture: Firm cookie texture		
Ingredients: This box is not applicable to marijuana concentrates.	Gluten Free Brownie Mix Canna-Butter Egg		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Preheat oven to 325. Sift gluten free mix into a bowl and mix in egg and canna-butter. Mix well, Put tablespoon in each muffin mold. Bake 30 minutes. Remove from oven. Let cool 5 minutes. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 - Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Brownie
Product Type:	Edible

Packaging Description:
 Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.

Color: White
 Size: 5" x 8"
 Packaging Material: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second a zip lock re-sealable seal.
 Servings: 10 individual servings per bag, 1 piece = 1 serving
 THC: 5mg THC in each serving.
 Total THC: 50mg



Sample Labels:
 Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.

SAMPLE-----To be included on individual sale packaging:

Manufactured by: 420 on Main, LLC AMCO Lic# 16718	Warning:
Lot # 40M-001	Marijuana has intoxicating effects and may be habit forming and addictive.
Net Weight: 10 ounces	Marijuana impairs concentration, coordination and judgment
Servings: 10 individual servings	Do not operate a vehicle or machinery under its influence.
THC: 50 mg total, 5mg per serving	There are health risks associated with consumption of marijuana.
1 piece = 1 ounce = 1 serving	For use only by adults twenty-one and older
	Keep out of the reach of children.
	Marijuana should not be used by women who are pregnant or breast feeding

SAMPLE-----Shipping Label to a Retail Store:


Certificate of Analysis		
THC.....24.4%	Integrity Labs #55555	Test Date: 08/2/18
THCA.....0.1%	123 ABC St	Lot ID: 40M-001
CBD.....0.1%	Anchorage, AK 99501	Sample ID: 40M6843
CBDA.....0.3%	907-555-5555	Product Name: Coco Flower
CBN.....1.5%		
Cannabinoid Total.....26.4%		
Moisture Content.....7.5%	Tested for: 420 on Main, 3468 Main St, Homer AK	
Microbial Screen.....Pass	License: 16718	
(STEC) Bacteria - Less than 1 (CFU/g)....Pass		
Homogenous Product.....Pass		
Solvent Based Concentrate.....Pass		



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Wild Alaskan Blueberry Brownie		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter - resembles mini-muffin Texture: Firm cookie texture with berry nuggets		
Ingredients: This box is not applicable to marijuana concentrates.	Gluten Free Brownie Mix Canna-Butter Egg Dried Berries		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Preheat oven to 325. Sift gluten free mix into a bowl and mix in egg and canna-butter and dried berries. Mix well, Put tablespoon in each muffin mold. Bake 30 minutes. Remove from oven. Let cool 5 minutes. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			




Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Wild Alaskan Blueberry Brownie
Product Type:	Edible

<p>Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.</p>	<p>Color: White Size: 5" x 8" Packaging Material: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second a zip lock re-sealable seal. Servings: 10 individual servings per bag, 1 piece = 1 serving THC: 5mg THC in each serving. Total THC: 50 mg</p> 
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<p>Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.</p>	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1"> <tr> <td> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p> </td> <td> <p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p> </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1"> <tr> <td colspan="3" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td>THC.....24.4%</td> <td>Integrity Labs #55555</td> <td>Test Date: 08/2/18</td> </tr> <tr> <td>THCA.....0.1%</td> <td>123 ABC St</td> <td>Lot ID: 40M-001</td> </tr> <tr> <td>CBD.....0.1%</td> <td>Anchorage,, AK 99501</td> <td>Sample ID: 40M6843</td> </tr> <tr> <td>CBDA.....0.3%</td> <td>907-555-5555</td> <td>Product Name: Coco Flower</td> </tr> <tr> <td>CBN.....1.5%</td> <td></td> <td></td> </tr> <tr> <td>Cannabinoid Total.....26.4%</td> <td></td> <td></td> </tr> <tr> <td>Moisture Content.....7.5%</td> <td colspan="2">Tested for: 420 on Main, 3468 Main St, Homer AK</td> </tr> <tr> <td>Microbial Screen.....Pass</td> <td colspan="2">License: 16718</td> </tr> <tr> <td>(STEC) Bacteria – Less than 1 (CFU/g)....Pass</td> <td></td> <td></td> </tr> <tr> <td>Homogenous Product.....Pass</td> <td></td> <td></td> </tr> <tr> <td>Solvent Based Concentrate.....Pass</td> <td></td> <td></td> </tr> </table>	<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>	Certificate of Analysis			THC.....24.4%	Integrity Labs #55555	Test Date: 08/2/18	THCA.....0.1%	123 ABC St	Lot ID: 40M-001	CBD.....0.1%	Anchorage,, AK 99501	Sample ID: 40M6843	CBDA.....0.3%	907-555-5555	Product Name: Coco Flower	CBN.....1.5%			Cannabinoid Total.....26.4%			Moisture Content.....7.5%	Tested for: 420 on Main, 3468 Main St, Homer AK		Microbial Screen.....Pass	License: 16718		(STEC) Bacteria – Less than 1 (CFU/g)....Pass			Homogenous Product.....Pass			Solvent Based Concentrate.....Pass		
<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving 1 piece = 1 ounce = 1 serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>																																						
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Homogenous Product.....Pass																																							
Solvent Based Concentrate.....Pass																																							



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Wild Alaskan Salmonberry Brownie		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark Brown Shape: Circle - 2 inches in diameter - resembles mini-muffin Texture: Firm cookie texture with berry nuggets		
Ingredients: This box is not applicable to marijuana concentrates.	Gluten Free Brownie Mix Canna-Butter Egg Dried Berries		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Preheat oven to 325. Sift gluten free mix into a bowl and mix in egg and canna-butter and dried berries. Mix well, Put tablespoon in each muffin mold. Bake 30 minutes. Remove from oven. Let cool 5 minutes. Remove from mold. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Gluten Free Wild Alaskan Salmonberry Brownie
Product Type:	Edible
Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.	<p>Color: White Size: 5" x 8" Packaging Material: Natural matte rice paper feel and a full width clear window with a clear lining inside and uses a PET barrier material to protect items from moisture and odor. Each pouch is heat sealable and after being sealed it also has a convenient tear notch and a second a zip lock re-sealable seal. Servings: 10 individual servings per bag, <i>1 piece = 1 serving</i> THC: 5mg THC in each serving. Total THC: 50 mg</p> 


Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1"> <tr> <td>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving <i>1 piece = 1 ounce = 1 serving</i></td> <td>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.</td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1"> <tr> <td colspan="2" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td>THC.....24.4%</td> <td>Integrity Labs #55555 Test Date: 08/2/18</td> </tr> <tr> <td>THCA.....0.1%</td> <td>123 ABC St Lot ID: 40M-001</td> </tr> <tr> <td>CBD.....0.1%</td> <td>Anchorage, AK 99501 Sample ID: 40M6843</td> </tr> <tr> <td>CBDA.....0.3%</td> <td>907-555-5555 Product Name: Coco Flower</td> </tr> <tr> <td>CBN.....1.5%</td> <td></td> </tr> <tr> <td>Cannabinoid Total.....26.4%</td> <td></td> </tr> <tr> <td>Moisture Content.....7.5%</td> <td>Tested for: 420 on Main, 3468 Main St, Homer AK</td> </tr> <tr> <td>Microbial Screen.....Pass</td> <td>License: 16718</td> </tr> <tr> <td>(STEC) Bacteria – Less than 1 (CFU/g)....Pass</td> <td></td> </tr> <tr> <td>Homogenous Product.....Pass</td> <td></td> </tr> <tr> <td>Solvent Based Concentrate.....Pass</td> <td></td> </tr> </table>	Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving <i>1 piece = 1 ounce = 1 serving</i>	Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.	Certificate of Analysis		THC.....24.4%	Integrity Labs #55555 Test Date: 08/2/18	THCA.....0.1%	123 ABC St Lot ID: 40M-001	CBD.....0.1%	Anchorage, AK 99501 Sample ID: 40M6843	CBDA.....0.3%	907-555-5555 Product Name: Coco Flower	CBN.....1.5%		Cannabinoid Total.....26.4%		Moisture Content.....7.5%	Tested for: 420 on Main, 3468 Main St, Homer AK	Microbial Screen.....Pass	License: 16718	(STEC) Bacteria – Less than 1 (CFU/g)....Pass		Homogenous Product.....Pass		Solvent Based Concentrate.....Pass	
Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 10 ounces Servings: 10 individual servings THC: 50 mg total, 5mg per serving <i>1 piece = 1 ounce = 1 serving</i>	Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.																										
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(STEC) Bacteria – Less than 1 (CFU/g)....Pass																											
Homogenous Product.....Pass																											
Solvent Based Concentrate.....Pass																											



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	CannaButter		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	4 Months
Product Description: Details must include the color, shape, and texture.	Color: Dark yellow/green Shape: 3" x 6" Rectangle Texture: Butter		
Ingredients: This box is not applicable to marijuana concentrates.	Butter Marijuana		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Turn crockpot on to low. Place butter in crockpot. Grind marijuana in grinder. Place marijuana in crockpot for 6 hours. Turn off crockpot. Pour butter in container. Label container with date/time/batch/lot/date to be used by. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results. Use for cooking our edibles		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	CannaButter
Product Type:	Edible

Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.	<ol style="list-style-type: none"> 1. Color: Clear with White Lid 2. Size: 5" x 7" 3. Package Material: Clear plastic container with White lid 4. Total THC: 50mg-5mg per serving 5. Total 10 servings - 1 ounce per serving
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Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Warning: Lot # 40M-001 Marijuana has intoxicating effects and may be habit forming and addictive. Net Weight: 10 ounces Marijuana impairs concentration, coordination and judgment Servings: (10) 1 ounce servings Do not operate a vehicle or machinery under its influence. THC: 50 mg total, 5mg per serving There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><u>Certificate of Analysis</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">THC.....24.4%</td> <td style="width: 25%;">Integrity Labs #55555</td> <td style="width: 25%;">Test Date: 08/2/18</td> </tr> <tr> <td>THCA.....0.1%</td> <td>123 ABC St</td> <td>Lot ID: 40M-001</td> </tr> <tr> <td>CBD.....0.1%</td> <td>Anchorage,, AK 99501</td> <td>Sample ID: 40M6843</td> </tr> <tr> <td>CBDA.....0.3%</td> <td>907-555-5555</td> <td>Product Name: Coco Flower</td> </tr> <tr> <td>CBN.....1.5%</td> <td></td> <td></td> </tr> <tr> <td>Cannabinoid Total.....26.4%</td> <td></td> <td></td> </tr> </table> <p>Moisture Content.....7.5% Tested for: 420 on Main, 3468 Main St, Homer AK Microbial Screen.....Pass License: 16718 (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p> </div>	THC.....24.4%	Integrity Labs #55555	Test Date: 08/2/18	THCA.....0.1%	123 ABC St	Lot ID: 40M-001	CBD.....0.1%	Anchorage,, AK 99501	Sample ID: 40M6843	CBDA.....0.3%	907-555-5555	Product Name: Coco Flower	CBN.....1.5%			Cannabinoid Total.....26.4%		
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CBN.....1.5%																			
Cannabinoid Total.....26.4%																			



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	CannaOil		
Product Type:	Edible		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	2 years
Product Description: Details must include the color, shape, and texture.	Color: Dark yellow/green Shape: 3" x 6" Bottle Texture: Oil		
Ingredients: This box is not applicable to marijuana concentrates.	Coconut Oil Marijuana		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower/concentrate being used in the inventory tracking system. Turn crockpot on to low. Place oil in crockpot. Grind marijuana in grinder. Place marijuana in crockpot for 6 hours. Turn off crockpot. Pour oil in container. Label container with date/time/batch/lot/date to be used by. Package/label product in adherence to 3AAC 306.520 3AAC 306.565 and 3AAC 306.570 Prepare sample for transport to Lab with appropriate labeling. Store lot in storage until Lab confirms acceptable results. Use for cooking our edibles		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.


Product Name:	Cannabis Shatter		
Product Type:	Concentrate		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	2 years
Product Description: Details must include the color, shape, and texture.	Color: Dark Yellow Shape: Abstract flat pieces Texture: Smooth		
Ingredients: This box is not applicable to marijuana concentrates.	n/a		
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower being used in the inventory tracking system. Put on all required safety equipment. Process marijuana through the enclosed loop system, evaporator system and distillation process. Label final product with Date made, batch #, lot#, use by date and place in storage container leaving our an amount needed for testing and lab facility. Prepare, label, create manifest for sample to be transported to lab for official testing.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Cannabis Shatter
Product Type:	Concentrate
Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.	<p>Color: Clear Size: 5ml Material: Round Glass jar</p> <p>THC Total: 35 mg, 5 mg per serving. 1 serving = 1 gram 7 grams per container</p> 


<p>Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.</p>	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1"> <tr> <td> <p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 7 grams Servings: (1) 1 gram pieces THC: 35mg total, 5mg per serving</p> </td> <td> <p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p> </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1"> <tr> <td colspan="3"> <p align="center">Certificate of Analysis</p> </td> </tr> <tr> <td> <p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p> </td> <td> <p>Integrity Labs #55555 123 ABC St Anchorage, AK 99501 907-555-5555</p> </td> <td> <p>Test Date: 08/2/18 Lot ID: 40M-001 Sample ID: 40M6843 Product Name: Coco Flower</p> </td> </tr> <tr> <td> <p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g).....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p> </td> <td colspan="2"> <p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p> </td> </tr> </table>	<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 7 grams Servings: (1) 1 gram pieces THC: 35mg total, 5mg per serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>	<p align="center">Certificate of Analysis</p>			<p>THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4%</p>	<p>Integrity Labs #55555 123 ABC St Anchorage, AK 99501 907-555-5555</p>	<p>Test Date: 08/2/18 Lot ID: 40M-001 Sample ID: 40M6843 Product Name: Coco Flower</p>	<p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g).....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p>	<p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p>	
<p>Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 7 grams Servings: (1) 1 gram pieces THC: 35mg total, 5mg per serving</p>	<p>Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding</p>											
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<p>Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g).....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass</p>	<p>Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718</p>											



Section 6 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520, 3 AAC 306.525, and 3 AAC 306.560.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Cannabis Oil		
Product Type:	Concentrate		
Perishable: Yes/No	Yes	Shelf Life: If perishable.	2 years
Product Description: Details must include the color, shape, and texture.	Color: Dark Yellow Shape: Liquid Texture: Oily		
Ingredients: This box is not applicable to marijuana concentrates.			
Standard Production Procedure and Detailed Manufacturing Process:	Staff member will practice all Food and Safety regulations and gather all materials necessary to complete recipe and log marijuana flower being used in the inventory tracking system. Put on all required safety equipment. Process marijuana through the enclosed loop system, evaporator system and distillation process. Label final product with Date made, batch #, lot#, use by date and place in storage container leaving our an amount needed for testing and lab facility. Prepare, label, create manifest for sample to be transported to lab for official testing.		
Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.			



Section 7 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520, 3 AAC 306.565, and 3 AAC 306.570.

Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.

Product Name:	Cannabis Oil
Product Type:	Concentrate

Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Please include photos, drawings, or graphic representations.	Color: Clear Size: 5ml Material: Round Glass jar THC Total: 35 mg 5 mg per serving. 1 serving = 1 gram 7 grams per container
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Sample Labels: Provide sample labels showing how the labeling requirements set forth in 3 AAC 306.570 will be met.	<p>SAMPLE-----To be included on individual sale packaging:</p> <table border="1"> <tr> <td> Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 7 grams Servings: (7) 1 gram servings THC: 5mg per serving </td> <td> Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding. </td> </tr> </table> <p>SAMPLE-----Shipping Label to a Retail Store:</p> <table border="1"> <tr> <td colspan="2" style="text-align: center;">Certificate of Analysis</td> </tr> <tr> <td> THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4% Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass </td> <td> Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage,, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718 </td> </tr> </table>	Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 7 grams Servings: (7) 1 gram servings THC: 5mg per serving	Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.	Certificate of Analysis		THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4% Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass	Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage,, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718
Manufactured by: 420 on Main, LLC AMCO Lic# 16718 Lot # 40M-001 Net Weight: 7 grams Servings: (7) 1 gram servings THC: 5mg per serving	Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.						
Certificate of Analysis							
THC.....24.4% THCA.....0.1% CBD.....0.1% CBDA.....0.3% CBN.....1.5% Cannabinoid Total.....26.4% Moisture Content.....7.5% Microbial Screen.....Pass (STEC) Bacteria – Less than 1 (CFU/g)....Pass Homogenous Product.....Pass Solvent Based Concentrate.....Pass	Integrity Labs #55555 Test Date: 08/2/18 123 ABC St Lot ID: 40M-001 Anchorage,, AK 99501 Sample ID: 40M6843 907-555-5555 Product Name: Coco Flower Tested for: 420 on Main, 3468 Main St, Homer AK License: 16718						



Section 8 – Prohibitions

Review the requirements under 3 AAC 306.510.

8.1. I certify that the marijuana product manufacturing facility will not:

Initials

- a. sell, deliver, distribute, or transfer any marijuana, marijuana concentrate, or marijuana product directly to a consumer, with or without compensation;
- b. allow any person, including a licensee, employee, or agent, to consume marijuana, marijuana concentrate, or marijuana product on the licensed premises; or
- c. manufacture or sell any product that is an adulterated food or drink, closely resembles a familiar food or drink item including candy, or is packaged to look like candy, or in bright colors or with cartoon characters or other pictures or images that would appeal to children.

[Handwritten initials]

[Handwritten initials]

[Handwritten initials]

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

[Handwritten signature of Robert Bornt]

Signature of licensee

Robert Bornt

Printed name of licensee



[Handwritten signature of Lisa A. Davis]

Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 9th day of March, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-07 Public Notice Posting Affidavit Corrected Posting Notary
-----------------	---

OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alaska Marijuana Control Board

Form MJ-07: Public Notice Posting Affidavit

What is this form?

A public notice posting affidavit is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(10). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by posting a true copy of the application for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1).

This form must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718
License Type:	Standard Marijuana Cultivation Facility		
Doing Business As:	420 on Main, LLC		
Premises Address:	3684 Main St.		
City:	Homer	State:	AK
		ZIP:	99603

Section 2 – Certification

I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: 02/01/2018

End Date: 02/12/2018

Other conspicuous location: Red Door Laundry, Captains Coffee, Spenard Builders Supply

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Robert K. Bornt

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 13th day of July, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
 marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-08 Local Government Notice Affidavit
-----------------	---

OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1650
 Anchorage, AK 99501
marijuana.license@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to each local government and any community council in the area of the proposed licensed premises. For an establishment located inside the boundaries of city that is within a borough, both the city and the borough must be notified.

This form must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718
License Type:	Marijuana Product Manufacturing Facility		
Doing Business As:	420 on Main, LLC		
Premises Address:	3684 Main Street		
City:	Homer	State:	AK
		ZIP:	99603

Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government (LG) official(s) and community council (if applicable):

Local Government(s): Homer Date Submitted: 02/07/2018

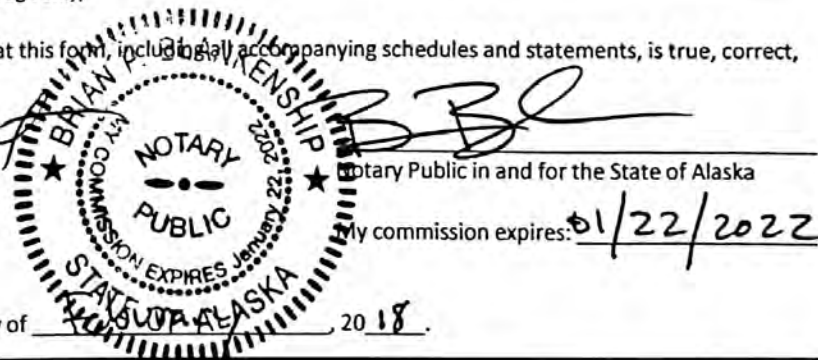
Name/Title of LG Official 1: Melissa Jacobsen City Clerk Name/Title of LG Official 2: Travis Brown, Planning Technician

Community Council: _____ Date Submitted: _____
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Robert K. Bornt
 Signature of licensee

Robert Bornt
 Printed name of licensee



Subscribed and sworn to before me this 8th day of February, 2018.



Alaska Marijuana Control Board

Form MJ-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application to each local government and any community council in the area of the proposed licensed premises. For an establishment located inside the boundaries of city that is within a borough, both the city and the borough must be notified.

This form must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718
License Type:	Marijuana Product Manufacturing Facility		
Doing Business As:	420 on Main, LLC		
Premises Address:	3468 Main St.		
City:	Homer	State:	AK
		ZIP:	99603

Section 2 – Certification

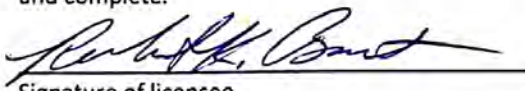
I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government (LG) official(s) and community council (if applicable):

Local Government(s): Kenai Peninsula Borough Date Submitted: 07/13/2018

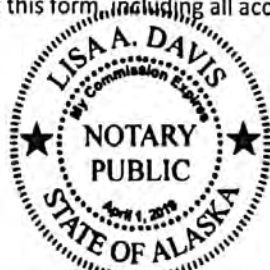
Name/Title of LG Official 1: Johni Blankenship, Borough Clerk Name/Title of LG Official 2: Bruce Wall, Planner

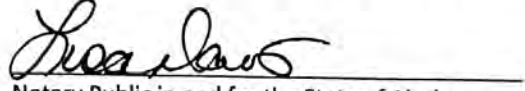
Community Council: _____ Date Submitted: _____
 (Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.


 Signature of licensee

Robert K Bornt
 Printed name of licensee




 Notary Public in and for the State of Alaska

My commission expires: 4/1/2019

Subscribed and sworn to before me this 13th day of July, 2018.



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
 marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	MJ-09 Statement of Financial Interest
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OFFICE USE ONLY

Received Date:		Payment Submitted Y/N:		Transaction #:	
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Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest

What is this form?

A statement of financial interest completed by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) and affiliate (as defined in 3 AAC 306.990(a)(1)) is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(4). A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each proposed licensee or affiliate before any license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 on Main, LLC				
Premises Address:	3684 Main Street				
City:	Homer	State:	AK	ZIP:	99603

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	Robert Bornt				
Title:	Owner/Member/Manager				
SSN:		Date of Birth:			



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

Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest

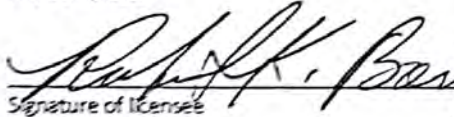
Section 3 – Certifications

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

I further certify that any ownership change shall be reported to the board as required under 3 AAC 306.040.

I understand that my fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI), and that I have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.


 Signature of licensee

Robert Bornt

Printed name of licensee




 Notary Public in and for the State of Alaska

My commission expires: 01/22/2022

Subscribed and sworn to before me this 8th day of February, 2018.

Alcohol & Marijuana Control Office

License Number: 16718

License Status: New

License Type: Marijuana Product Manufacturing Facility

Doing Business As: 420 ON MAIN, LLC

Business License Number: 1061982

Designated Licensee: Robert Bornt

Email Address: 420onmain@gmail.com

Local Government: Homer

Community Council:

Latitude, Longitude: 59.642500, -151.548300

Physical Address: 3684 Main Street
Homer, AK 99603
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10068940

Alaska Entity Name: 420 on Main, LLC

Phone Number: 907-843-2661

Email Address: 420onmain@gmail.com

Mailing Address: PO Box 3140
Homer, AK 99603
UNITED STATES

Entity Official #1

Type: Individual

Name: Robert Bornt

SSN: [REDACTED]

Date of Birth: [REDACTED]

Phone Number: 907-843-2661

Email Address: 420onmain@gmail.com

Mailing Address: PO Box 3140
Homer, AK 99603
UNITED STATES

Affiliate #1

Type: Individual

Name: Robert Bornt

SSN: [REDACTED]

Date of Birth: [REDACTED]

Phone Number: 907-843-2661

Email Address: 420onmain@gmail.com

Mailing Address: PO Box 3140
Homer, AK 99603
UNITED STATES



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

What is this form?

This cover sheet must be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

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Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Proof of Possession
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OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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LEASE AGREEMENT

This Lease Agreement shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. Landlord/Lessor, Robert Bornt, shall be referred to as "OWNER" and TENANT/LICENSEE/Lessee, 420 on Main, LLC, shall be referred to as "TENANT/LICENSEE." As consideration for this agreement, OWNER agrees to rent/lease to TENANT/LICENSEE for use of Marijuana Product Manufacturing Facility, the premises located at Blossom St in the city of Homer, AK 99603. #16718 RB RKB

***Landlord/Robert Bornt acknowledges that this premises will be used as a marijuana establishment.
***Landlord/Robert Bornt acknowledges that they can not take possession or remove marijuana from the premises and must contact AMCO. AMCO phone: 907-269-0350, address: 550 W. 7th Ave., Anchorage, AK 99501.

1. TERMS: LANDLORD agrees TENANT/LICENSEE have possession of the property January 1, 2018 to clean premises and prepare premise for business venture. TENANT/LICENSEE agrees to pay \$ 1200 per month on the 1st day of each month. This agreement shall commence on July 1, 2018 and continue on a month-to-month tenancy until either party shall terminate this agreement by giving a written notice of intention to terminate at least 30 days prior to the date of termination.

2. PAYMENTS: Rent and/or other charges are to be paid at such place or method designated by the owner as follows in person. All payments are to be made by check or money order and cash shall be acceptable. All payments are to be made payable to Robert Bornt.

3. SECURITY DEPOSITS: The total of the above deposits shall secure compliance with the terms and conditions of this agreement and shall be refunded to TENANT/LICENSEE within 30 days after the premises have been completely vacated less any amount necessary to pay OWNER; a) any unpaid rent, b) cleaning costs, c) key replacement costs, d) cost for repair of damages to premises and/or common areas above ordinary wear and tear, and e) any other amount legally allowable under the terms of this agreement. A written accounting of said charges shall be presented to TENANT/LICENSEE within 3 days of move-out. If deposits do not cover such costs and damages, the TENANT/LICENSEE shall immediately pay said additional costs for damages to OWNER.

4. LATE CHARGE: A late fee of \$ 25.00, shall be added and due for any payment of rent made after the 5th of the month. Any dishonored check shall be treated as unpaid rent, and subject to an additional fee of \$ 40.00.

5. UTILITIES: TENANT/LICENSEE agrees to pay all utilities and/or services based upon occupancy of the premises.

6. OCCUPANTS: NO OTHERS shall occupy the premises.

7. PETS: No animal, fowl, fish, reptile, and/or pet of any kind shall be kept on or about the premises.

8. NOISE: TENANT/LICENSEE agrees not to cause or allow any noise or activity on the premises which might disturb the peace and quiet of the neighborhood after regular business hours. Said noise and/or activity shall be a breach of this agreement.

9. CONDITION OF PREMISES: TENANT/LICENSEE acknowledges that he has examined the premises and agrees to accepting the conditions of said premises.

10. ALTERATIONS: TENANT/LICENSEE shall have authorization to build to suit business needs on interior of building.

11. PROPERTY MAINTENANCE: TENANT/LICENSEE shall deposit all garbage and waste in a clean and sanitary manner into the proper receptacles and keep the garbage area neat and clean. TENANT/LICENSEE agrees to follow all state and local regulations for proper disposal of waste.

12. TERMINATION: Either party may terminate agreement by giving to the other a 30-day written notice of intention to terminate.

13. INSURANCE: TENANT/LICENSEE acknowledges that OWNERS insurance does not cover personal property damage caused by fire, theft, rain, war, acts of God, acts of others, and/or any other causes, nor shall OWNER be held liable for such losses. TENANT/LICENSEE is hereby advised to obtain his own insurance policy to cover any personal losses.

14. ASSIGNMENT: TENANT/LICENSEE agrees not to transfer, assign or sublet the premises or any part thereof.

15. PARTIAL INVALIDITY: Nothing contained in this Agreement shall be construed as waiving any of the OWNER'S or TENANT/LICENSEE'S rights under the law. If any part of this Agreement shall be in conflict with the law, that part shall be void to the extent that it is in conflict, but shall not invalidate this Agreement nor shall it affect the validity or enforceability of any other provision of this Agreement.

16. ATTORNEY FEES: If any legal action or proceedings be brought by either party of this Agreement, the prevailing party shall be reimbursed for all reasonable attorney's fees and costs in addition to other damages awarded.

28. NOTICES: All notices to TENANT/LICENSEE shall be served at TENANT/LICENSEE'S premises and all notices to OWNER shall be served at Robert Bornt, PO Box 3140, Homer, AK 99603

31. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between OWNER and TENANT/LICENSEE. No oral agreements have been entered into, and all modifications or notices shall be in writing to be valid.

32. RECEIPT OF AGREEMENT: The undersigned TENANT/LICENSEES have read and understand this Agreement and hereby acknowledge receipt of a copy of this Rental Agreement.

Owner or Agent Signature Robert K. Bornt

Date: July 1, 2018 address amended 10/25/18 Robert K. Bornt

TENANT/LICENSEE'S Signature Robert K. Bornt

Date July 1, 2018 10/25/18 Robert K. Bornt



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	420 on Main, LLC	License Number:	16718		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	420 ON MAIN, LLC				
Physical Address:	3684 Main Street				
City:	Homer	State:	AK	Zip Code:	99603
Designated Licensee:	Robert Bornt				
Email Address:	420onmain@gmail.com				

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	Publisher's Affidavit
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OFFICE USE ONLY

Received Date:	Payment Submitted Y/N:	Transaction #:
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PUBLISHER'S AFFIDAVIT

UNITED STATES OF AMERICA, }
STATE OF ALASKA } ss:

Denise Reece being first duly sworn, on oath deposes and says:

That I am and was at all times here in this affidavit mentions, Supervisor of Legals of the Morris Publishing Group/Peninsula Clarion, a newspaper of general circulation and published at Kenai, Alaska, that the New Marijuana Product Manufacturing Facility

a printed copy of which is hereto annexed was published in said paper one each and every week for three successive and consecutive weeks in the issues on the following dates:

February 1, 8, 15, 2018

X Denise Reece

SUBSCRIBED AND SWORN to me before

this 16th day of February, 2018

[Signature]

NOTARY PUBLIC in favor for the State of Alaska.

My Commission expires 29-Aug-20



NEW MARIJUANA PRODUCT MANUFACTURING FACILITY LICENSE

420 on Main, LLC is applying under 3 AAC 306.500(a)(1) for a new Marijuana Product Manufacturing Facility license, license #16718, doing business as 420 ON MAIN, LLC, located at 3684 Main Street, Homer, AK, 99603, UNITED STATES.

Interested persons may object to the application by submitting a written statement of reasons for the objection to their local government, the applicant, and the Alcohol & Marijuana Control Office (AMCO) not later than 30 days after the director has determined the application to be complete and has given written notice to the local government. Once an application is determined to be complete, the objection deadline and a copy of the application will be posted on AMCO's website at <https://www.commerce.alaska.gov/web/amco>. Objections should be sent to AMCO at marijuana.licensing@alaska.gov or to 550 W 7th Ave, Suite 1600, Anchorage, AK 99501.
Pub: 2/1,8,15/2018 8225330/743076



City of Homer

www.cityofhomer-ak.gov

Police Department

4060 Heath Street
Homer, Alaska 99603

police@cityofhomer-ak.gov

(p) 907-235-3150

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

Memorandum

TO: Rachel Tussey, Deputy City Clerk

FROM: Mark Robl, Police Chief *MR*

DATE: November 15, 2018

SUBJECT: New Marijuana Product Manufacturing Facility License for 420 On Main, LLC

There is no objection to this Marijuana Product Manufacturing Facility.

Type: Marijuana Product Manufacturing Facility

License #: 16718

DBA Name: 420 on Main, LLC

Service Location: 3684 Main Street, Homer, AK 99603

Licensess: 420 on Main, LLC

Designated Licensee: Robert Bornt

Mailing Address: 3684 Main Street, Apt. #1, Homer, AK 99603



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: MARK ROBL, POLICE CHIEF

CC: JONA FOCHT, COMMUNICATIONS SUPERVISOR

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: NOVEMBER 14, 2018

SUBJECT: NEW MARIJUANA PRODUCT MANUFACTURING FACILITY LICENSE FOR 420 ON MAIN, LLC

We have been notified by the Alcohol Marijuana Control Office of an application for a new cultivation facility marijuana license in the City of Homer for the following:

Type: Marijuana Product Manufacturing Facility
License #: 16718
DBA Name: 420 on Main, LLC
Service Location: 3684 Main Street, Homer, AK 99603
Licensee: 420 on Main, LLC
Designated Licensee: Robert Bornt
Mailing Address: 3684 Main Street, Apt #1, Homer, AK 99603

This matter is scheduled for the November 26, 2018 City Council meeting. Please respond with objections/non-objections to this new Marijuana Product Manufacturing Facility license by **Tuesday, November 20, 2018**.

Thank you for your assistance.



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 18-127

TO: MAYOR CASTNER AND HOMER CITY COUNCIL

FROM: MELISSA JACOBSEN, MMC, CITY CLERK

DATE: NOVEMBER 8, 2018

SUBJECT: LETTER FROM CITY COUNCIL TO AKDOT COMMENTING ON CHANGES TO THE
INTERSECTION AT LAKE STREET AND EAST END ROAD

Councilmember Stroozas has proposed the attached letter commenting on changes to the intersection at Lake Street and East End Road be sent to the Alaska Department of Transportation.

RECOMMENDATION:

Discuss the letter and if approved the letter will be sent to the Alaska Department of Transportation.



City of Homer

www.cityofhomer-ak.gov

Homer City Council

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-3130

(f) 907-235-3143

Mr. Clint J Adler
Project Manager, Lake Street Rehabilitation Project
AK Department of Transportation & Public Facilities
P.O. Box 196900
Anchorage, AK 99519-6900
clint.adler@alaska.gov

November 26, 2018

Dear Mr. Adler,

A Homer resident has brought to the City's attention that DOT&PF, as part of the Lake Street Rehabilitation Project, wishes to remove the Regent Church property's access to its western driveway. This driveway adjoins Pioneer Avenue at the four-way stop intersection with Lake Street and is shared by three entities: Regent Church, Boss Hogz Restaurant and the Kenai Peninsula Borough's maintenance facility. It is also crossed daily by high school students walking a footpath that directly connects the High School to businesses on Pioneer Avenue.

While we understand that driveways at intersections may pose safety concerns, this particular driveway has been established and in use for many years, and furthermore will stay in use by Kenai Peninsula Borough employees if we understand correctly.

We are writing to recommend that AK DOT&PF allow the Regent Church property to continue its shared access to the western driveway for two main reasons:

Traffic safety: Restricting access to the Regent Church property to its eastern driveway (adjoining East End Road between Lake Street and the Homer High School entrance) will congest traffic flow on East End Road and from the Lake Street intersection as cars attempt to turn left into and out of the property. East Road does not provide a dedicated turn lane to this driveway, which will create backed up traffic and an increased likelihood of collisions.

Pedestrian safety: Allowing high school students their customary access to Pioneer Avenue allows them to cross Pioneer Avenue more safely at a controlled intersection. Vehicular access to the driveway does not conflict with normal high school pedestrian traffic at the intersection.

Sincerely,

Ken Castner, Mayor
on behalf of the Homer City Council

RESOLUTIONS

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

