



MUNICIPALITY OF ANCHORAGE

Assembly Information Memorandum

AIM No. 208 - 2024

Municipal Clerk's Office

Meeting Date: December 17, 2024

Accepted

Date: **December 17, 2024**

FROM: MAYOR

SUBJECT: MULTI-AGENCY REPORT: TAKING ACTION TO PREVENT ROADWAY DEATHS, MONTH 1 UPDATE FOR (NOVEMBER 2024).

Please find the attached Month 1 Update report, which the Municipality of Anchorage and the Alaska Department of Transportation and Public Facilities jointly prepared to report on the status of actions our agencies committed to in our October 8th report and have taken through November 15, 2024, to reduce traffic fatalities and serious injuries as part of our commitment to Vision Zero.

Prepared by:	Brad Coy, P.E., PTOE, Municipal Traffic Engineer
Approved by:	Lance Wilber, Director of Economic and Community and Development
Concur:	William D. Falsey, Acting Chief Administrative Officer
Concur:	Rebecca A. Windt Pearson, Municipal Manager
Respectfully submitted:	Suzanne LaFrance, Mayor

Taking Action to Prevent Roadway Deaths, *Month 1 Update (November 2024)*

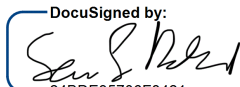
It has now been over one month since the Municipality of Anchorage (MOA) and Alaska Department of Transportation and Public Facilities (DOT&PF) submitted our October 8, 2024, report of the actions we had taken and were planning to take to prevent additional deaths on Anchorage roads.

This “Month 1 Update” explains the status of our actions through November 15, 2024, and it includes the following:

- The subheadings are updated with specific dates.
- Actions previously reported as completed in the October 8, 2024, report are shown but grayed out.
- Changes from the original report are provided in **red**. This includes revisions to actions, explanatory comments, and any new related actions.
- A new subheading, “**Actions Planned for Month 1 but Delayed**” is provided to capture those actions that were intended to be completed in the first month but that are still being worked on.

We continue to express our commitment to do this work and hope this update facilitates ongoing partnership and collaboration with the Assembly and our stakeholders.

Sincerely,

DocuSigned by:

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Sean Holland, P.E.

Alaska Department of Transportation
and Public Facilities
Central Region Director



Brad Coy, P.E., PTOE
Municipality of Anchorage
Municipal Traffic Engineer



Request #1: Immediately Install Improved Lighting

Actions Taken in the First Two Weeks (September 23 – October 8, 2024)

- Adjusted DOT&PF Maintenance and Operations staff schedules to begin winter schedule shift work earlier than usual to assess the lighting and fix any identified maintenance issues. (DOT&PF)
- Began working with an engineering consultant on a possible contract to assess lighting levels on four high-priority municipal roads identified in the AMATS Safety Plan and to provide recommendations for improvement. (MOA PM&E)
 - Bragaw Street (Northern Lights Boulevard to Glenn Highway)
 - Debar Road (Lake Otis Parkway to Airport Heights)
 - Mountain View Drive (Commercial Drive to Bragaw Street)
 - Lake Otis Parkway (Northern Lights Boulevard to 68th Avenue)

Actions Taken in Month 1 (October 9 – November 15, 2024)

- Begin evaluating lighting conditions for prioritized corridors across Anchorage. (DOT&PF and MOA) – This task was originally intended to occur in Months 2 or 3, but it was moved up to capture light levels at priority locations prior to the first snowfall.
 - Recorded data on existing roadway lighting conditions on Muldoon Road north of DeBarr Road. (DOT&PF)
 - Executed task for engineering consultant to assess lighting on two roadways. (MOA)
 - DeBarr Road from Lake Otis Parkway to Airport Heights Drive
 - Bragaw Road from Northern Lights Blvd to Glenn Highway

Actions Planned for Month 1 but Delayed

- Create a data collection plan for prioritized corridors listed in Attachment A – Action Prioritization Table. (DOT&PF and MOA Traffic Engineering and PM&E) – Drafting the data collection plan, which will focus on efforts to resume in Spring 2025 after the snow melts (decided to focus Month 1 efforts on collecting data prior to the first snowfall). Did not begin Tudor Road assessment before snow arrived.

Actions To Be Taken in Months 4 to 12 (January 9 – October 8, 2025)

- Prepare report in Summer ~~Spring~~ 2025 that documents the data gathered and includes results and recommendations based on the evaluation of the system's lighting conditions across Anchorage in Winter 2024-2025. (DOT&PF and MOA) – Moved to Summer 2025 to allow for data collection in Spring 2025 after the snow melts due to the impact the snow has on light meter readings.
- Prepare recommended action plan for advancing improved lighting projects. This could be HSIP project nominations, adding lighting to existing projects already underway, and addressing barriers to improving lighting where it is not immediately possible. (DOT&PF and MOA)
- Review lighting level standards in the Design Criteria Manual (DCM) with a focus on pedestrian-level lighting, consistent with the Vision Zero Action Plan. (MOA Traffic Engineering and PM&E)

Request #2: Lower Speed Limits By At Least 10mph, Not to Exceed 35 mph On Major Roads

Actions Taken in the First Two Weeks (September 23 – October 8, 2024)

- Identified priority corridors (Attachment A – Action Prioritization Table) for lowering speed limits, and estimated implementation timeframes that account for required speed studies, signal timing changes, transit route service changes, and public outreach. (DOT&PF and MOA)

Actions Taken in Month 1 (October 9 – November 15, 2024)

- Began speed studies and public outreach for reducing speed limits along the two highest priority locations. (DOT&PF)
 - Tudor Road (C Street to Elmore Road)
 - Muldoon Road (DeBarr Road to Boundary Avenue)
- **Began Perform** speed study and public outreach for reducing speed limits along currently active projects. (DOT&PF)
 - Elmore Road (Abbott Road to Dowling Road)
 - Elmore Road (Dr. Martin Luther King Jr Avenue to Providence Drive)
- Met with the Federation of Community Councils (FCC) and created a plan for visiting community councils throughout Anchorage as part of the required public outreach process for changing speed limits. (DOT&PF) – **Met with FCC Executive Director and have arranged presentation for Board of Delegates on October 10, 2024. Began meeting with individual community councils (see list in “Request #3” section).**
- **Obtained crowd-sourced data (INRIX), that uses vehicle metrics to show segment speeds, hard braking, hard turning, and near miss data through 2023. This data is being compiled and evaluated as part of each speed study currently being prepared. The MOA and consultants will also have access under the DOT&PF subscription to utilize the data sets going forward. (DOT&PF and MOA)**

Actions Planned for Month 1 but Delayed

- Coordinate with MOA Public Transportation Department to evaluate how speed limit reductions would affect transit routes. (MOA) – **Waiting until draft speed study is completed and can provide more specific recommendations for transit-related assessment.**
- Finalize speed limit reduction authorization on Spenard Road and coordinate with MOA Signals, MOA Paint & Sign, APD, and MOA Public Transportation Department to establish the earliest the posted reduction can take effect. (MOA Traffic Engineering) – **Decided to delay task to allow for comparable speed study format and content, including use of subscription-based INRIX data recently made available to DOT&PF and its partner organizations.**

Actions To Be Taken in Months 2 to 3 (November 16, 2024 – January 8, 2025)

- Review municipal code and prepare local legislation to align Anchorage’s default speed limits with state statute, particularly in relation to the State’s 20 mph statutory speeds in business districts. (MOA Traffic Engineering and Law)

Actions To Be Taken in Months 4 to 12 (January 9 – October 8, 2025)

- Pending the outcome of the speed studies and public outreach process, proceed with speed limit reductions on the two priority roadway segments. Coordinate with MOA Signals on signal timing changes, DOT&PF or MOA Paint & Sign shop on sign fabrication and installation, APD on enforcement/education efforts, and People Mover on schedule changes needed to align with the slower travel times. (DOT&PF and MOA)
- Visit second round of community councils in order of priority as outlined in Attachment A – Action Prioritization Table to discuss speed limit reductions and other safety improvements on next round of Anchorage streets. (DOT&PF)
- Revise MOA's Design Criteria Manual (DCM) design speeds to account for land use context by acknowledging statutory speed limits exist and making roadways design decisions fit the context of surrounding land use and adopted planning documents. (MOA PM&E and Traffic Engineering)
- Evaluate land use in Anchorage's denser neighborhoods to identify which might also fit the Alaska Administrative Code definition of an "Business District," where the statutory speed limit of 20 mph would apply (13 AC 40.010). (MOA)

Actions To Be Taken in Months 13 to 24 (October 9, 2025 – October 8, 2026)

- As part of the Bragaw Street SS4A grant award, perform the Speed Management Study to review speeds and recommend speed limit changes holistically for MOA and DOT&PF roads throughout the entire municipality. (MOA)

Related Request: Other Efforts to Reduce Travel Speeds

Actions Taken in the First Two Weeks (September 23 – October 8, 2024)

- Kicked off planning & design discussions between MOA and DOT&PF staff for Summer 2025 road diet pilot projects (reducing vehicular travel lanes) on DOT&PF roadways currently under contract with design consultants for pavement preservation projects. (DOT&PF and MOA)
 - Northern Lights Boulevard (Lake Otis Parkway to Forest Park Drive)
 - I Street (3rd Avenue to 15th Avenue)
 - L Street (3rd Avenue to 15th Avenue)
 - West Dimond Boulevard (Jewel Lake Road to Seward Highway)
 - Old Seward Highway South of O'Malley and Spur
- Created MOA work orders for the installation of speed feedback signs on municipally owned roads highest on the Action Prioritization Table – Attachment A. (MOA Traffic Engineering)
- Initiated change orders to add enhanced crosswalk striping and brush clearing on currently active projects. (DOT&PF)
 - Minnesota Drive (Spenard Road to 26th Avenue)
 - Elmore Road (Tudor Road to Providence Drive)

Actions Taken in Month 1 (October 9 – November 15, 2024)

- Installed additional speed feedback signs in key locations on MOA and DOT&PF roadways with high pedestrian crash history or identified in existing safety planning documents. DOT&PF deployed speed feedback carts in strategic locations and rotated them through the prioritized list. (DOT&PF and MOA)
 - Deployed speed feedback carts at two locations (rotation was not continued once snow began to fall). (DOT&PF)
 - Tudor Road (October 10 to 24, 2024)
 - Muldoon Road (October 10 to 24, 2024)
 - Installed temporary speed feedback signs at two high-priority locations to calm traffic and collect speed data. (MOA)
 - 3rd Avenue, in advance of the Beans Café crosswalk
 - Lake Otis Parkway, north of Northern Lights Boulevard near the Airport Heights neighborhood
- Submitted new HSIP nominations on high priority corridors that include road diets, improved nonmotorized facilities, speed reductions, and/or speed feedback signs. (DOT&PF) – Nominations submitted to DOT&PF HQ for consideration. Letters of support from MOA and AMATS for relevant roadways requested by DOT&PF HQ.

Actions Planned for Month 1 but Delayed

- Deploy “rest-on-red” signalization for late night hours at the following 24 traffic signals. These signals will be red for all vehicle and pedestrian directions during late night hours (12-6 a.m.) until a vehicle is detected as it approaches the intersection or a pedestrian activates the pedestrian push button. Pedestrian calls can be served immediately when the signal is in the “all red” condition. (MOA) – Working through corresponding public media

campaign (focus of staff has been on community council participation and public service announcement video)

- Tudor Road (Boniface, Elmore, Lake Otis, and C St intersections)
- C Street (Dimond, Dowling, and Tudor intersections)
- Minnesota Drive (Northern Lights, Benson, and Spenard intersections)
- Northern Lights Boulevard (Boniface, Lake Otis, and Minnesota intersections)
- 5th Avenue (Concrete, Reeve, and Airport Heights intersections)
- Lake Otis Parkway (Northern Lights, 36th, Tudor, and Abbott intersections)
- 36th Avenue (Lake Otis and Spenard intersections)
- International Airport Road (Jewel Lake, Arctic, and Old Seward intersections)
- Raspberry Road (Jewel Lake and Northwood intersections)
- Abbott Road (Lake Otis and Elmore intersections)
- Bragaw Street (Mountain View intersection)

Actions To Be Taken in Months 2 to 3 (November 16, 2024 – January 8, 2025)

- Continue collaboration between MOA and DOT&PF preparing for Summer 2025 road diet pilot projects (reducing vehicular travel lanes) on DOT&PF roadways currently under contract with design consultants for pavement preservation projects (see prior list). (AMATS, DOT&PF, and MOA) – Continuing to have discussions, with focus being on how to overcome staffing challenges for being able to support the additional efforts required to add pilots to these pavement preservation projects.

Actions To Be Taken in Months 4 to 12 (January 9 – October 8, 2025)

- Summer road diet demonstration projects on DOT&PF roadways currently under contract with design consultants for pavement preservation projects (see prior list). (DOT&PF and MOA)

Request #3: Produce Public Education Campaign About Impact of Speed on Pedestrian Safety

Actions Taken in the First Two Weeks (September 23 – October 8, 2024)

- Initiated Pedestrian Safety Month Campaign across social media with the theme of “EVERYONE is a pedestrian.” (DOT&PF)
- Began taking online orders for reflective tape on October 1, 2024, through the Center for Safe Alaskans as part of a State Highway Safety Office program and the AMATS Non-Motorized Safety Campaign, with over 4,400 requests received in the first week.
- Reviewed DMV Manual and recommended improved messaging regarding pedestrian safety and driver awareness of pedestrian yield law and scenarios (unmarked and marked crosswalks). (DOT&PF)
- Coordinated with the Executive Director of the Federation of Community Councils, began scheduling community council meetings in prioritized corridors where posted speed limits are being reviewed, and developed strategies for effectively spreading our messaging to the public. (DOT&PF)

Actions Taken in Month 1 (October 9 – November 15, 2024)

- Scheduled meetings with community councils in every corridor identified in the AMATS Safety Plan and our Strategic Highway Safety Plan/Vulnerable Road User Plan to discuss speed limit reductions. (DOT&PF)
 - Meetings attended:
 - Spenard – November 6, 2024
 - University Area – November 6, 2024
 - Abbott Loop – November 14, 2024
 - Fairview – November 14, 2024
 - Additional community council meetings scheduled:
 - Mountain View – November 20, 2024
 - Government Hill – November 21, 2024
 - Airport Heights – November 21, 2024
 - Turnagain – December 5, 2024
 - Midtown – December 12, 2024
 - Federation of Community Councils Board Meeting – December 18, 2024
 - Old Seward/Oceanview – January 8, 2025
- Launched a public education campaign to promote safe driving practices, including reminders that pedestrians have the legal right to cross at crosswalks, how higher speeds increase stopping distance, how tinted windows impair visibility, and the importance of not blocking crosswalks at signalized intersections, among other important safe driving behaviors. (DOT&PF) – Created public service announcement video in conjunction with APD, DOT&PF, and the MOA (<https://vimeo.com/1027086064>). Video emphasizes crashes are preventable, everyone has a role to play, Safe System Approach principles, and the MOA’s Neighborhood Greenway initiative. The video is shared at community council meetings, followed by a presentation that covers the other topics listed in this task.

- Responded to media requests covering this report and emphasized the importance of slowing down, observing the speed limit, being mindful of other users, and prioritizing safe behaviors on our roads. (DOT&PF and MOA) – *Interviewed by Alaska Public Media and Alaska Newslink.*
- Worked with the Alaska Department of Public Safety on statewide education and outreach and traffic safety and enforcement recommendations. (DOT&PF) – *Submitted DMV Driver Manual edits to the Department of Administration. This was a joint effort with Department of Public Safety and SHSP action groups.*

Actions Planned for Month 1 but Delayed

- Create media campaign informing public about new “rest-on-red” signalization practices. (MOA and DOT&PF) – *Working through corresponding public media campaign (focus of staff has been on community council public service announcement video).*

Actions To Be Taken in Months 2 to 3 (November 16, 2024 – January 8, 2025)

- Determine whether AMATS Non-Motorized Safety Campaign can expand educational campaign currently focused on distracted driving to also target speeding and aggressive driving. (MOA)

Actions To Be Taken in Months 4 to 12 (January 9 – October 8, 2025)

- Create joint radio public service announcements. (DOT&PF and MOA)
- Determine whether to seek increased funding in order to expand the AMATS Non-Motorized Safety Campaign. (MOA Traffic Engineering)

Request #4: Increase Enforcement of Traffic Violations Along Identified Corridors

Actions Taken in the First Two Weeks (September 23 – October 8, 2024)

- Prioritized enforcement activities have on high-speed arterials with pedestrian crash history, including fatal crashes in 2024. (APD Traffic Unit)
 - These areas include the Ingra Street/Gambell Street corridor, Muldoon Road, Tudor Road, and the A Street/C Street corridor.
 - Vehicular enforcement was targeted at speeding, red light violations, distracted driving, and screen use.
 - Pedestrian contacts were targeted at education of pedestrian rules of the road and safe crossing practices, as well as conducting enforcement action on intoxicated pedestrians in the roadway (AMC 8.35.410).

Actions Taken in Month 1 (October 9 – November 15, 2024)

- Continued targeted vehicular enforcement and pedestrian contacts by spending at least 50% of officer **discretionary enforcement time shifts** at same priority locations listed above. (APD Traffic Unit) – **From October 8 to 31, the APD Traffic Unit issued 122 citations along the target corridors (equaling 45% of total citations issued for this time period).**

Actions Planned for Month 1 but Delayed

- Explore whether to advance a proposal for a municipal charter amendment authorizing the use of Automated Traffic Enforcement, an action identified in the Municipality's Vision Zero Action Plan. (MOA) – **Began discussions, including soliciting community input during community council visits, but more effort needed prior to deciding whether to pursue.**

Actions To Be Taken in Months 2 to 3 (November 16, 2024 – January 8, 2025)

- Evaluate 2024 pedestrian related crash data. Use results to identify priority enforcement actions and locations, where officers will spend at least 50% of **discretionary enforcement time shifts**. (APD Traffic Unit)

Actions To Be Taken in Months 4 to 12 (January 9 – October 8, 2025)

- Periodically release public service announcements reminding drivers to watch for pedestrians and for pedestrians to use safe crossing practices. (APD)
- Monitor 2025 pedestrian related crash data. Use results to identify priority enforcement actions and locations (including corridors where speed limits are being changed), where officers will spend at least 50% of **discretionary enforcement time shifts**. (APD Traffic Unit)
- Conduct targeted vehicle/pedestrian enforcement if pedestrian safety grant is awarded by the Alaska Highway Safety Office to pay officers for overtime. (APD Traffic Unit)

Related Request: Implement Other Vision Zero Action Items

Actions Taken in the First Two Weeks (September 23 – October 8, 2024)

- Performed pedestrian fatality crash site reviews with APD and diverse group of Road Safety Audit participants. (DOT&PF and MOA)
- Launched Community Safety Survey to catalog safety concerns submitted by public; this is a new long-term portal for submitting safety requests that will be cataloged and shared with planning and project staff. (DOT&PF)
 - <https://survey123.arcgis.com/share/2e5e6b1389fd4ae6977d57968153b7e3>

Actions To Be Taken in Months 2 to 3 (November 16, 2024 – January 8, 2025)

- Develop formal Vision Zero Working Group with MOA, DOT&PF, and APD staff along with other community stakeholders to continue advancing Vision Zero initiatives. (MOA and DOT&PF)

Actions To Be Taken in Months 4 to 12 (January 9 – October 8, 2025)

- Consider “right turn on red” restriction policy for new construction projects. Evaluate additional restrictions beginning in Downtown Anchorage and extending out to other signalized intersections along the pedestrian priority corridors and others with right-turn crash histories. (MOA Traffic Engineering)
- Review signalized pedestrian crossing practices, including the “rest in walk” function for major streets that are not running coordinated and crosswalk protection against left turners at turn movements operating with flashing yellow arrows (permissive phasing not used when a pedestrian call is made). (MOA Traffic Engineering)
- Review safety concerns reported by public through the Partners in Safety website. (DOT&PF and MOA) – New task added to take advantage of feedback being received through this new online portal.

Actions To Be Taken in Months 13 to 24 (October 9, 2025 – October 8, 2026)

- As part of the Bragaw Street SS4A grant award, implement and develop policy for leading pedestrian intervals (LPIs), a signal timing technique to give pedestrians a head start providing for improved visibility and reducing vehicle conflicts
- Revise Alaska Traffic Manual Supplement to adopt 11th Edition MUTCD with updated warrants for:
 - Crosswalk markings, pedestrian crossing treatments, and enhancements
 - Urban Safety Corridor selection criteria
 - Pedestrian Rights of Way Accessibility Guide (PROWAG) adoption
- As part of the Right-of-Way Management Strategy, review winter non-motorized maintenance prioritization across agencies to improve sidewalk accessibility during winter months. (MOA and DOT&PF)

Related Request: Improve Staffing Levels and Resources

Actions Taken in the First Two Weeks (September 23 – October 8, 2024)

- Additional budget proposed by Mayor LaFrance for the MOA Traffic Engineering Department for Paint & Sign Shop staff, who will support a new initiative to prioritize non-motorized users on local neighborhood streets that connect to the multiuse trail network; these staff will also allow for greater capacity when considering how MOA could support DOT&PF's road diet pilot projects next summer. (MOA)

Actions Taken in Month 1 (October 9 – November 15, 2024)

- Prioritize efforts to fill the positions within MOA Public Works and DOT&PF that are critical to roadway safety:
 - **MOA Utility Engineer** – This engineer serves as a subject matter expert for street lighting, storm drain lift stations, and storm drain thaw systems; performs technical reviews on capital and private development projects; responds to inquiries from the public, other municipal agencies, and policy makers; and assists with the development of design criteria. This position has been vacant since August 2023 and attempts to recruit a qualified applicant have been unsuccessful. The position is currently being reclassified from Civil Engineer II to Civil Engineer III with the goal of attracting a qualified applicant. (MOA PM&E) – **Hiring process in progress with interviews underway.**
 - **Central Region DOT&PF Highway Safety Improvement Program Engineer** – This position is critical to completing the data analysis and reporting requirements of the FHWA funded safety program. This position would coordinate with MOA Vision Zero position to comprehensively implement infrastructure improvements. This position is currently re-advertised since the initial posting received zero applicants. (DOT&PF) – **Preferred candidate declined offer due to non-competitive salary. The position will likely remain vacant for 6+months to complete reclassification process.**

Actions Planned for Month 1 but Delayed

- Prioritize efforts to fill the positions within MOA Public Works and DOT&PF that are critical to roadway safety:
 - **MOA Traffic Signals Manager** – This engineer manages the MOA's Traffic Signals Group in the Traffic Engineering Department and oversees the shared MOA/DOT&PF traffic signal system. Filling this position will increase the number of available signal operations engineers available to re-time the traffic signals to accommodate the lower speed limits. The ability to perform the other signal timing safety adjustments will also be increased. This position has been vacant since August 2021 and attempts to recruit a qualified applicant have been unsuccessful. The salary range of this non-represented position needs to be substantially increased to attract qualified applicants. (MOA Traffic Engineering) – **Discussions are still underway to determine best method for adjusting position's salary range.**

Actions To Be Taken in Months 2 to 3 (November 16, 2024 – January 8, 2025)

- **Central Region Traffic Control Review Engineer** – This position will review private development and utility construction activities within the DOT&PF rights-of-way to ensure safe and consistent application of the updated Alaska Traffic Manual, including providing safe and accessible access through or around work zones for non-motorized user. The position is currently vacant and being reclassified and anticipated to take several months before advertisement. (DOT&PF)
- Execute a Memorandum of Agreement between DOT&PF and MOA to efficiently deliver the proposed activities, including work within DOT&PF rights-of-way and to transfer state and/or federal funds for associated work. (DOT&PF and MOA)
- Quantify resources needed to achieve commitments beyond this state fiscal year. State funds are required to operate DOT&PF infrastructure, so any recommendations will likely require additional funding to maintain the safety impacts beyond what is currently allocated this fiscal year. (DOT&PF)

Certificate Of Completion

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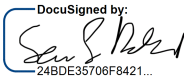
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the “TRANSACTION”).

Consent to Electronically Undertake the TRANSACTION

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to “I agree to use electronic records and signature” (the “AGREE BOX”):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

Withdrawing Consent

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

Paper Option for Undertaking the TRANSACTION

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at <http://alaska.gov/>.

Copies of TRANSACTION Records

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

Required Hardware and Software

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit <https://support.docusign.com/guides/signer-guide-signing-system-requirements>. These requirements may change. In addition, you need access to an email account.

How to Contact the State of Alaska

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Department of Administration
550 West 7th Avenue
Suite 1970
Anchorage, AK 99501
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