



## Agenda

### Port & Harbor Advisory Commission Regular Meeting

Wednesday, August 28, 2024 at 5:30 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

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#### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

#### Zoom Webinar ID: 954 2610 1220 Password: 556404

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

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#### CALL TO ORDER, 5:30 P.M.

#### AGENDA APPROVAL

#### PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

#### RECONSIDERATION

#### APPROVAL OF MINUTES

- [A.](#) Unapproved July 24, 2024 PHC Minutes

#### VISITORS / PRESENTATIONS

- A. Jeff Erickson - Spit Lease Information

#### STAFF & COUNCIL REPORT / COMMITTEE REPORTS

- [A.](#) Port & Harbor FY25 YTD
- [B.](#) Port & Harbor Staff Report - July 2024
- [C.](#) Homer Marine Trades Association (HMTA) Report

#### PUBLIC HEARING

#### PENDING BUSINESS

- [A.](#) Large Vessel Haul Out Facility

Memorandum PHC-24-017 from Port Administrative Supervisor as backup

#### NEW BUSINESS

- [A.](#) Alaska Board of Fisheries

Memorandum PHC-24-018 from Port Administrative Supervisor as backup

## **INFORMATIONAL MATERIALS**

A. August 2024 Port Operations Report  
July 2024 Statistics

B. August City Manager's Reports to Council

August 12, 2024

August 26, 2024

**COMMENTS OF THE AUDIENCE** (3 minute time limit)

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE MAYOR**

**COMMENTS OF THE COMMISSION**

**ADJOURNMENT**

Next Regular Meeting is **Wednesday, September 25th, 2024 at 5:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

**1. CALL TO ORDER, 5:30 P.M.**

Session 24-06, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Casey Siekaniec at 5:31 p.m. on July 24, 2024 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS BRADSHAW, FRIEND, PITZMAN, SIEKANIEC, SHAVELSON, VELSKO, ZEISET & STUDENT REPRESENTATIVE ROGERS

CONSULTING: PORT DIRECTOR HAWKINS, PORT ADMINISTRATIVE SUPERVISOR WOODRUFF

STAFF: DEPUTY CITY CLERK PETTIT

**2. AGENDA APPROVAL**

Chair Siekaniec read the supplemental items into the agenda: **Informational Materials Item C. Letter from Mr. & Mrs. Conley regarding Fish Cleaning Tables, and Item D. Letter from Mr. Archibald & Ms. Highland regarding Cruise Ships.**

Chair Siekaniec requested a motion and a second to approve the agenda as amended.

VELSKO/SHAVELSON MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)**

**4. RECONSIDERATION**

**5. APPROVAL OF MINUTES**

5.A. Unapproved June 26, 2024 PHC Minutes

SHAVELSON/VELSKO MOVED TO APPROVE THE JUNE 26, 2024 MEETING MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**6. VISITORS/PRESENTATIONS**

6.A. City Council Champions – Harbor Expansion

Councilmember Rachel Lord provided a verbal update on Harbor Expansion, noting the following:

- Meeting with Councilmember Hansen, Port Director Hawkins, and some individuals from the Army Corps of Engineers
- Importance of gathering community input before the project enters the federal review phase
- The Corps will create the space for features like floats, drag-down dock, fuel dock, etc., but they will not construct the actual structures

Councilmember Lord fielded questions from the Commission regarding the following topics:

- Where the Council Champions would like to see the Commission engage more
- Anticipation of community approval and funding for local services
- Potential for a contract between the City and a consultant to assist with public process

**7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

7.A. Port & Harbor Staff Report – June 2024

Port Administrative Supervisor Woodruff directed the Commission to pages 13 and 14 of the packet to compare and contrast where the numbers were in regards to funding for the Homer Harbor Expansion General Investigation between December of 2023 and June of 2024. She noted that the funding for the project is in really good shape, providing specifics on the following:

- \$800,000 of the \$3 million Federal share of the project has already come through for funding
- Another \$800,000 is in the draft budget
- The last \$127,000 on the Federal side would be in the FY26 budget
- State and city money has come through

Other discussion topics included:

- Hosting a conference in Homer this October
- Federal lobbyist for the City
- Large Vessel Haul Out conversation postponement
- Special Projects update

7.B. Homer Marine Trades Association (HMTA) Report

Commissioner Zeiset reported that the Association's next meeting will be held on August 7<sup>th</sup>.

7.C. Port & Harbor Enterprise Fund Financial Policy

Port Administrative Supervisor Woodruff stated that there wasn't a lot to report given that they hadn't met since the last meeting. She noted that she owed everyone a draft of the financial policy.

**8. PUBLIC HEARING(S)**

## 9. PENDING BUSINESS

- 9.A. Draft Cruise Ship Report to Council  
Memorandum PHC-24-014 from Port Administrative Supervisor as backup

The Commission reviewed the draft cruise ship report in the packet, suggesting edits to the document as they worked through it. They also recapped the June 28<sup>th</sup> cruise ship landing, noting what worked well that day and what could've been done better.

Port Administrative Supervisor Woodruff outlined the changes that had been made to the amended document that will be put in front of Council pending a motion, including:

- Moving the bullet that reads, "No port calls from ships that exceed the capacity of the docks because of the safety concerns associated with high volume lightering options" to the second bullet of the list, instead of the last bullet
- Expanding the document further to say that smaller vessels could lighter, but that those that exceed the capacity of the dock would not be permitted
- Port Director's discretion for lightering

ZEISET/SHAVELSON MOVED TO FORWARD THE FINAL DOCUMENT WITH THE AMENDED COMMENTS THAT WERE MADE TO THE CITY COUNCIL FOR THEIR CONSIDERATION.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## 10. NEW BUSINESS

- 10.A. Capital Improvement Plan  
Memorandum PHC-24-015 from Special Proj. & Comm. Coordinator as backup

Chair Siekaniec introduced Special Projects & Communications Coordinator Carroll, who explained the purpose of the Capital Improvement Plan and what the Commission is being tasked with at tonight's meeting.

SHAVELSON/ZEISET MOVED THAT THE PORT AND HARBOR ADVISORY COMMISSION MAKE A RECOMMENDATION TO HOMER CITY COUNCIL ON THE FOLLOWING FOUR LEGISLATIVE PRIORITIES IN THE FOLLOWING ORDER:

1. HOMER HARBOR EXPANSION - **#1 FEDERAL LEGISLATIVE PRIORITY PROJECT**
2. HOMER HARBOR CRITICAL FLOAT SYSTEM REPLACEMENT: FLOAT SYSTEMS 4 & 1 - **#2 FEDERAL LEGISLATIVE PRIORITY PROJECT**
3. HOMER SPIT COASTAL EROSION MITIGATION
4. BARGE MOORING & LARGE VESSEL HAUL OUT REPAIR FACILITY

After some discussion regarding the importance of the order in which the projects are listed, Commissioner Shavelson decided to offer an amendment to his motion.

SHAVELSON/ZEISET MOVED TO AMEND THE MOTION BY REORDERING THEIR LIST AS FOLLOWS:

1. HOMER HARBOR EXPANSION - **#1 FEDERAL LEGISLATIVE PRIORITY PROJECT**
2. HOMER HARBOR CRITICAL FLOAT SYSTEM REPLACEMENT: FLOAT SYSTEMS 4 & 1 - **#2 FEDERAL LEGISLATIVE PRIORITY PROJECT**
3. BARGE MOORING & LARGE VESSEL HAUL OUT REPAIR FACILITY
4. HOMER SPIT COASTAL EROSION MITIGATION

There was no further discussion.

VOTE (AMENDEMENT): NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

10.B. Fuel Dock Services

Memorandum PHC-24-016 from Port Administrative Supervisor as backup

Commissioner Shavelson provided the reasoning for his memo, stating that Petro Marine's secondary fuel dock is an incredibly valuable piece of property that isn't being utilized to its full potential. He shared concerns he had about who determines if the fuel dock is being used in the capacity that was intended when the lease agreement was signed. The Commission reached a consensus that they weren't ready to forward any recommendations to City Council or the City Manager just yet regarding the lease.

**11. INFORMATIONAL MATERIALS**

11.A. July 2024 Port Operations Report  
June 2024 Statistics

11.B. July City Manager's Report to Council

11.C. Letter from Mr. & Mrs. Conley re: Fish Cleaning Tables

11.D. Letter from Mr. Archibald & Ms. Highland re: Cruise Ships

Chair Siekaniec noted the informational materials. Discussion topics included:

- Waterline leak at the harbor causing an increase in the water bill
- Increase in transient moorage and harbor activity in general
- Fish Factory has been busier than usual
- Hoses at the fish cleaning tables

**12. COMMENTS OF THE AUDIENCE (3 minute time limit)**

**13. COMMENTS OF THE CITY STAFF**

Port Administrative Supervisor Woodruff thanked the Commission for a great meeting.

Port Director Hawkins thanked the Commission for a good meeting. He noted that the geotechnical work and the bathymetric survey for the harbor expansion project will take place in August.

**14. COMMENTS OF THE MAYOR**

**15. COMMENTS OF THE COMMISSION**

Commissioner Bradshaw thanked the Commission for a great meeting.

Commissioner Zeiset suggested creating a digital print out of the Spit with spots where an individual can park. He noted that it was a good meeting.

Commissioner Velsko thanked the Commission for a good meeting.

Commissioner Pitzman echoed the discussion about harbor and community priorities. He noted his time away from the Commission during the summer fishing season, and stated that he's happy to back.

Commissioner Friend thanked the Commission for a good meeting, and apologized for being tardy.

Commissioner Shavelson thanked everyone for their time and effort, and shared his appreciation for the harbor champions from City Council.

Chair Siekaniec thanked everyone for working through the agenda with him.

**16. ADJOURNMENT**

There being no further business to come before the Commission Chair Siekaniec adjourned the meeting at 7:36 p.m. The next Regular Meeting is Wednesday, August 28, 2024 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

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Zach Pettit, Deputy City Clerk

Approved: \_\_\_\_\_

FUND 400 - PORT & HARBOR ENTERPRISE FUND				8/20/2024		
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE				13.7% of FY elapsed		
A/C Num.	Revenue Categories & Descriptions	FY23	FY24	FY25 YTD		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24	ACTUAL		7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
<b>0600</b>	<b>HARBOR ADMINISTRATION</b>					
4515	Ferry Lease	18,000	18,000	-	0.0%	18,000
4650	Rents & Leases	597,344	541,035	105,081	21.0%	500,000
	<b>Operating Revenue - Admin</b>	<b>615,344</b>	<b>559,035</b>	<b>105,081</b>	<b>20.3%</b>	<b>518,000</b>
4527	PERS Revenue	32,821	-	-		-
4634	Port Storage Fee	207,662	186,535	14,814	15.4%	96,164
4635	Port Impound Fee	816	2,017	204		-
4705	Business Licenses	20	30	5		-
4801	Interest On Investments	73,468	132,076	-		-
4901	Surplus Property	2,187	-	-		-
4902	Other Revenue	11,189	-	-		-
	<b>Non-Operating Revenue - Admin</b>	<b>328,162</b>	<b>320,658</b>	<b>15,023</b>	<b>15.6%</b>	<b>96,164</b>
<b>0601</b>	<b>HARBOR</b>					
4245	Waste Oil Disp	1,079	-	-		-
4249	Oil Spill Recovery	-	-	-		-
4318	Parking Revenue	158,725	187,621	74,710	33.2%	225,000
4319	Electrical Supplies	1,449	1,014	314	13.2%	2,380
4402	Non Moving Fine	100	12,294	1,905		8,000
4624	Berth Transient Monthly	716,742	750,018	94,004	13.0%	720,640
4625	Berth Reserved	1,628,043	1,822,633	2,244	0.1%	1,828,236
4626	Berth Transient Annual	325,749	361,422	35,652	10.7%	332,805
4627	Berth Transient Semi Annual	132,878	152,941	4,040	2.6%	156,364
4628	Berth Transient Daily	159,413	170,535	24,537	15.9%	154,599
4629	Metered Energy	140,575	146,080	3,493	3.9%	89,472
4644	Pumping	-	-	-	0.0%	-
4645	Wooden Grid	4,089	6,010	1,783	36.9%	4,833
4646	Commerical Ramp	49,562	70,886	8,061	14.7%	55,000
4647	Berth Wait List	15,082	13,425	371	2.9%	12,623
4648	Steel Grid Fees	6,969	2,605	-	0.0%	8,000
4654	Spit Camping	35,018	217,711	86,149	78.3%	110,000
4663	Trans Energy 110v	34,863	45,379	5,806	13.6%	42,746
4664	Trans Energy 220v	20,569	29,451	3,519	12.2%	28,744
4665	Trans Energy 208v	204,723	193,837	7,276	4.6%	159,228
4666	Commerical Ramp Wharfage	41,055	67,182	5,970	14.9%	40,000
	<b>Operating Revenue - Harbor</b>	<b>3,676,683</b>	<b>4,251,045</b>	<b>359,834</b>	<b>9.0%</b>	<b>3,978,670</b>
4802	Penalty/Int	7,797	14,884	965	14.8%	6,500
4902	Other Revenue	66,923	67,272	9,568	15.9%	60,167
	<b>Non-Operating Revenue - Harbor</b>	<b>74,720</b>	<b>82,156</b>	<b>10,533</b>	<b>15.8%</b>	<b>66,667</b>

FUND 400 - PORT & HARBOR ENTERPRISE FUND				8/20/2024		
REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE				13.7% of FY elapsed		
A/C Num.	Revenue Categories & Descriptions	FY23	FY24	FY25 YTD ACTUAL		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24			7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
<b>0602</b>	<b>PIONEER DOCK</b>					
4631	USCG Leases	38,976	40,495	6,825	22.2%	30,796
4637	Seafood Wharfage-PD	-	-	-		-
4638	PD Fuel Wharfage	198,654	193,311	29,121	13.6%	214,809
4639	Pioneer Dock - Wharfage	-	-	-		-
4641	PD Water Sales	9,291	7,204	296	2.8%	10,500
4642	PD Docking	39,991	45,610	2,514	5.5%	46,000
	<b><u>Operating Revenue - Pioneer Dock</u></b>	<b><u>286,911</u></b>	<b><u>286,621</u></b>	<b><u>38,755</u></b>	<b><u>12.8%</u></b>	<b><u>302,106</u></b>
<b>0603</b>	<b>FISH DOCK</b>					
4620	Ice Sales	243,997	342,780	71,341	26.8%	265,742
4621	Cold Storage	22,319	24,603	335	1.3%	25,000
4622	Crane Rental	203,818	202,286	31,973	16.8%	190,306
4623	Card Access Fees	6,144	5,933	624	10.9%	5,700
4637	Seafood Wharfage	20,530	24,621	1,298	7.5%	17,324
4700	Other Wharfage Fish Dock	9,945	68	-	0.0%	9,843
	<b><u>Operating Revenue - Fish Dock</u></b>	<b><u>506,754</u></b>	<b><u>600,290</u></b>	<b><u>105,571</u></b>	<b><u>20.5%</u></b>	<b><u>513,915</u></b>
4206	<b><u>Fish Tax</u></b>	<b><u>116,236</u></b>	<b><u>78,772</u></b>	<b><u>0</u></b>	<b><u>0.0%</u></b>	<b><u>64,562</u></b>
<b>0604</b>	<b>DEEP WATER DOCK</b>					
4633	Stevedoring	49,565	9,834	-	0.0%	12,000
4637	Seafood Wharfage	-	-	-	0.0%	-
4640	Deep Water Dock Wharfage	152,709	8,402	-	0.0%	46,651
4643	Deep Water Dock Docking	121,387	116,074	9,994	10.0%	100,000
4668	Dwd Water Sales	41,651	21,435	4,223	14.1%	30,000
4672	Port Security Revenues	-	-	-	0.0%	-
	<b><u>Operating Revenue - DW Dock</u></b>	<b><u>365,311</u></b>	<b><u>155,745</u></b>	<b><u>14,217</u></b>	<b><u>7.5%</u></b>	<b><u>188,651</u></b>
<b>0605</b>	<b>OUTFALL LINE</b>					
4704	<b><u>Outfall Line</u></b>	<b><u>4,800</u></b>	<b><u>4,800</u></b>	<b><u>0</u></b>	<b><u>0.0%</u></b>	<b><u>4,800</u></b>
<b>0606</b>	<b>FISH GRINDER</b>					
4706	<b><u>Fish Grinder</u></b>	<b><u>6,803</u></b>	<b><u>10,393</u></b>	<b><u>0</u></b>	<b><u>0.0%</u></b>	<b><u>7,390</u></b>
<b>0615</b>	<b>LOAD AND LAUNCH RAMP</b>					
4653	L & L Ramp Revenue	120,243	147,506	33,649	25.9%	130,000
	<b><u>Operating Revenue - L &amp; L Ramp</u></b>	<b><u>125,519</u></b>	<b><u>147,506</u></b>	<b><u>33,649</u></b>	<b><u>25.9%</u></b>	<b><u>130,000</u></b>
	<b><u>Total Revenues</u></b>	<b><u>6,107,243</u></b>	<b><u>6,497,020</u></b>	<b><u>682,664</u></b>	<b><u>12%</u></b>	<b><u>5,870,925</u></b>
	<b><u>Net Surplus (Deficit)</u></b>	<b><u>1,302,144</u></b>	<b><u>950,000</u></b>	<b><u>108,578</u></b>		<b><u>(26,572)</u></b>

FUND 400 - PORT & HARBOR ENTERPRISE FUND				8/20/2024		
COMBINED EXPENDITURES				13.7% of FY elapsed		
A/C Num.	Expenditure Categories & Descriptions	FY23	FY24	FY25 YTD		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24	ACTUAL		7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
<b>Salaries and Benefits</b>						
5101	Salary and Wages	1,200,096	1,359,272	187,330	12.1%	1,552,986
5102	Fringe Benefits	197,813	933,465	59,997	6.9%	873,798
5103	Part-time Wages	171,551	125,076	38,115	20.6%	184,933
5104	Part-time Benefits	19,895	14,587	4,425	19.1%	23,173
5105	Overtime	29,798	29,746	3,182	8.1%	39,439
5107	Part-time Overtime	164	506	-	0.0%	3,879
5108	Unemployment Benefits	-	4,932	-	0.0%	-
5112	PERS Relief	32,821	-	-	0.0%	-
<b>Total Salaries and Benefits</b>		<b>1,652,138</b>	<b>2,467,583</b>	<b>293,050</b>	<b>10.9%</b>	<b>2,678,207</b>
<b>Maintenance and Operations</b>						
5201	Office Supplies	6,257	3,644	-	0.0%	4,700
5202	Operating Supplies	21,809	24,058	88	0.3%	26,000
5203	Fuel and Lube	43,534	47,343	2,404	6.6%	36,300
5204	Chemicals	-	4,408	-	0.0%	6,000
5207	Vehicle and Boat Maintenance	18,002	31,509	896	3.6%	25,000
5208	Equipment Maintenance	69,361	54,846	1,848	2.4%	77,000
5209	Building & Grounds Maintenance	56,517	38,171	25	0.0%	67,000
5210	Professional Services	47,195	19,359	900	2.5%	36,500
5211	Audit Services	16,196	40,630	-	0.0%	42,468
5213	Survey and Appraisal	-	17,500	-	0.0%	12,500
5214	Rents & Leases	3,716	4,563	-	0.0%	7,000
5215	Communications	8,840	11,931	-	0.0%	10,000
5216	Freight and Postage	1,492	2,028	-	0.0%	5,500
5217	Electricity	649,413	654,842	-	0.0%	803,495
5218	Water	85,913	138,976	41,359	45.2%	91,528
5219	Sewer	11,977	12,383	2,848	17.9%	15,919
5220	Refuse and Disposal	52,883	52,288	-	0.0%	63,300
5221	Property Insurance	88,108	106,791	116,336	100.0%	116,336
5222	Auto Insurance	9,740	10,907	12,639	109.7%	11,522
5223	Liability Insurance	77,367	86,006	22,768	27.8%	81,843
5226	Testing and Analysis	-	3,280	37	0.5%	7,000
5227	Advertising	4,345	6,217	-	0.0%	7,000
5228	Books and Subscriptions	107	-	-	-	-
5231	Tools and Equipment	17,252	5,137	-	0.0%	18,700
5234	Record and Permits	-	-	-	0.0%	4,000
5235	Membership Dues	7,435	6,045	-	0.0%	7,000
5236	Transportation	12,464	1,344	-	0.0%	4,000
5237	Subsistence	8,765	317	-	0.0%	4,000
5238	Printing and Binding	3,993	282	-	0.0%	3,500
5248	Lobbying	21,245	20,803	1,750	4.2%	42,000
5249	Oil Spill Response	-	-	-	0.0%	1,000
5250	Camera Area Network	214	2,423	-	0.0%	18,000
5252	Credit Card Expenses	101,699	132,045	-	0.0%	129,000

**FUND 400 - PORT & HARBOR ENTERPRISE FUND**  
**COMBINED EXPENDITURES**

8/20/2024  
13.7% of FY elapsed

A/C Num.	Expenditure Categories & Descriptions	FY23	FY24	FY25 YTD ACTUAL		FY25
		7/1/22 - 6/30/23	7/1/23 - 6/30/24			7/1/24 - 6/30/25
		ACTUAL	ACTUAL	\$	%	BUDGET
5256	Waste Oil Disposal	18,691	39,118	-	0.0%	45,000
5258	Float and Ramp Repairs	43,986	20,460	347	1.4%	25,000
5287	Electrical Supplies	1,010	-	-	0.0%	2,100
5601	Uniform	5,986	11,490	-	0.0%	11,500
5602	Safety Equipment	5,880	6,938	300	2.0%	15,000
5603	Employee Training	5,681	30,692	-	0.0%	41,000
5606	Bad Debt Expenses	35,622	13,798	(946)	-3.2%	30,000
5608	Debt Payment-Interest	-	-	-		-
5624	Legal Services	-	4,388	-	0.0%	100,000
5627	Port Security	-	-	-	0.0%	2,500
5635	Software	134	3,058	-	0.0%	4,000
5637	Diving Services	16,045	30,945	-	0.0%	8,500
5638	Signage Parking Delineation	18,065	35,561	12,073	38.9%	31,000
<b>Total Maint. and Operations</b>		<b>1,596,939</b>	<b>1,736,526</b>	<b>215,673</b>	<b>10.3%</b>	<b>2,100,713</b>
<b>C/O and Transfers</b>						
5106	Leave Cash Out	57,406	73,867	-	0.0%	49,513
5241	GF Admin Fees	-	-	-		-
5990	Transfers To	1,498,614	1,269,043	65,364	6.1%	1,069,064
<b>Total Others</b>		<b>1,556,021</b>	<b>1,342,910</b>	<b>65,364</b>	<b>5.8%</b>	<b>1,118,577</b>
<b>Total</b>		<b>4,805,098</b>	<b>5,547,019</b>	<b>574,087</b>	<b>9.7%</b>	<b>5,897,497</b>



## **Memorandum**

**To:** Port and Harbor Advisory Commission  
**From:** Amy Woodruff, Port Administrative Supervisor  
**Date:** August 21, 2024  
**Subject:** August Staff Report

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### **Harbor Expansion Update**

Refer to the written update to City Council in the Managers report at the end of this packet for info on the study progress.

### **Float Replacement Update**

We have not yet heard back from the Denali Commission or US Department of Transportation regarding our grant applications submitted earlier this year. \$250,000 to support the float replacement project **is** included in the House of Representatives' Draft FY26 budget thanks to Representative Peltola. Refer to the memo titled "City Manager Report: Grant Update" for more details.

### **Accessible (ADA) Parking Joint Work Session**

City Council has asked the Port & Harbor Advisory Commission to take a look at the available information about Accessible parking on the Harbor Spit. You should have heard from Zach Pettit to schedule for September 12<sup>th</sup> at 5 p.m. (not 5:30), we can take a moment here to discuss the request from Council and any questions you may have.

### **Tariff Updates for 2025**

If schedules permit, I would like to schedule the commission for a tariff work session on September 19<sup>th</sup> at 5:30pm. We'd look at information on insurance requirements, potential rate increases, edits for clarity, and more. If you have tariff edits you'd like to propose, this meeting is a chance to do it.

**Budget & Financial Policy work session**

Believe it or not, it's time to start looking at the proposed budget for FY 26/FY27. I'd like to meet on October 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> at 5:30 pm to go over the draft financial policy and proposed changes/addition to the operating and capital budgets. After that meeting we won't meet again until November 20<sup>th</sup>.

**Alaska Association of Harbormasters & Port Administrators Conference**

No big updates on the conference, stay tuned for more information next month!

**Attachments:**

Project Updates

Memo CC-24-150 Accessible Parking on the Spit



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**Port and Harbor**

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## Port & Harbor Special Project Status Updates Aug. 2024

Fish Grinder Building Replacement	<b>Design Complete</b> <b>Project Funded</b>	One bid received, additional City funding to be approved Aug. 26 <sup>th</sup> .
Fish Grinder Building Drainage	<b>Design Complete</b> <b>Project Funded</b>	Additional ADF&G Funding for drainage project to be approved by council Aug. 26 <sup>th</sup> ; ADF&G design approval pending
Parking Lot Improvements	<b>Project on Hold</b>	No further progress expected until permitting complete.
Paid Parking Program Planning & Permitting	<b>Project in progress</b>	Drafting language for permit application from DOT Right of Way
Outfall Line Pump Controls	<b>Project Funded</b>	Public Works will complete project; waiting on supplier to manufacture controls
Ice Metering System	<b>Project Funded</b>	Install planned for Winter 24-25
Harbor Bottom Survey	<b>Project Funded</b>	RFP is on the street, closes Aug. 22nd
Crane 8 Control Replacement	<b>Project in Progress</b>	Still waiting on parts to complete project
Camera Pole Installation	<b>Project Funded</b>	Installation planned for the Fall, prep work completed

### Status Categories:

Seeking design funding Design funded Design in progress Design complete	Seeking project funding Project Funded Project in Progress Project Complete
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# MEMORANDUM

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## Accessible/Disabled Parking on the Homer Spit

**Item Type:** Action Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 10, 2024  
**From:** Councilmembers Lord and Aderhold

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We have received correspondence from a Homer resident concerned about paid accessible/disabled parking on the Spit adjacent to the harbor. A relative of the individual was not able to find available accessible/disabled parking in the area of the harbor that remains free and was frustrated that their relative was then required to pay for accessible/disabled parking because free parking was not available. The individual complained to the harbormaster's office and received a preprinted explanation of the reasoning behind the requirement to pay for accessible/disabled parking in the areas that are paid parking.

While we know that parking on the Spit and the parking policy related to accessible/disabled parking complies with the Americans with Disabilities Act (ADA), we believe the Homer Spit parking policy related to accessible/disabled parking deserves additional review by both the Port and Harbor Advisory Commission and the ADA Advisory Board. Overall parking is at a premium and accessible/disabled parking is limited and widely dispersed, as are the businesses most people want to visit. Parking is an ongoing issue on the Spit, and each year harbor staff try new methods to adequately accommodate harbor users, Homer residents and visitors in very limited space.

Homer City Code (HCC) 07.10.010 designates the Harbormaster as the City Traffic Authority for parking on the Spit. HCC 07.10.030(a) provides the Harbormaster the authority to:

1. Establish time limits for parking in City parking lots;
2. Designate City parking lots for paid parking, and establish fees for paid parking in City parking lots; and
3. Designate City parking lots for permit parking, and the fees and qualifications for obtaining a permit.

We know from the Port Director that a previous attempt to provide free accessible/disabled parking within the paid parking areas was not successful because individuals who park at the harbor regularly

found methods to dominate these parking spaces, thereby not allowing visitors with disabilities to park in the accessible/disabled spaces.

We would like to request City Council direct the ADA Advisory Board and the Port and Harbor Advisory Commission to work with the Harbormaster to evaluate accessible/disabled parking on the Spit to make it most useful for those with disabilities while discouraging misuse and provide recommendations to the Harbormaster through the City Council on fees for accessible/disabled parking in City lots on the Homer Spit, as well as any recommended changes in accessible/disabled parking distribution and number of spaces on the Spit. In developing those recommendations, we ask the Board and the Commission to consider the following:

- Parking Requirements of the ADA;
- ADA parking policies of other Alaska harbors;
- Overall adequacy of accessible/disabled parking at the harbor, particularly in the large parking area near Ramps 3 & 4;
- Distance from accessible/disabled parking to Ramp 3 (the most accessible ramp in the harbor) and other visitor amenities (restaurants, shops, fishing charters, etc.) at the harbor; and
- Past ADA related parking policies and why they did not work and whether there are methods or revised policies that would discourage misuse.

Understanding that the Board and Commission may recommend retaining existing policies, we would request recommendations be returned to City Council by the end of 2024.

**RECOMMENDATION:**

Discuss and approve Memorandum CC-24-150 and refer to the ADA Advisory Board and Port and Harbor Advisory Commission.

**Homer Marine Trades Association  
Regular Business Meeting  
August 7, 2024  
Harbor Master's Office**

**MINUTES**

Call to Order: The meeting was called to order by Vice President, Eric Engebretsen at 6:15 p.m.

Officers/Directors present/quorum: Eric Engebretsen, Jen Hakala, Cinda Martin, Mark Zieset, George Hall, and Adam Smude were present; Matt Alward, Aaron Fleenor, Kate Mitchell and Bruce Friend were absent/excused. A quorum was established.

Guests: Alita Mahan of FNBA, board member prospect and Dan Veerhusen, commercial fisherman

**Guest Presentations:**

- Harbormaster – Amy reported the following on Bryan's behalf: regarding the status of the harbor expansion study, \$800K was received toward the study and they've started profiling the contours of the ocean floor needed for construction planning. A few teams have come through for briefings and to take pictures for future 3-D models. They are also in the process of identifying the demand and scope of the fleet as well as the services required. In other news, the City of Homer is hosting the Harbormasters & Port Administrators Conference that will offer an opportunity for HMTA to collaborate with AVTEC; and there is marketing budget still available, note to Advertising Committee.
- Alita Mahan of FNBA – introduced herself and her interest in serving on the board of directors

Approval of Agenda: Motion by Mark Zeiset to approve the Agenda as presented, 2<sup>nd</sup> and carried.

Approval of Minutes of May 15<sup>th</sup>, 2024, meeting: Motion by George Hall to approve the minutes of the last meeting as written, 2<sup>nd</sup> and carried.

Treasurer's Report –Jen Hakala reported that we currently have \$20,200 in the checking with \$2,159 outstanding in A/R. Jen also reported that a new member paid but no information came through. Amy thought it might be HEA, she will track down the information. Jen also reported that she has a check cut for the 2<sup>nd</sup> half of 2024 Fish Expo Booth which is ready for signature/mailing. There are no other bills outstanding. She will send invoices out for Fish Expo.

Communication Director's Report – Amy – updates under the proper order of business

**Committee Reports:**

- Draft Marketing Plan – Amy reported that she will set up a meeting with Bryan for the committee to discuss available P&H advertising budget, potential funds available for a video update
  - Advertising – Amy/Kate - no further report
  - Website/Social Media –Amy – no further report
  - Radio – Mark (re-visit spring agenda) – no further report
  - Podcast options – Amy - no further report
- Workforce Development – Amy reported that this is the time of year the HHS wanted us to reach out for planning; Amy will set up a meeting with Paul Story to discuss a plan for the year.
  - FOLs – HHS follow up and list of presenters
  - KPC courses – Janel – no report
- Scholarship – Carter Lemon's scholarship has been paid to Universal Technical Institute
- Membership – Amy

- New Member Recruitment contact follow up – HEA has signed up for membership, still working on some others.

#### Old Business:

- Annual To-Do List – Mark review/action items – under new business

#### New Business:

- Fish Expo dates announced – November 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>, 2024
  - ½ booth still available – Amy will see if AC/DC is interested but will also put it out again in the newsletter. For next year, it was recommended that we re-consider the size of the booth space and either downsize to 20' or stay at 30' if Bay Welding will take a 10' spot
- Annual Meeting date – September 26, 27 or 28 at Odin Mead; budget approval; postcard invites – Consensus to host on Saturday, September 28<sup>th</sup>, doors open at 5:30 with meeting start time at 6pm. Motion by Adam Smude to approve up to \$1,000 as a budget for the meeting, 2<sup>nd</sup> and carried. Amy will coordinate with Odin, George will provide a sound system and Amy, Jen and Cinda will send out post cards to prospects.
- Board Member Recruitment follow up – Cinda proposed Alita Mahan/FNBA, Alisa Mooy of Bay Safety and Janel Harris of KPC; Amy proposed Gregor Welpten/Dynamic Composite Solutions; Mark proposed Sandy Stuart, Jen will reach out; Eric proposed Troy of ACDC and Lyle of Lyle's Welding, Adam will reach out to Troy.
- Membership Renewals – individual emails to current members to confirm information and membership renewal will be sent and followed up with invoice; will also request renewal info for the 2024 banner/2025 tide book in same manner. The list of reciprocal members include Aleutian Harvester Memorial Fund, (Amy to send list)
- Round Haul – suggestion to incorporate an annual "Business of the Year" award. Motion by Adam Smude to create an annual award named "the Kate Mitchell Business of the Year Award" with the first recipient as Ken & Snooks Moore/Northern Enterprises Boat Yard for their commitment and dedication to serving the industry, 2<sup>nd</sup> and carried. George will arrange to have a plaque made. The award will be unveiled at the Annual Meeting and presented to Ken and Snooks at a spring Round Haul, date/venue TBD.
- By-Law Revisions up for discussion: the following suggestions were discussed:
  - Attendance Requirements 50% - no support for requirement; consensus that we haven't had much issue in obtaining a quorum and existing Bylaws support withdrawal of officers if needed
  - Term Limits – no support for change
  - Electronic Voting for election of officers – no support for change; consensus that members should be encouraged to attend in person
  - Increase check limit that requires 2 officers to \$5,000 from \$500 (Article V, Sec 3); consensus that it is sometimes difficult to obtain 2 signatures and many checks are at or exceed the \$500 threshold; most expenditures require a vote by the board prior to writing the checks; and there is no bank oversight for 2 signatures
  - Industry Support member – strike earmark to scholarship/workforce development (Article II, Sec 3); consensus that the change will offer more flexibility for operating/advertising opportunities but can still be directed toward workforce development if deemed appropriate

Motion by Mark Zeiset to bring the following Bylaw Revisions forward for membership consideration at the Annual Meeting:

  - Increase check limit that requires 2 officers to \$5,000 from \$500 (Article V, Sec 3)
  - Industry Support member – strike earmark to scholarship/workforce development (Article II, Sec 3)

Motion 2<sup>nd</sup> and carried. Cinda will draft the revisions and email to the board members for review.
- Alaska Assoc of Harbormasters & Port Administrators Conference October 21-25 at Land's End –
  - Presentation on Workforce Development – collaborate with AVTEC; Eric will commit Bay Welding to assist with a presentation
  - Draft schedule and other involvement – Amy will keep us apprised of opportunities

Action Items for Amy:

1. Set meeting for Advertising Committee and Bryan to discuss marketing budget availability
2. Reach out to Paul Story, set meeting to discuss FOLs
3. Contact ACDC regarding interest in Fish Expo booth
4. Contact Odin Mead to schedule Annual Meeting for 9/28 at 5:30; list of invitees
5. Contact Gregor re: running for director
6. Membership renewals – send Cinda list of reciprocal memberships for minutes
7. Alaska Assoc of Harbormasters – contact Eric/Brad at Bay Weld re: presentation/collaboration with AVTEC; other involvement for HMTA?

Next Meeting: September 18<sup>th</sup> 6pm at Homer Harbor Office

Comments from the Board Members:

- Adam of Breakwater Marine announced that his new hire has moved to Homer and is finishing up his current job in order to begin on boat projects by November
- Jen Hakala of NOMAR announced that she is bidding a job to build a tarp for the National Christmas tree relocation from the Tongass National Forrest to DC! She also fished BB this year with Matt and Willem and survived!
- Mark of South Central Radar reported that he has been working on a flood of monitoring system sales and installations due to the new Cook Inlet Fed regulations
- Eric of Bay Welding reported that their 50<sup>th</sup> Anniversary party was a huge success with over 450 people in attendance!
- Amy reported that she and Jen have created an “event tote” to grab and go; she will send out an email with additional items that are needed for the tote

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Cinda Martin  
HMTA Secretary



# Memorandum

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## Land Allocation Plan – Large Vessel Haul Out

**Item Type:** Action Memorandum  
**Prepared for:** Port and Harbor Advisory Commission  
**Date:** August 21, 2024  
**From:** Amy Woodruff, Port Administrative Supervisor

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**Requested Action:** Answer follow up questions to further define a possible Public Private Partnership for the Large Vessel Haul Out

### Background:

This is a continuation of our conversations in April & June about the Large Vessel Haul Out facility, where the commission agreed that the city should investigate a public private partnership for management of the land. In discussion with Economic Development Manager Julie Engebretsen, some additional questions came up to incorporate in our report back to Council. We are revisiting those questions for further discussion, and at our September meeting I will provide a written report for the approval of the commission to then submit to Council.

**Requested Action:** Answer follow up questions to further define a possible Public Private Partnership for the Large Vessel Haul Out.

1. Establishing the unique value of this facility
  - a. Is this the only land where boat haul out operations can happen, or the only **City-owned** land?
    - i. Could happen at heritage RV park/ Homer Spit Marine Terminal, except that there isn't much availability—priority goes to barges for lynden.
    - ii. Look at bathymetry as well—it's not just about the land but also the approach, there's access to deeper water with a (relatively) short run on the shallow approach.
  - b. What difference will the requested improvements make for haul out operations?
    - i. It will make things easier and save money
    - ii. Lighting and cameras can increase safety on the job site
  - c. How might the requested improvements increase demand for use of the facility?
    - i. It's not clear that there would be increased demand, it's more about making it more comfortable
2. Address the opportunity cost if camping is removed

- a. How seasonal is demand for the haul out? Is it worth making changes that mean the site is permanently unavailable or unsuitable for camping?
    - i. Hard to answer. Is it true that these changes would make the site permanently unavailable for camping?
  - b. What would the summer activity really look like if we did a trial run? Would this site be used as a shipyard for active work, or just boat storage?
    - i. Small boat storage could be in competition with private business
    - ii. The shipyard manager could require a bond or institute time limits. Typical applications include a timeline, return to water plan, and some facilities have escalating rate structure. Ensuring turnover would be the responsibility of the lessee (but it could quickly become the City's problem if precautions are not taken).
- 3. Addressing general concerns
  - a. How do we prevent derelict vessels from accumulating in the facility?
  - b. Economic Development staff have a strong recommendation to require an economic impact study from interested applicants—is that a deterrent?
  - c. How would boat work impact the experience for campers on the adjacent parcel? How can we minimize that impact?
    - i. Limited hours of operations, fence, noise restrictions—but also it's part of an authentic experience!
- 4. Suggested structure
  - a. 5-10 year lease with minimal improvements as a trial run
    - i. Would someone be willing to invest in this?
  - b. What improvements would City fund, what improvements would tenant fund?
    - i. Not clear. Things include fencing, electric, possibly washdown and filtering, a structure for painting.
- 5. Small Shipyard Grants Program
  - a. \$1m federal grants program for small shipyards, could be used to fund improvements to the haul out. The applicant must be the operator of the shipyard, so the City cannot apply. What terms can we consider for the lease that could support the application?
    - i. Trigger to extend lease if grant awarded
- 6. Is the Chip Pad a suitable alternative for the current facility?
  - a. Air Bag transportation is cost prohibitive, and the chip pad does not have the necessary space to help a travelift facility pay off
  - b. The Chip pad needs to be available as a laydown yard for freight operations

**Attachments:**

**2014 memo to Vessel Haul Out Task Force re: Questionnaire Results**  
**2014 Memo to Vessel Haul Out Task Force re: Wrangell Haul-out Facility**



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Port and Harbor

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## Memorandum

TO: VESSEL HAUL-OUT TASK FORCE

FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER

DATE: JUNE 11, 2014

SUBJECT: BACKGROUND INFORMATION ON WRANGELL'S VESSEL HAUL-OUT FACILITY

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I contacted Greg Meissner, Wrangell Harbormaster, to inquire on operation costs and management of Wrangell's Vessel Haul-Out Facility. Meissner also supplied contact information for the International Boat Lift Exchange and encouraged me to talk to them about various options available to us. He felt that we may be able to take advantage of one of the trailer options, which could help lower startup costs.

### Initial Cost

Previously, Wrangell's haul-out facility operated with a 250 ton lift, which was unable to lift the larger vessels that they also wanted to accommodate. Wrangell's new 330 ton lift cost \$1.6 million, including delivery. The haul-out pier and wash-down facility cost about \$3.1 million. The wash-down pad cost about \$400,000, the original pier cost \$1,800,000, and an additional \$900,000 was spent to retrofit the pier for the new machine because it has a wider wheel base.

### Operation Costs

Although there weren't exact numbers for maintenance costs, Wrangell will have a better idea after the facility has been running longer. It was noted that the sling lift does require quite a bit of maintenance, and, of course, the more the lift is used the more items like cables and slings, have to be replaced.

After five years, haul-out and uplands rental/storage fees were finally able to cover the maintenance and operations budget. Last year (year five), was the first year Wrangell's Vessel Haul-Out Facility operated in the black. Storage, upland leases, and haul-out fees brought in \$314,340 in revenues, and expenses were \$253,017. This budget, though, is for operation and maintenance only; no monies are being reserved for replacement, big-ticket equipment purchases, or major facility issues.

### Other Budget-Funding Sources

There are no other associated fees that come into the facility's maintenance, operation, and replacement budget. All told, the facility cost \$22 million to build and the funding came from several sources over an 8-year period, of which were from State and Federal appropriations. Much of the funding justification for a haul-out facility was due to the collapse of Wrangell's logging industry; federal disaster relief money had come into play. Wrangell's main employers in the region used to be two large mills and the logging industry. When that industry imploded, Wrangell was faced with remaking themselves. They turned to the Port and Harbor and, as there was a regional benefit of having a haul-out facility, pointed out there was a fleet/market for hauling out large vessels.

Meissner is looking at ways to bring in more revenues to the vessel haul-out program. It was noted that Port Townsend charges a 3% access fee to the tradesmen working in the yard, which helps offset the operation, maintenance, and replacement costs.

### **Other Comments**

In Meissner's opinion, boat owners shop and compare one haul-out yard to another, stretching their dollars as far as they can. Everything counts (lodging, local marine trades, cost of supplies/materials, not having to pay a 3% access fee, etc.) because in the end they are looking to complete their to-do list in the least expensive way possible.

Wrangell's Vessel Haul-Out Facility is staffing their lift with one full-time operator, and one part-time position during the busy months. Local businesses and vessel owners would like it if the facility would extend their hours, but that would require either another operator or significant overtime costs. Another issue is that boat owners are spending too much time in the yard. Meissner would like to "do something like Kodiak" to encourage vessel owners to expedite boat projects to ensure faster turn-over in the yard. Wrangell's haul-out facility currently lifts approximately 250 to 300 boats a year. Now that they have a larger capacity lift, they are able to accommodate a wider range of vessels and hope to increase sales.



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## Memorandum

TO: VESSEL HAUL-OUT TASK FORCE

FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER & RACHEL TUSSEY,  
ADMINISTRATIVE SECRETARY

DATE: MAY 9, 2014

SUBJECT: REPORT ON THE LARGE VESSEL HAUL-OUT QUESTIONNAIRE RESULTS

This memorandum presents the findings of a market research and opinion study that Port and Harbor Staff conducted for the Large Vessel Haul-Out Task Force. Information on how the questionnaire was conducted and how responses were compiled are presented first, followed by the findings of the questionnaire. Staff's comments on the questionnaire's results are discussed lastly.

### Questionnaire Conduction & Response Compilation

To determine the potential market group for a large vessel haul-out and repair facility, staff formulated a questionnaire (see attached). This questionnaire and a letter (see attached) was mailed and emailed to recipients using Port and Harbor Marina account information, and also posted on the City of Homer website as a pop-up quiz (link: <https://www.surveymonkey.com/s/352RNL6>). Our targeted group's characteristics included the following:

- The owner of a vessel that is 58 to 300 feet in length
- The vessel may be too wide (beamy), and too heavy (over 70 displacement tons) for other haul-out facilities
- The owner has utilized Homer's harbor and/or port
- The owner may have difficulty finding local facilities that can haul-out their vessel

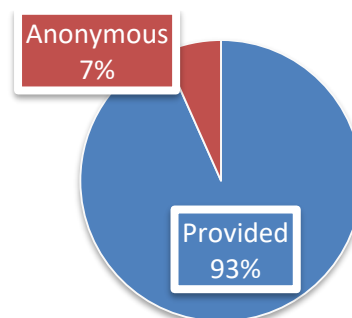
All questionnaires were sent out April 4, 2014 with a 30-day period for collecting, ending May 5, 2014. Combining all questionnaires received in person, by mail, by email, and via the link to the online Survey Monkey, there was a response rate of 22% (45 of 209). All responses were entered into an Excel spreadsheet where total numbers were calculated. Because some questions had more than one response (or none at all), findings are based on the total number of responses given to that particular question.

### Findings

#### Vessel Information

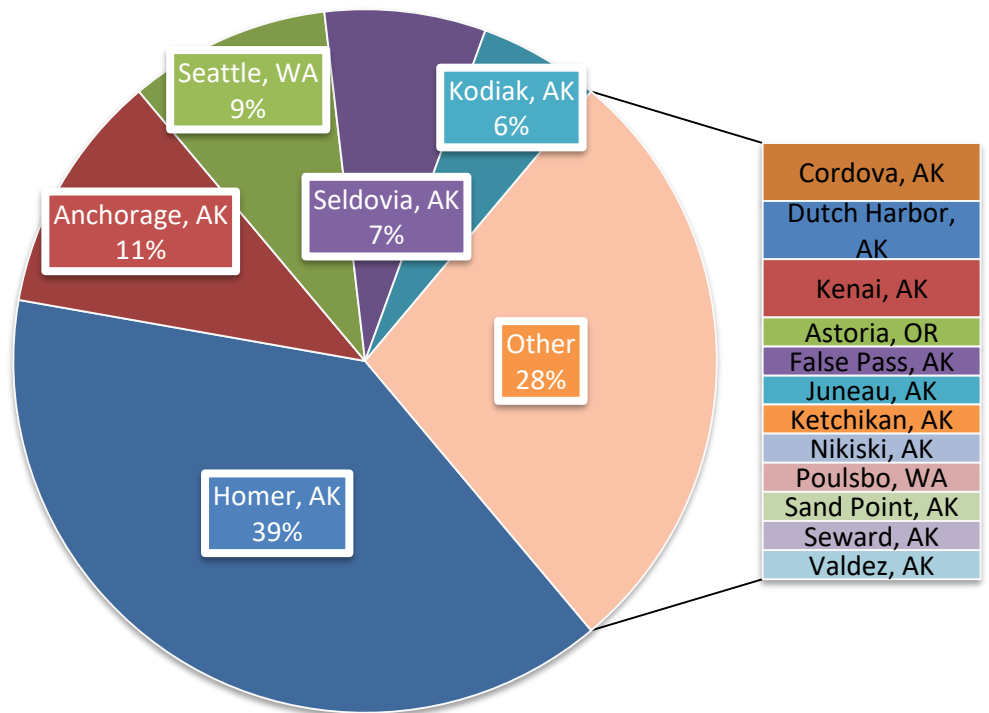
##### Question 1 & 2: Provided Owner & Vessel Name

Provided	42
Anonymous	3



### Question 3: Home Port

Homer, AK	21
Anchorage, AK	6
Seattle, WA	5
Seldovia, AK	4
Kodiak, AK	3
Cordova, AK	2
Dutch Harbor, AK	2
Kenai, AK	2
Astoria, OR	1
False Pass, AK	1
Juneau, AK	1
Ketchikan, AK	1
Nikiski, AK	1
Poulsbo, WA	1
Sand Point, AK	1
Seward, AK	1
Valdez, AK	1

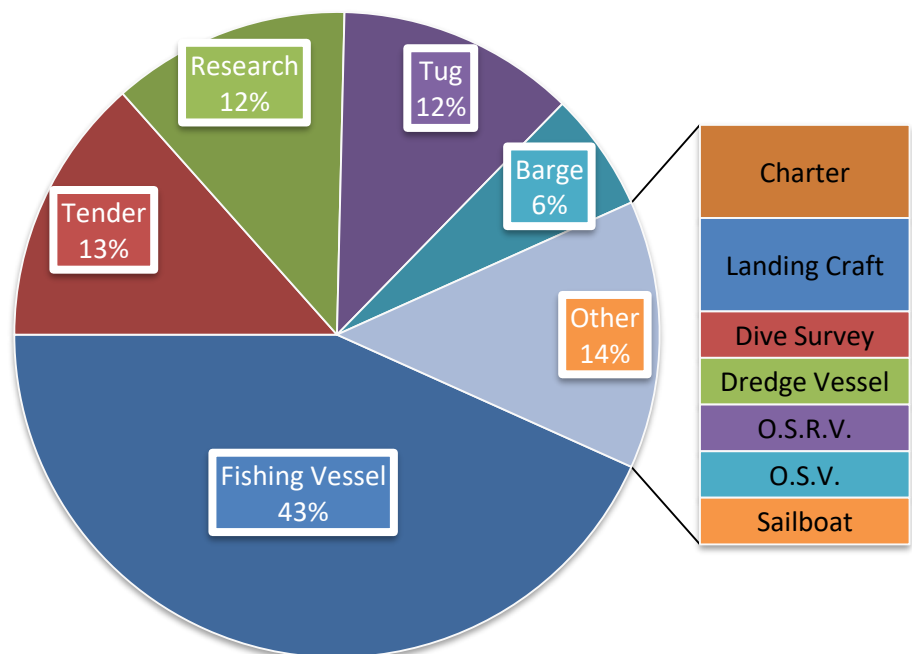


### Question 4, 5, & 6: Vessel Length, Beam, & Displacement Tonnage

	Vessel Length	Beam	Displacement Tonnage
Min	58	17	30
Average	101	27	248
Max	250	60	1,500
Most Common	58	20	85

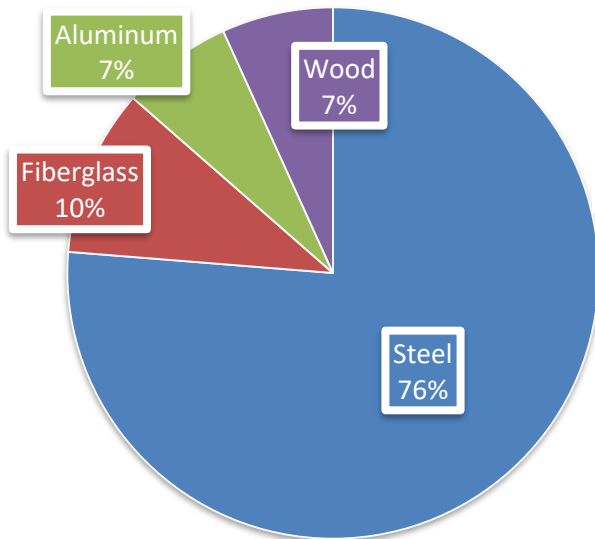
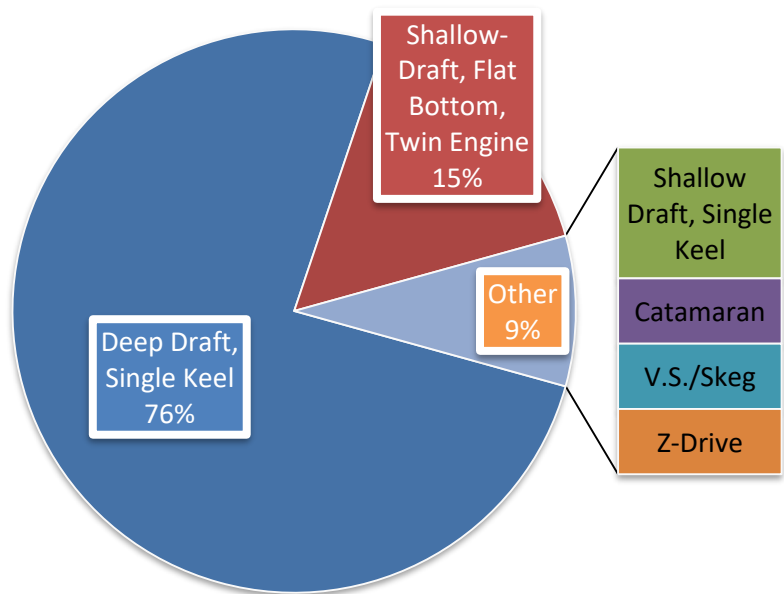
### Question 7: Type of Vessel

Fishing Vessel	29
Tender	9
Research	8
Tug	8
Barge	4
Charter	2
Landing Craft	2
Dive Survey Vessel	1
Dredge Vessel	1
Oil Spill Response Vessel	1
Offshore Supply Vessel	1
Sailboat	1



### Question 8: Hull Shape

Deep Draft, Single Keel	44
Shallow-Draft, Flat Bottom, Twin Engine	9
Shallow Draft, Single Keel	2
Catamaran	1
Voith Schneider/Skeg	1
Z-Drive	1

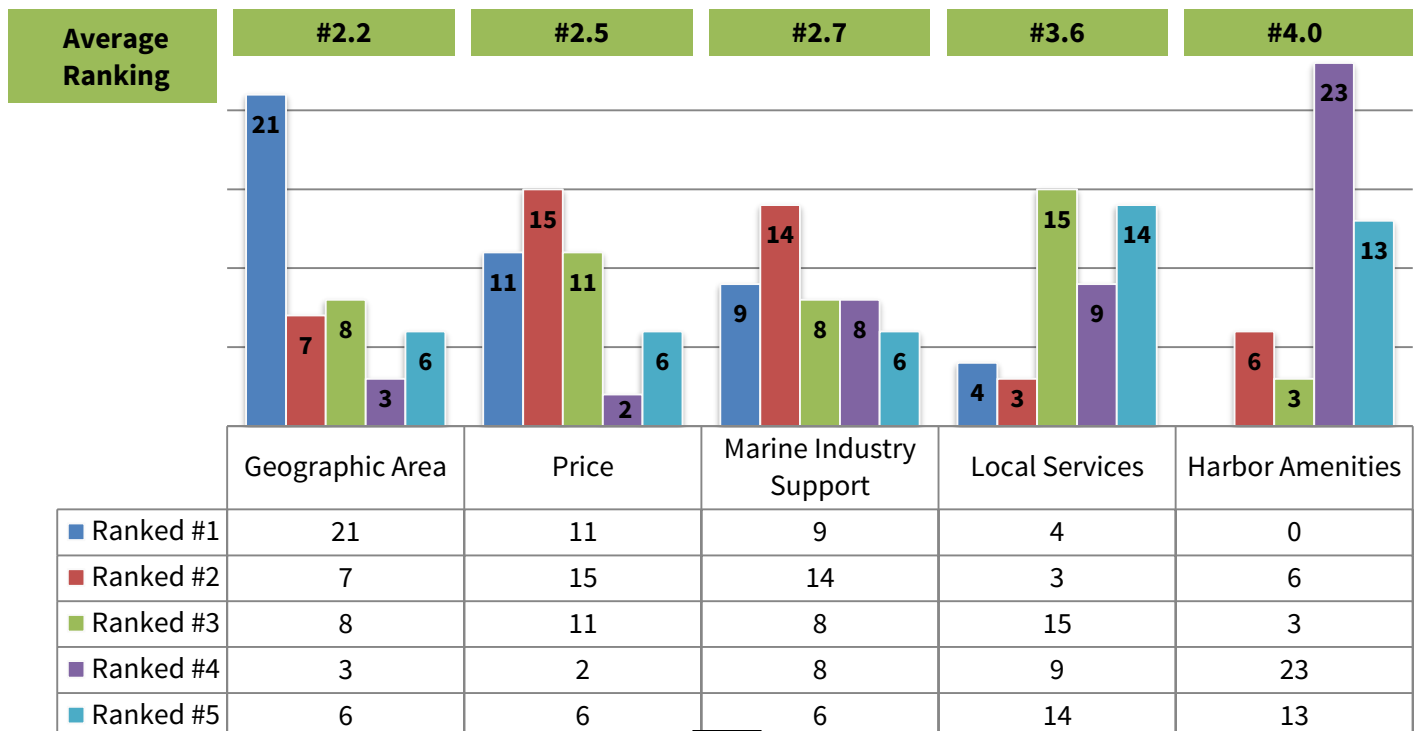


### Question 9: Hull Material

Steel	45
Fiberglass	6
Aluminum	4
Wood	4

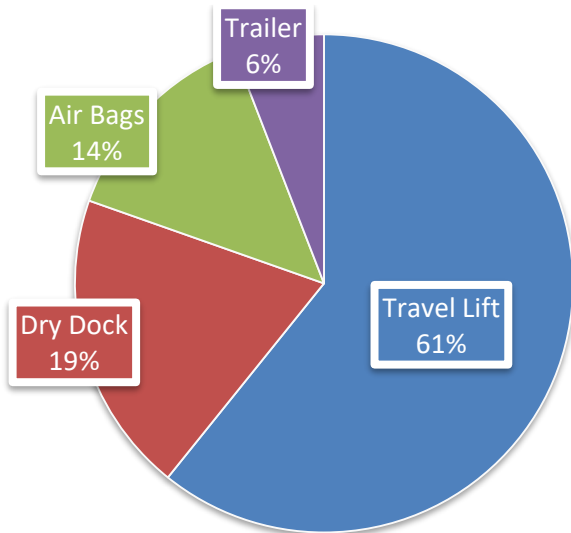
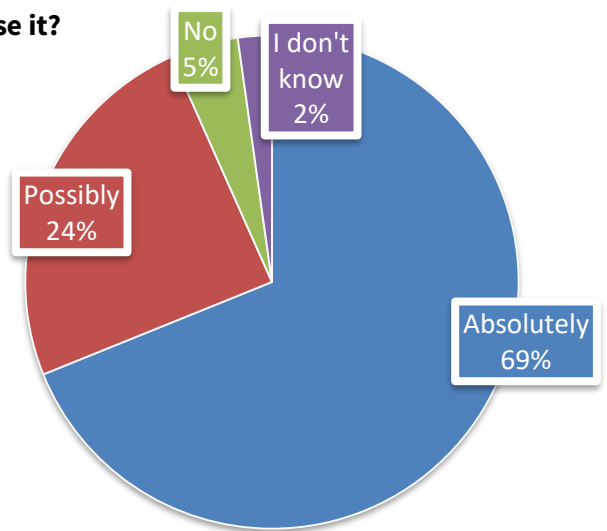
## Haul-Out Preferences

**Question 10: When looking for a place to haul out, what motivates you to choose one facility/location over another?**



**Question 11: If this kind of facility existed in Homer, would you use it?**

Absolutely	31
Possibly	11
No	2
I don't know	1

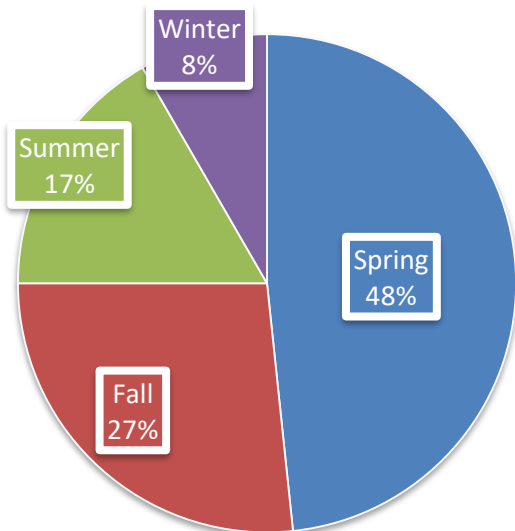
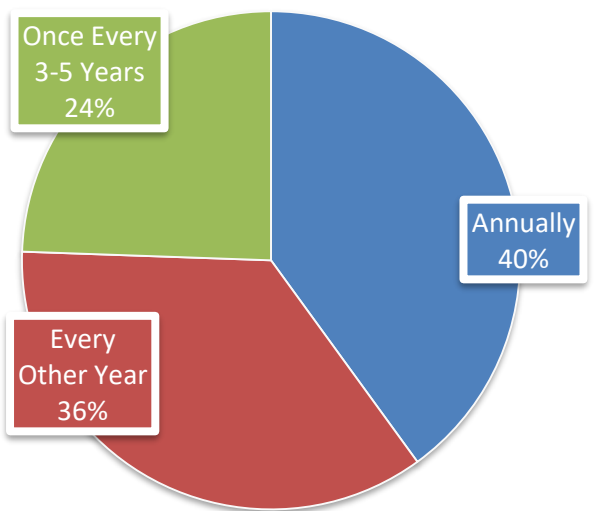


**Question 12: What is your preferred method for removing the vessel from the water?**

Travel Lift	31
Dry Dock	10
Air Bags	7
Trailer	3

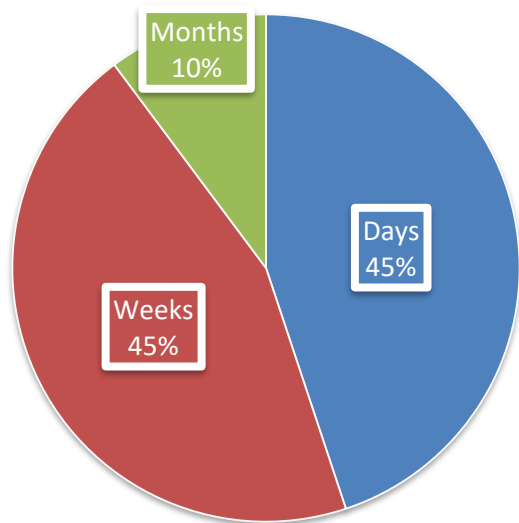
**Question 13: In regards to your maintenance/repair schedule, how often would you have your vessel hauled?**

Annually	18
Every Other Year	16
Once Every 3-5 Years	11



**Question 14: What time of the year would you like to be hauled out?**

Spring	29
Fall	16
Summer	10
Winter	5

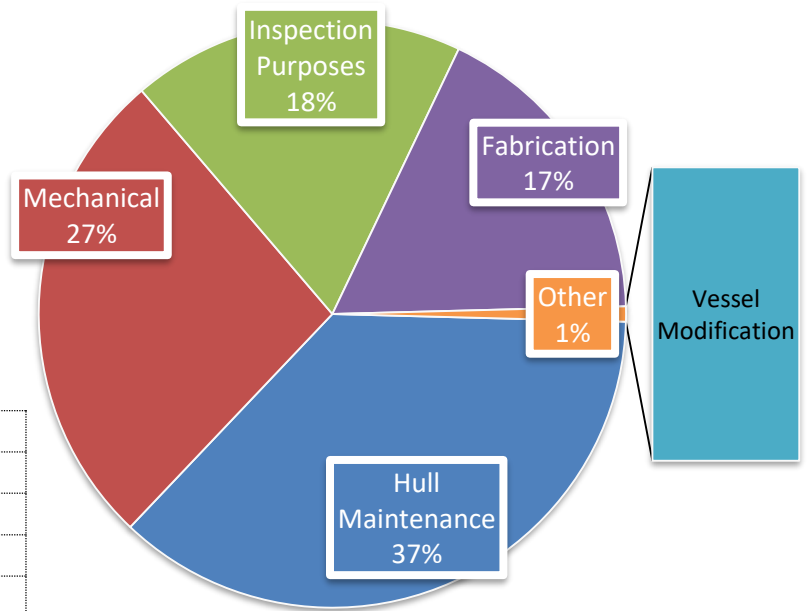


#### Question 15: How long would you like to be hauled out?

Days	22
Weeks	22
Months	5

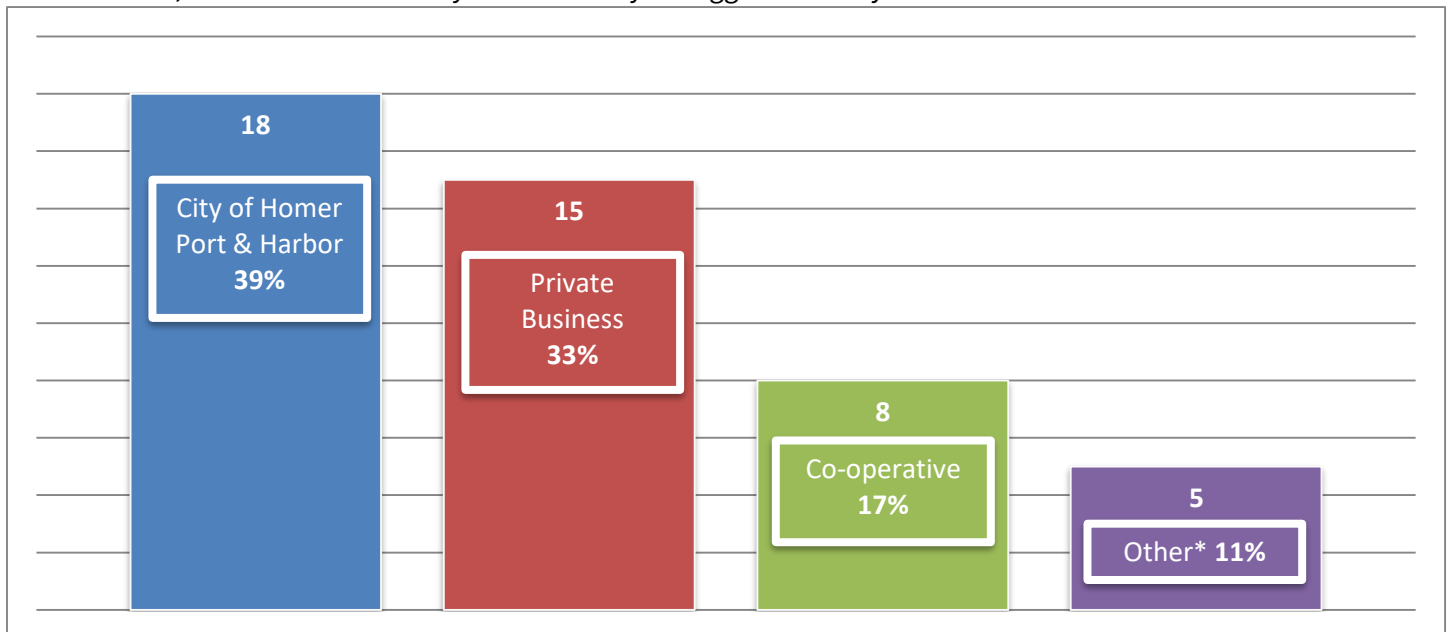
#### Question 16: While hauled out, what kind of boat work are you looking to have done?

Hull Maintenance	44
Mechanical	32
Inspection Purposes	22
Fabrication	21
Vessel Modifications for Research Charters	1



### Financing & Ownership of a Homer Spit Haul-Out Facility

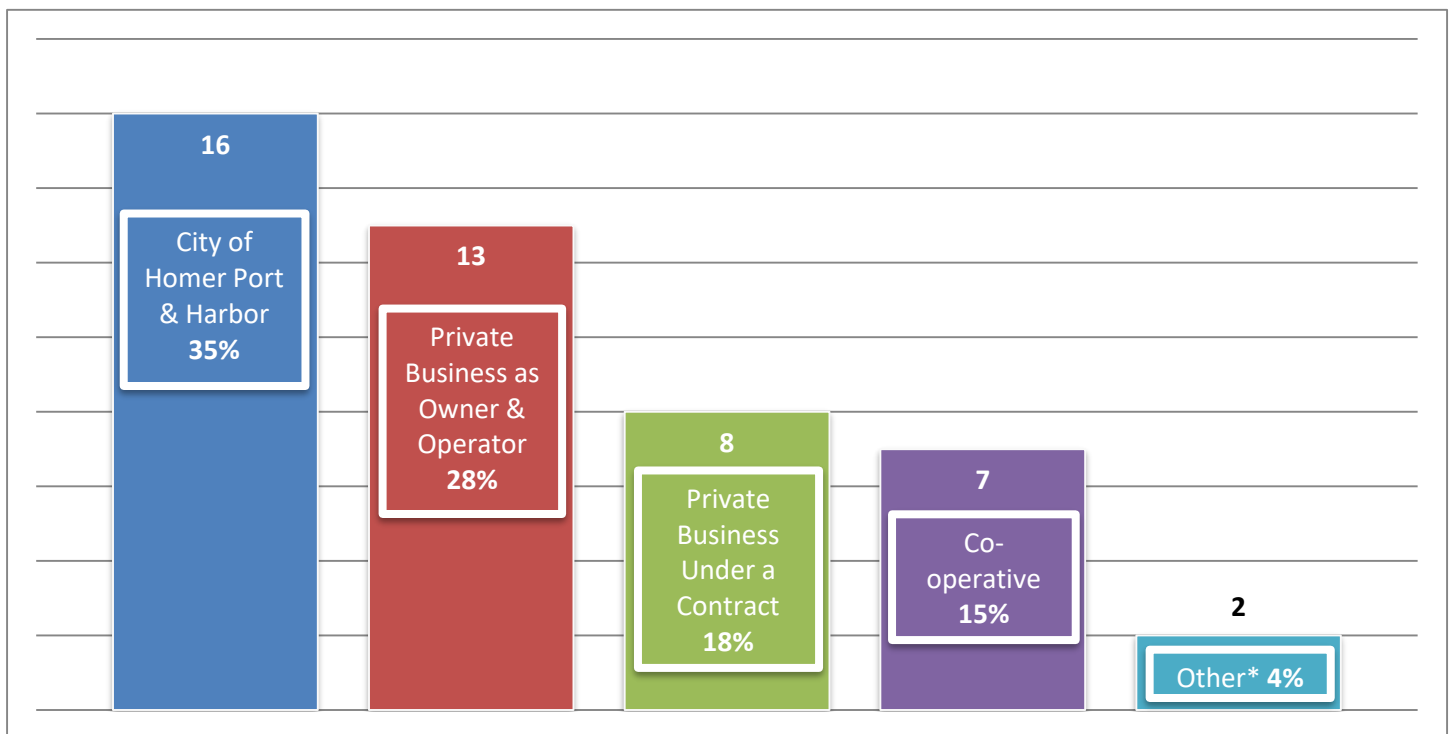
**Question 17:** Let's say that the City of Homer Port and Harbor offered specific lots in the harbor, at a reasonable lease rate and term, to establish the facility. How would you suggest a facility such as this be funded and owned?



\*(1) All of the above but all have problems. Homer would have a short window but fairly decent summer weather. Price is the main deal breaker. Can you afford such a facility to be used 3 months a year?

* (2)	I believe the Homer Harbor and Spit should remain a facility to service the commercial and recreational boating community. An industrial barge facility with sandblasting, welding, and heavy industrial use is not the direction the harbor should go. An educational facility to attract visitors, instead of repelling visitors, should be considered.
* (3)	I kind of like what is available right now. A couple of small but capable air bag-pulling companies. They have, or seem to find, the appropriate equipment, and the City leases the ground for them to work on.
* (4)	A facility like the Port Townsend, WA boat yard.
* (5)	Unsure - I have no faith the City of Homer can pull of any project. Seaton has no stroke.

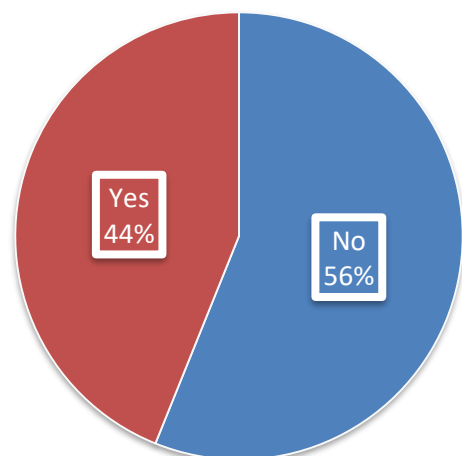
**Question 18:** If the facility is built, who do you think should operate the haul-out equipment, run the office, and manage the facility overall?



* (1)	Do not build this facility.
* (2)	Whoever has the best plan for cost effective services.

**Question 19:** If you were given the opportunity to be a part of a cooperative effort (involving local businesses and vessel owners) that owned, operated, managed, and maintained a large vessel haul-out facility, would you be interested in being a part of it?

No	23
Yes	18



## Additional Questionnaire Comments

For **Question 20**, space was given for recipients to leave further comments. Below are all comments, in verbatim, that were submitted to staff.

•	Needed
•	Great project - Keep it moving
•	I would haul out more frequently if haul-out was easily available. Currently I have to leave area so requires great deal of organization and effort to be effective with time and money. Operation and management should clearly be monitored by Port and Harbor. I do not wish project to be delayed while waiting for grants and state funding. Give private enterprise or cooperative opportunity to move it forward.
•	I'm going to King Cove for next haul out; there last year; Kodiak the year before
•	Dry storage lot for large vessels with travel lift service i.e. for winter storage & summer vessel modifications. I have had the R/V Thunder in Seward for 2 years as they offer these services & Homer does not have a good large vessel haul out facility.
•	Homer needs a big haul out. I'm 100% for it. Most fisher men that have boats do their work in the fall are spring, so you know Alaska weather, snow, rain, wind, cold, so it would be nice to have like some kind of shelters, and more than one. Not one haul-out in Alaska that I know of have heated, and more than one kind of shelters. Haul outs need shelters; it's a must for the kind of weather we have. If you can have more than one kind of shelter, the haul out will be the best in Alaska and do really good. Thank you.....
•	I understand price of travel lift is not economical; air bags would be ok.
•	As of now, I wouldn't participate in a cooperative effort.
•	Kodiak's facility, although very nice, runs in the red constantly. Prices keep going up with no end in sight. Poor management, too many people wearing harbor dept. clothes, ancillary charges escalating (electric boxes etc.)
•	In the present summer facility you should be concerned about the environmental protection that needs to be in place in order to protect the surrounding area from sand blasting a high pressure cleaning remnants and overspray of paint. Using dry cloths under vessels will not in my opinion provide protection from chips and marine growth, etc. staying in that area.
•	Homer prides itself in being the "Halibut Capital" and a leading visitor attraction. Creating an industrial shipyard adjacent to the small boat harbor is not the best use of the property. Consider an educational facility to attract visitors from around the world.
•	I agree that a travel lift facility is needed however most likely cost prohibitive. Homer has grids that service the fleet now and it is doubtful to me the cost of a travel lift facility could be profitable. You need at minimum a 300 ton lift probably a 500 but then you can end up like Kodiak with a too expensive of a project so the fees are too high and only those that have to go there.
•	Sand Blasting would have to be part of the facility.
•	A large vessel haul out would be an asset to the City of Homer.
•	I may be selling my boat shortly. If you still want to consider my comments, it would be helpful to have a large boat haul out in Homer. Presently, I would have to go somewhere else to haul out. Price is a huge consideration and makes a difference on where I haul out. Please keep the application short. One place has a 19 page application that discourages use of the application and facility; tell your lawyer to keep it short (1 or 2 pages). If a travel lift or crane is used, have flat straps. One place had only round straps that greatly increased the risk of strap chafing on boat edges and keels. Have chocks available publicly. Public ownership is better than private, as private facilities don't seem generally to be as available and affordable as public facilities for whatever reason.
•	We currently operate two barges and 3 tugs in Cook Inlet. We now take our tugs to Kodiak to service them. Seward ships has been an expensive and dysfunctional owner but preferable to Kodiak because it is on the road system. Homer is attractive because it is close and on the road system.
•	We have tugs from 45 feet to 205 and also some smaller barges too. Always looking for a new idea and a place closer than Seattle / Ketchikan to do the work.
•	I would love to see a haul out facility in Homer that could be used at all or most tides. I have 3 similar boats that

	would all use the facility. If the city runs it they should be similar to Northern Enterprises and not the City of Seward. Owners must be able to work on their own boats and prices should be reasonable. This facility would attract more business and more opportunity to Homer. Especially in the off season.
•	I would have re-powered in Homer if you had a travel lift. The port is well run, you should run the lift.
•	I have done vessel work in other communities and Homer has the best marine trade services but no haul out. I have voiced my preference but would be willing to do most anything to make one available in Homer. This would be a huge benefit to the local economy.

## **Staff's Review of Questionnaire Results**

In reviewing the results of the questionnaire, the task force should keep in mind the 22% response rate. This rate does not surprise staff as we have often found this to be the case when trying to survey our workboat fleet. The problem is that they are busy working and many of these owner/operators simply do not have the time, or they are out of town during the survey period.

The results do support the need for hauling both large, deep-draft vessels and large, shallow-draft vessels. And certain comments in the Additional Questionnaire Comments section reflect concerns over the high costs a haul-out facility could bring to vessel owners and the Harbor Enterprise. These concerns just show that our user groups are educated on the challenges and pitfalls involved with bringing this service to Homer.

Overall, this questionnaire supports the haul-out concept. The task force and staff should continue researching haul-out machinery alternatives that provide the service and keep costs affordable for both the user and the Port and Harbor Enterprise. It always comes down to money. If our goal is to run the Harbor Enterprise as a business, Harbor Staff has concerns about justifying a standard haul-out machinery method, such as a travel lift, because of the number of users and the upland's capacity.

Attached:        Large Vessel Haul-Out Questionnaire  
                      Letter to Vessel Owners Re: Questionnaire dated April 4, 2014



# Memorandum

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## 2026-2027 Alaska Board of Fisheries Regulatory Meeting

**Item Type:** Action Memorandum  
**Prepared for:** Port and Harbor Advisory Commission  
**Date:** August 21, 2024  
**From:** Amy Woodruff, Port Administrative Supervisor

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**Background:** The City received a request from the Kenai Peninsula Economic Development District (KPEDD) that City Council pass a resolution of support for holding the 2026 and 2027 Cook Inlet Finfish Regulatory Meetings in Soldotna to allow resource stakeholders to be present at public discussions affecting the management of their resources.

The draft resolution provided by KPEDD does not take a political position, it simply advocates for

**Requested Action:** Review the documents provided by KPEDD and discuss whether the PHC would like to recommend that the City pass a resolution of support.

**Staff Recommendation:** Make a motion to City Council recommending that they pass a resolution of support for holding the 2026 and 2027 Cook Inlet Finfish Regulatory Meetings in Soldotna

**Attachments:**

**Board of Fish Meeting Proposal**

**Draft Board of Fish Resolution**

JULY 2024



# 2026-2027 Upper Cook Inlet Finfish Regulatory Meeting Location Proposal

Prepared for Art Nelson, Executive Director  
Alaska Board of Fisheries

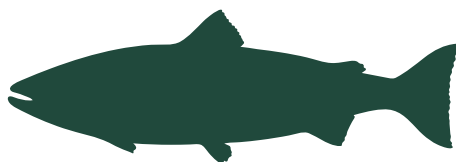
**PRESENTED BY:**

Kenai Peninsula Economic Development District  
Kenai Peninsula Borough  
City of Kenai  
Kenai Chamber of Commerce  
City of Soldotna  
Soldotna Chamber of Commerce



# Table Of Contents

01	Proposal Overview
02	Stakeholders
03	Regional Significance
04	Event Facility
05	Lodging
07	Transportation
08	Dining
09	Contact Information



# 2026-2027 Upper Cook Inlet Finfish Meetings

The Kenai Peninsula Economic Development District supports and advocates for public engagement processes and opportunities for our stakeholders and communities. We formally and respectfully request the Alaska Fish and Game Board of Fish to hold the Upper Cook Inlet Finfish Regulatory meetings for 2026-2027 on the Kenai Peninsula, specifically in Soldotna. This proposal request will outline the history, accommodation, logistic resources, and outlay of permit holders and business operators, as well as resolutions from our municipalities and borough communicating the need for the meeting to be held in Soldotna.

As the Board of Fish makes decisions on fish allocation and management for the commercial and sportfishing industries in the region, it is vital to hold the meeting where the stakeholders, business owners, and waters are. For context, it has been over a decade since the Board of Fish has held any public meetings in this region; the last regular Upper Cook Inlet Finfish meeting was in 1999 with in-person BOF work sessions in 2016 and an Upper Cook Inlet Task Force meeting in 2013. KPEDD respectfully requests the Board of Fish to see this as an opportunity to re-engage and re-establish connections through this public process to proceed with its work to make sound judgments and well-informed decisions and develop comprehensive policy with viewpoints and local perspectives considered.



Director Cassidi Cameron  
Kenai Peninsula Economic  
Development District

## PROPOSAL SPONSORED BY



Mayor Peter Micciche  
Kenai Peninsula Borough



Mayor Brian Gabriel  
City of Kenai



Mayor Paul Whitney  
City of Soldotna



Director Samantha Springer  
Kenai Chamber of Commerce



Director Maddy Olsen  
Soldotna Chamber of  
Commerce

# Cook Inlet Stakeholders

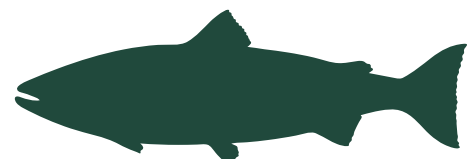
## INDIVIDUALS AND ENTITIES AFFECTED BY MEETING DECISIONS

Permit/License Type Active in 2023	# Registered
Finfish Guides & Charters	197
Drift Gillnets	356
Set Gillnets	672
Purse Seine	68
Total	1,293

85% of active set net permits and 75% of active drift gillnet permits are owned by Alaska residents.

Regional stakeholders require reasonable access to the Upper Cook Inlet Finfish (UCI) Regulatory Meetings, as they are directly affected by decisions made by the Board of Fish. Holding the two-week Board of Fish UCI meetings solely in Anchorage leads to disproportionate representation of special-interest groups that have the resources to attend the meetings and underrepresentation of individual residents of the Kenai Peninsula. Government officials and representatives of these groups have the ability to travel to the Peninsula for meetings as their costs are borne by the organization rather than the individual. The fluidity of these meetings also makes it difficult for residents to make adequate travel accommodations to provide public testimony.

The Kenai Peninsula Economic Development District will act as a point of contact, in partnership with the Kenai Peninsula Borough and regional municipalities, to assist in identifying resources and cost savings for the State. KPEDD will strive to ensure that logistical considerations, adequate public facilities, transportation, lodging and experience are met with the upmost care.



# Upper Cook Inlet

## REGIONAL SIGNIFICANCE

- The Kenai Peninsula waterways of the Kenai, Kasilof, and Susitna Rivers, and Fish Creek are the entry points to major sockeye salmon systems in Upper Cook Inlet

- 
- The Kenai River and its lakes are the primary sockeye salmon producing systems in the Cook Inlet

- 
- The Kasilof River and Tustumena Lake is the second-most (sometimes the third-most) productive sockeye salmon producing system in Cook Inlet

- 
- Commercial, sport, subsistence and personal use fisheries are essential to the Kenai Peninsula Economy

- 
- The value and economic impact goes far beyond the number of permit holders in the region
- 

**Commercial fisheries land a combined average of 31.3 million pounds of salmon annually, valued on average at 50.1 million USD annually**

The regulatory authority must work alongside industry to protect the Kenai Peninsula's natural resources, communicate on regulatory needs, and receive necessary stakeholder engagement to find best-suited options for the highest economic returns on investment revolving around the Upper Cook Inlet Salmon system. Holding the 2026 and 2027 Upper Cook Inlet Finfish Regulatory Meetings in Soldotna would provide resource stakeholders with the opportunity to be present at public discussions affecting the management of their resources.

# SOLDOTNA FIELD HOUSE



## SIZE

- NEWLY BUILT 40,500 SQ FT MULTI-PURPOSE FACILITY
- 215' X 115' MEETING AREA WITH REMOVABLE TURF SYSTEM
- DIVIDER CURTAINS ALLOWING FOR MULTIPLE MEETING SPACES

## ACCOMMODATIONS

- AUDIO AND VISUAL EQUIPMENT TO SUPPORT MEETINGS AND LARGE EVENTS
- COMMERCIAL KITCHEN ACCESS FOR FOOD SERVICE
- SMALL MULTI-PURPOSE ROOM PLUS ADDITIONAL CONFERENCE ROOMS AT THE SOLDOTNA REGIONAL SPORTS COMPLEX FOR BREAKOUT SESSIONS
- HIGH SPEED WIFI

## LOCATION

- CENTRALLY LOCATED ON THE KENAI PENINSULA, EASILY ACCESSIBLE BY ROAD AND AIR, WITH MANY AMENITIES AND LODGING OPTIONS NEARBY



# Lodging

The newly remodeled Aspen Hotel is located in the heart of downtown Soldotna, less than five minutes from the Soldotna Field House. The Aspen also offers block rates for local event attendees. There are also 3 other lodging options in Soldotna and 6 in Kenai providing accommodations for out-of-town meeting attendees.

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## ASPEN HOTEL - SOLDOTNA

<https://aspenhotelsak.com/soldotna/>

Phone: (907) 260-7736 Address: 326 Binkley Cir, Soldotna, AK 99669

## ALASKA ANGLERS INN - SOLDOTNA

<https://www.anglersinnalaska.com/>

Phone: (907) 420-0500 Address: 44715 Sterling Hwy, Soldotna, AK 99669

## SOLDOTNA INN - SOLDOTNA

<https://www.soldotnainn.com/>

Phone: (907) 262-9169 Address: 35041 Kenai Spur Hwy, Soldotna, AK 99669

## SOLDOTNA INN - SOLDOTNA

<https://www.soldotnainn.com/>

Phone: (907) 262-9169 Address: 35041 Kenai Spur Hwy, Soldotna, AK 99669



# Lodging

Kenai also offers numerous lodging options, and is less than 15 minutes from the Soldotna event center. A few hotel options include:

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## ASPEN HOTEL - KENAI

<https://aspenhotelsak.com/kenai/>

Phone: (907) 283-2272 Address: 10431 Kenai Spur Hwy, Kenai, AK 99611

## QUALITY INN - KENAI

<https://www.choicehotels.com/alaska/kenai/quality-inn>

Phone: (907) 283-6060 Address: 10352 Kenai Spur Highway, Kenai, AK, 99611

## KENAI AIRPORT HOTEL - KENAI

<https://www.kenaiairport-hotels.com/>

Phone: (907) 283-1577 Address: 230 N Willow St, Kenai, AK 99611

## UPTOWN MOTEL - KENAI

<http://www.uptownmotel.com/>

Phone: (907) 283-3660 Address: 47 Spur View Dr, Kenai, AK 99611



# Transportation

Flights operate daily between Anchorage and Kenai through Kenai Aviation and Grant Airlines. There are two car rental centers located in the Kenai Airport, Budget and Avis, for local travel to and from the event. Alaska Bus Company provides shuttle services to and from Anchorage, and Alaska Cab offers shuttle services between and around both Kenai and Soldotna.

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## **KENAI AVIATION - 15 FLIGHTS FROM ANCHORAGE TO KENAI DAILY**

<https://www.kenaiaviation.com/> Phone: (888) 505-3624

## **GRANT AVIATION - 30 FLIGHTS FROM ANCHORAGE TO KENAI DAILY**

<https://www.flygrant.com/> Phone: 888-359-4726

## **BUDGET CAR RENTAL - KENAI**

<https://www.budget.com/en/locations/us/ak/kenai/ena>

Phone: (907) 283-4506 Address: 305 N Willow St Ste 116, Kenai, AK 99611

## **AVIS CAR RENTAL - KENAI**

<https://www.avis.com/en/locations/us/ak/kenai/ena>

Phone: (907) 283-7900 Address: 305 N Willow St, Kenai, AK 99611

## **AK BUS COMPANY - DAILY SHUTTLE BETWEEN ANCHORAGE AND KENAI**

<https://www.alaskabuscompany.com/> Phone: (907) 299-6806



# Dining

There are more than twenty-five restaurants in and near Soldotna, offering a wide range of local favorites. Fine dining options include Addie Camp, the Flats, and Mykel's. Soldotna also offers casual dining and fast food options for attendees.

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## ADDIE CAMP

<https://www.whistlehillsoldotna.com/> Phone: [\(907\) 262-2334](tel:(907)262-2334)  
43540 Whistle Hill Loop, Soldotna, AK 99669

## THE FLATS

<https://theflatsbistro.com/> Phone: [\(907\) 335-1010](tel:(907)335-1010)  
39847 Kalifornsky Beach Rd, Kenai, AK 99611

## MYKEL'S

<https://www.mykels.com/> Phone: [\(907\) 262-4305](tel:(907)262-4305)  
Address: 35041 Kenai Spur Hwy, Soldotna, AK 99669

## ST. ELIAS BREWING

<https://www.steliasbrewingco.com/> Phone: [\(907\) 260-7837](tel:(907)260-7837)  
Address: 434 Sharkathmi Ave, Soldotna, AK 99669

## ODIES

<https://odiesdeli.com/> Phone: [\(907\) 260-9000](tel:(907)260-9000)  
44315 Sterling Hwy, Soldotna, AK 99669

# KENAI PENINSULA ECONOMIC DEVELOPMENT DISTRICT



PLEASE CONTACT US  
WITH ANY QUESTIONS

CASSIDI CAMERON  
EXECUTIVE DIRECTOR  
CASSIDI@KPEDD.ORG  
(907)519-8637



**MUNICIPAL NAME**  
**2026-2027 Alaska Board of Fisheries Regulatory Meeting**  
**Resolution**

**Title:**

Requesting the 2026 and 2027 Cook Inlet Finfish Regulatory Meetings be held in Soldotna, Alaska, to provide resource stakeholders with the opportunity to be present at public discussions affecting the management of their resources and

**WHEREAS:**

The functions of the Alaska Department of Fish and Game Commissioner are to manage, protect, maintain, improve, and extend the fish, game, and aquatic plant resources of the state in the interest of the economy and general well-being of the state and

**WHEREAS:**

The legislature created the seven-member Fisheries Board in 1975 with the purpose of conservation and development of fisheries and wildlife resources and

**WHEREAS:**

The regulatory authority must work alongside all stakeholders, including industry leaders and local, tribal, and borough organizations, to protect the Kenai Peninsula's natural resources, communicate regulatory needs, and receive critical stakeholder engagement to find best-suited options for the highest economic returns on investment revolving around the Upper Cook Inlet Salmon system; and

**WHEREAS:**

The Kenai Peninsula waterways of the Kenai, Kasilof, and Susitna Rivers and Fish Creek are the entry points to significant sockeye salmon systems in Upper Cook Inlet and

**WHEREAS:**

The Kenai River and its lakes are the primary sockeye salmon-producing systems in the Cook Inlet and

**WHEREAS:**

The Kasilof River and Tustumena Lake are the second-most (sometimes the third-most) productive sockeye salmon-producing system in Cook Inlet and

**WHEREAS:**

Personal use salmon fisheries are essential to the people of the Kenai Peninsula and

**WHEREAS:**

Salmon sport fisheries are essential to the Kenai Peninsula economy and

**WHEREAS:**

Subsistence salmon fisheries are essential for all Kenai Peninsula communities and

**WHEREAS:**

All users of salmon are dependent on an abundance of salmon, and

**WHEREAS:**

According to the Alaska Department of Fish and Game, more than 1,300 drift and set gillnet limited entry fishing permits have been for the Upper Cook Inlet area, contributing about 10% of salmon permits issued statewide and

**WHEREAS:**

The Alaska Board of Fish Upper Cook Inlet Finfish Regulatory Meetings provide critical resource updates, including research presentations and staff reports, provide a platform for public testimony, create and or update industry regulations, deliberations from committee members to increase rates of salmon returns, and outline management plans; and

**Now, Therefore Be It Resolved:**

The (Municipality) formally requests that the 2026-2027 Upper Cook Inlet Finfish Regulatory Meetings be held in Soldotna, Alaska, to provide an opportunity for local stakeholders to attend and provide public testimony regarding the management of the salmon system.

## August Operations Report 2024

### Ice Plant

Salmon season has wound down and Halibut landings are increasing. Ice sale are brisk. In addition to normal duties, Ice Plant personnel have been busy with:

- Monthly Condenser maintenance (Cleaning the condenser pump screens and condenser spray bar nozzles)
- Maintaining ammonia compressors
- Weekly removal of hard ice buildup from rake and evaporators to maintain efficient operation.
- Daily dock cleanup.
- Maintaining bird deterrent equipment.
- Monthly Crane inspections.

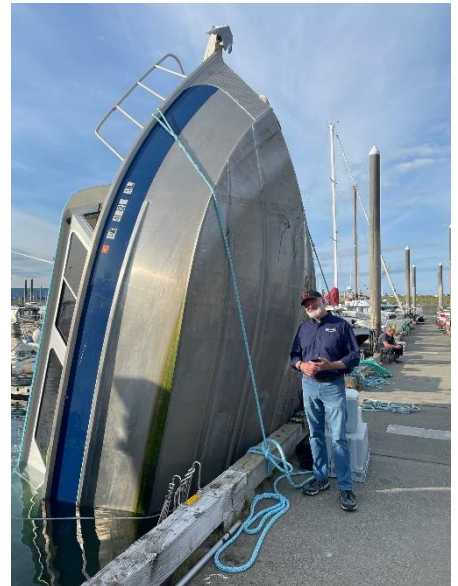
### Port Maintenance

**Port maintenance has been busy this month with annual fire hose/fire cart testing, also:**

- Ongoing Float maintenance
- High Mast Light inspections
- Ongoing Dock and Float inspections.
- Ongoing electric pedestal Maintenance
- Keeping up with recurring monthly work orders.
- Ongoing used oil collections.
- Deep Water dock ladder maintenance

### Harbor Operations

- Harbor vessel occupancy is hovering around 930-970 boats.
- Harbor Officers continue to field hot-berth requests and are fulfilling them to the best of their ability. The early return of the fishing fleet has made this difficult at times.
- Notable Deep Water Dock and Pioneer Dock landings include: Cruise ship M/V Hanseatic Spirit; Ferry Tustumena; CISPRI Perseverance and Endeavour; cable ship I/T Integrity; M/V Discovery; M/V Titan; Ann T Cheramie; and Kate Francis.
- Congestion at the Fish Dock caused numerous vessels to conduct gear loading at the Deep Water Dock inside berth and utilize the crane.
- Operations staff assisted with several EMS calls and two sinking vessels.
- Jared Brant, currently employed with us as a Parking Enforcement Aide, has accepted the Harbor Officer position, and will officially start in his new role on 9/2.



# Port & Harbor Monthly Statistical & Performance Report

For the Month of: **July 2024**

## Moorage Sales

	<u>2024</u>	<u>2023</u>
Daily Transient	366	386
Monthly Transient	264	274
Semi-Annual Transient	2	1
Annual Transient	8	8
Annual Reserved	1	0

## Grid Usage

1 Unit = 1 Grid Tide Use	<u>2024</u>	<u>2023</u>
Wood Grid	17	13
Steel Grid	0	1

## Services & Incidents

	<u>2024</u>	<u>2023</u>
Vessels Towed	1	2
Vessels Moved	86	70
Vessels Pumped	3	15
Vessels Sunk	0	0
Vessel Accidents	3	1
Vessel Impounds	0	1
Equipment Impounds	5	2
Vehicle Impounds	0	0
Property Damage	0	3
Pollution Incident	1	3
Fires Reported/Assists	1	0
EMT Assists	4	6
Police Assists	2	3
Public Assists	27	46
Thefts Reported	0	0

## Parking Passes

	<u>2024</u>	<u>2023</u>
Long-term Pass	6	9
Monthly Long-term Pass	2	10
Seasonal Pass	1	0

## Crane Hours

<u>2024</u>	<u>2023</u>
305.9	414.6

## Stall Wait List

No. on list at Month's End	<u>2024</u>	<u>2023</u>
20' Stall	0	1
24' Stall	48	69
32' Stall	182	195
32'A Stall	17	14
40' Stall	75	73
50' Stall	39	33
60' Stall	4	4
75' Stall	7	7
Total:	372	396

## Docking & Beach/Barge Use

1 Unit = 1 or 1/2 Day Use	<u>2024</u>	<u>2023</u>
Deep Water Dock	21	22
Pioneer Dock	17	20
Beach Landings	0	1
Barge Ramp	398	285

## Marine Repair Facility

	<u>2024</u>	<u>2023</u>
Vessels Hauled-Out	0	0
Year to Date Total	4	3
Vessels using facility uplands	0	0

## Wharfage (in short tons)

In Tons, Converted from Lb./Gal.	<u>2024</u>	<u>2023</u>
Seafood	273	259
Cargo/Other	1,521	72
Fuel	42,557	37,834

## Ice Sales

	<u>2024</u>	<u>2023</u>
For the Month of July	577	582
Year to Date Total	1,651	1,269

## Difference between

## 2023 YTD and 2024 YTD:

382



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: August 7, 2024  
SUBJECT: City Manager's Report for August 12, 2024 Council Meeting

#### Happy Birthday United States Coast Guard

On August 4, 2024 the US Coast Guard celebrated their 234<sup>th</sup> birthday. The Coast Guard is one of America's six armed forces and traces its founding to Aug. 4, 1790. The shared history of Homer and the U.S. Coast Guard began in 1969 when the USCG *Ironwood* was assigned to Homer, shortly after the City was incorporated in 1964. Since then, as each ship and Marine Safety Detachment fulfilled the Coast Guard District 17's mission, the men and women serving in Homer have been important and integral to the Homer community. US Coast Guard presence enriches every aspect of life in Homer. Professional services provided by the USCG are valued as they support Homer's strong maritime economy. USCG personnel help save lives through year-round search and rescue missions, protect Alaska's productive marine environment through regulatory enforcement and pollution response, promote the safety of the local fleet through vessel inspections, certifications, and educational outreach, and by keeping the region's navigational aids functioning properly. Homer holds the prestigious designation of being a Coast Guard City, and thanks all the service members and their families.

#### Sister City Celebration Update

The Sister City Banners are now displayed on Pioneer Ave! They feature Homer photos going west on Pioneer and show Teshio photos going east. The banners are designed to be used for many years to come. We extend our appreciation to Teshio for sharing their beautiful photos with us for this project, the Chamber of Commerce to source some of the photos, and a big thank you to Rachel Tussey for her beautiful designs!



A student delegation visit to Teshio is in the works. Megumi Beams, who coordinates the Japanese Club at the schools, has been in touch with the coordinator of Sister City Teshio and they are discussing ideas around a potential visit in March of 2025. If there is interest for the Mayor, City Council and Staff to plan a visit to Teshio with the students in the spring, or on a separate trip in 2025, please reach out to the City Manager's office so we can begin planning.

### **Beluga Slough**

Folks may recall in late April thru June, there was a significant amount of water being retained in the Beluga Slough due to the mouth of the Beluga Slough being closed off by the development of a storm berm following a winter storm that occurred during a high tide. This occurred just prior to the Shorebird Festival and drew a lot of attention from folks who were concerned about the sandhill cranes and other species that visit the slough in the spring and summer. At the time this event occurred the City was prompted to respond and the Public Works staff reached out to the necessary permitting agencies, the US Army Corps of Engineers, US Fish and Wildlife Preserve, Alaska Fish and Game for Anadromous Waters, and Alaska Fish and Game for Kachemak Bay Critical Habitat Area. Fortunately, over time, the water level receded by seeping through the berm on its own accord and is currently at a relatively normal state, however the storm berm still remains. This causes concern to the City because the Beluga Slough Lift Station is located at approximately the mid-point of Lake Street as it bisects Beluga Lake and the Beluga Slough, and high water levels in the slough could negatively impact the lift station. Further, a significant portion of the City's stormwater drains to either the Beluga Slough or Beluga Lake, which both drain to Kachemak Bay through the mouth of the Slough. There remains a risk of upstream flooding as long as the storm berm seals off the Beluga Slough from Kachemak Bay. The City has received the necessary permits and plans to proceed with reestablishing the outlet of the slough in its permitted location, centrally located within the storm berm.

### **Library News**

Following the mid-biennium operating and capital budget amendments, the Library subscribed to Niche Academy, a database of online training modules, which can also serve as a portal for our other database offerings. They also purchased seven tables and will relocate the pamphlet station, print station, ADA computer, photocopier and one self-checkout machine, then replace the built-in furniture in the two rooms with movable tables that will offer more flexibility. Ultimately, study room 5 will be more usable as a meeting space and the computer/microform equipment in it will be shifted to the copy room, which will also become available as a public workspace. Procuring the security gate is still in the works as Library staff continues to coordinate with the Fire Marshall, Planning, and Public Works regarding the installation.

### **Audit and Budget Planning**

The FY23 audit still underway and progressing toward completion. The necessary reports have been transmitted to BDO, the contracted independent auditing firm for the City, and we hope to have the finished product from BDO by the end of the month. Once this is completed we'll roll right into the FY24 audit. Significant work has gone into the audit processes as we worked through some challenges in our FY22 audit, which improved our work for FY23 and in preparing for FY24.

Looking forward to the FY26/27 budget process, I'll be working on a schedule for work sessions where City departments can make presentations to Council on their departmental needs going into the next biennial budget. I'm also dusting off the 2019 work that was done related to deferred maintenance and capital planning in an effort to get some updated information from departments to Council.

### **Attachments:**

- August Employee Anniversaries
- Memorandum from City Clerk re: Notice Records Destruction
- Coast Guard Birthday Notice
- Memorandum from Public Works Director re: Water Meter Connections
- Memorandum from Special Projects and Communications Coordinator re: Grant Funding Update
- Grant Summary Update
- Memorandum from Port Director re PHC Rep to Council Request on Land Use Recommendation
- City of Homer Job listings at <https://cityofhomer.ak.applicantpro.com/jobs/>



# MEMORANDUM

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## August Employee Anniversaries

**Item Type:** Informational  
**Prepared For:** Mayor Castner and City Council  
**Date:** August 12, 2024  
**From:** Andrea Browning  
**Through:** Melissa Jacobsen, City Manager

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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.

<b>Kellen Stock</b>	<b>Police</b>	<b>5</b>	<b>Years</b>
<b>Winnifred Wade</b>	<b>Police</b>	<b>2</b>	<b>Years</b>
<b>Japheth McGhee</b>	<b>Port</b>	<b>1</b>	<b>Year</b>
<b>Isaiah Nevak</b>	<b>Port</b>	<b>1</b>	<b>Year</b>



# MEMORANDUM

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## Inactive and Destruction of Records Annual Report

**Item Type:** Informational  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 25, 2024  
**From:** Renee Krause, MMC, City Clerk  
**Through:** Melissa Jacobsen, City Manager

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In accordance with HCC 2.08.010(g), the City Clerk's office has completed inactive records destruction process.

In late 2023 the City Clerk's Office in an effort to control costs and have a more reliable service requested price quotes from local companies that provide services to or within the Kenai Peninsula regarding document shredding due and entered into a contract with Arctic Shred in February of this year. Arctic Shred performed on-site shredding of 1900 pounds of inactive records on July 17, 2024.

This is the City Clerk's Office first year working with Arctic Shred and they were very timely and efficiently did the work to conduct the shredding of 69 boxes of records totaling 1900 pounds.

Copies of the Inactive Records Storage Forms and memorandums approving destruction are available in the City Clerk's office for review.

To date, the City Clerk's office has received 31 boxes of inactive records from various city departments, and those boxes have been logged in and stored in the storage areas located within City Hall. That number will likely increase by a minimum of 15 boxes as we approach years end.

The Clerk's Office is looking to schedule another visit to

# City Celebrates Coast Guard City Relationship



Happy 234<sup>th</sup> birthday to the United States Coast Guard!

August 4, 1790 marks the founding of the USCG. The City of Homer is honored to be an official 'Coast Guard City' and celebrates the positive relationship the Homer community and the USCG have shared for more than 50 years. We thank all the individuals who have served in the USCG and our own Homer-based Coast Guard units. Thank you and Happy Birthday!

*Note: The above advertisement ran in the Homer News, and shared on the City's social media. The City looks forward to supporting this relationship year round.*



# MEMORANDUM

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**Informational Memorandum in response to the request by City Council Members for the Staff to consider changes to Homer City Code or policy as it pertains to how many structures or residences are served by one water meter.**

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor Castner and City Council  
**Date:** July 24, 2024  
**From:** Daniel Kort, Public Works Director  
**Through:** Melissa Jacobsen, Interim City Manager

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**Summary:**

The City Council has brought up the idea of amending Homer City Code (HCC) or policy to require an individual water meter for each structure on an individual property, or the related rules where two lots are merged into one lot and the policy requires the water service to the second lot to be removed.

**Discussion Topics:**

The City policy calls for one (1) water meter to service each individual lot, however the policy does allow for an additional seasonal water meter for watering lawns and gardens. The City requires the property owner to purchase their water meter from the City to ensure uniformity of water meters throughout the city and so the City can ensure it has parts to service water meters as needed and the proper size meter is serving each property. The City then maintains the Water Meter for the property owner ensuring it's functioning properly, and will replace the meter if a failure occurs within the meter itself due to natural causes and not the environmental conditions or poor installation by owner. The owner is responsible for replacement of water meters if the failure is due to improper installation or if the water meter installation location subjected the water meter to environmental conditions that caused the failure.

When the City installs a water main, a "service connection" is installed to serve each property. This is done so when a property owner requests a service connection, the City's road surface does not have to be torn up each time to accommodate the new service connection. These service connections branch out from the water main and terminate at each property line with a curb stop valve. The City owns and maintains the water main and the service connection to the curb stop valve (property line), then the property owner owns and maintains the service from the curb stop valve to the building.

There are several reasons why the City historically chose to service each lot with one water meter rather than an individual water meter for each individual housing unit or building.

1. There are numerous situations where property owners have multiple structures on one parcel of property. Some examples include a home owner who also has vacation rentals on their property or long-term rentals on their property or Commercial property owners who have rental tenants, and lastly apartment buildings. Switching to a water meter for each individual housing unit or building would first be costly to property owners as well as costly to the City for reading, repairing, and billing for additional water meters.
2. The Finance Department processes the monthly billings per water meter assigned to one property address. Changing the policy to allow for an individual water meter for each individual housing unit or building would increase the complexity for tracking owners versus locations of the water meters.
3. The City has chosen to establish rules stating that in order for the City to provide water service to a lot, the lot must have property frontage along a Right-of-Way (ROW) that has a water main. This policy was established to eliminate private owned waterlines within ROW's {spaghetti lines} and thereby encourages the water main extension to serve all properties adjacent to the ROW and water main rather than just one lot with a person who wants City provided water service.

### Questions and Answers:

The following details questions heard from Council Members and associated answers.

1. ***“We are interested in proposing to Council a change to the rule that, no matter how many structures or residences are on a lot, there can only be one water meter per lot.” The Public Works Department understands this question to mean the Council desires a water meter to serve every building on a development separately.***

The City views a proposed development is on one (1) “lot” as one service connection because it is not a “subdivision of a lot”. If the property owner was to subdivide the property, then each individual lot would require a water meter. If they subdivided the parcel into several lots, they may be required to do a water main extension because the City requires full frontage to a water main in order to have water service.

As an example, there was a recent proposed 25-unit development on one lot. This scenario of 25-units on one property is not viewed differently than an apartment or condominium with shared walls or multiple units, nor is it viewed any differently than a homeowner that has multiple vacation rental buildings or long-term rental buildings on their primary residential property. In this case, the one (1) property is viewed as one service connection. All the water distribution piping as well as sewer collection piping is private services and not a part of the infrastructure the City is responsible for.

If buildings on the previously mentioned 25-unit development were to be treated as standalone structures, the property would technically need to be sub-divided into numerous lots as individual ownership under the current rules. In this situation, the City would be requiring a water main extension and thereby taking on the maintenance of the additional water main piping. This water main would also require fire hydrants. Further, the City would require the proposed road be constructed to City Standards, and the City would be taking on maintenance of that road. The City would also be taking over the sewer, and sewage lift station maintenance. Under the current configuration, the developer or owner will own and maintain all the water and sewer infrastructure within the proposed development and will have one (1) water service connection; one (1) water meter; and one (1) sewer connection. The developer/owner will be responsible for billing out the water and sewer service to the 25-units. The developer/owner may choose to install water meters in each unit as a tool to divide the usage up appropriately from the one meter the City would be using for billing the property development as a whole, however that would be their decision. Under this scenario, the developer/owner will also be responsible for maintaining the road and parking areas within the development.

The benefits of this current arrangement (25-units on 1 property) are wide reaching.

- a. The City is selling water to one (1) customer and only has to maintain one (1) water meter.
- b. The City does not have to determine how to manage 25 accounts serving one address.
- c. The City does not have to take on the expense of plowing and maintenance of a constrained (tightly compacted) roadway servicing this property if it was treated like 25-lots and not 25-units on one lot.
- d. The City does not have to take on the service and maintenance of the sewer lift station serving this property under the configuration of 25-units, however would have to if it was considered 25-lots.

If the City were to decide to change the rules and allow “spaghetti lines”, the City may be hard pressed for property owners to extend water mains at any other location in the City, when they could just install “spaghetti lines” down City ROWs to their property. This could serve to stifle development. There is a real potential where the City could have multiple “spaghetti lines” down one ROW and someone proposes to develop a subdivision at the end of the ROW. Who will pay for the water main extension? The property owners who currently have water service will have no interest in paying for the water main extension because they already have water service; the developer may not be interested in paying for a water main serving lots they are not making money from making the project non-economical. In this hypothetical situation, it is possible that the City may have to pay for this water main extension if it wants the property to be developed.

2. ***“We are interested in proposing to Council that if the owner of two lots merge the lots, that one of the water meters must be removed, even if there are two or more structures on (or planned for) the lot, as well as the related rule that if the owner of two lots merges the lots, that one of the water meters must be removed, even if there are two or more structures on (or planned for) the lot.”***

Based upon previous conversations at the City Council Meeting, our interpretation of the question is that if the owner of two abutting lots merges the two (2) lots into one (1) larger lot and the lot was developed for two (2) or more structures upon the one (1) larger lot; that the City remove the requirement for the removal of the water and sewer service for the “second lot”.

In the case presented, if a building is proposed for the second lot prior to merging the two lots into one lot, each lot would be required to be independently connected to both the water and sewer services. This is because even though they are under the same ownership, that may not always be the case and without separate connections the City would have the situation where two separate owners would share the same service connection.

If the two lots were merged into one larger lot, all of the proposed buildings would be served by one water service, one water meter, and one sewer service. However, to facilitate the combination of the lots, the property owner would be required to remove the existing water and sewer service that was installed to originally serve the second lot that it was intended to serve. The reason behind this is because after the two (2) lots are combined, there is an additional valve (which was intended to serve the second lot) that is a potential source of drinking water leakage and drinking water contamination. The same concern applies to the sewer service. The remaining sewer service serves may allow for groundwater intrusion (Inflow and Infiltration) into the sewer system. While this may appear to be a burden to an individual property owner, the burden would otherwise fall onto the City to abandon these connections at a later date.



# MEMORANDUM

## City Manager Report: Grant Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** August 7, 2024  
**From:** Special Projects & Communications Coordinator Carroll  
**Through:** Melissa Jacobsen, City Manager

This is an informational memo to provide an update on Federal and State grant funding requests submitted or in process in support of City of Homer projects. New actions/information since the June 6, 2024 Grant Update are highlighted in yellow on the attached chart. Highlights include:

### Non-Motorized Transportation Planning

The City's Federal FY23 *REACH* application for non-motorized transportation planning and design received a High Merit rating and was encouraged by the program to improve and resubmit the application. Staff worked with HDR on the resubmission, and while the FY24 application was again a "Project of Merit", it was not selected for an award, but it will be carried over and considered for selection in the FY25 round of the program.

Staff have been offered and will participate in a debrief to discuss feedback on the application.

Three Alaskan projects received awards: Nulato Village and the City and Borough of Wrangell received funds for port projects; the State of Alaska received funding to correct permafrost damage on the Alaska Highway. All three awarded projects benefit historically disadvantaged communities.

### FY 2024 RAISE Ratings

Project Name: *Realizing Equitable Accessible Connectivity in Homer (REACH)*  
Applicant Organization: *City of Homer*  
Project Location: *City of Homer*  
Urban/Rural: *Rural*  
APP: *No*  
HDC: *No*

Overall Merit Evaluation Rating: <i>Highly recommended</i>	
Individual Merit Criteria Ratings	Rating
Safety	<i>High</i>
Environmental Sustainability	<i>Medium</i>
Quality of Life	<i>High</i>
Mobility and Community Connectivity	<i>High</i>
Economic Competitiveness and Opportunity	<i>Medium</i>
State of Good Repair	<i>High</i>
Partnership and Collaboration	<i>High</i>
Innovation	<i>High</i>

### Second Tier Analysis Assessment:

Financial Completeness Assessment	Rating
	<i>Complete</i>
Environmental Review Assessment	Rating
Benefit Cost Analysis	Rating
Technical Assessment	Rating
	<i>Certain</i>

Senior Review Team Designation: *Highly Rated*

### Homer Float System Replacement Project (HOMER FREIGHT)

The City revamped and resubmitted a 2024 Port Infrastructure Development Program (PIDP) grant application for design and construction funds to *replace Float Systems 1 & 4*. We also applied for just design and permitting funds from the Denali Commission and through the Federal Appropriations process. We are still awaiting funding decisions from the granting agencies. Representative Mary Peltola's Community Funded Projects (appropriations) request resulted in approval of \$250,000 from the Department of Transportation PIDP, significantly less than the \$1.5M request. This follows a pattern seen in most of the Representative's fifteen appropriations awards. The Representative's support is greatly appreciated!

### A-Frame Water Transmission Line Replacement

On July 25, Senator Murkowski's office notified us that after the second round of appropriations markups, the *A-Frame Water Transmission Main Replacement* project was included in the FY25 Interior & Environment appropriations bill in the amount of \$650,000. Though the Senate and the House need to reconcile the different versions of the appropriations bills before being signed into law and funds become available, this is great news!

After the appropriations bill is signed into law, the agencies must implement the CDS programs, and it can take quite some time for funds to get out the door – sometimes up to a year post-enactment. Once that time comes, you the City will hear from an agency official (likely the Environmental Protection Agency) with information on the next steps for securing these funds – this can include filling out applications to verify eligibility and demonstrating that the City has completed all necessary permitting and regulatory requirements. Public Works has been made aware of the funding opportunity; more information on steps the City needs to take to position the project for construction funding will be forthcoming.

### Homer Spit Coastal Erosion

The Alaska Department of Transportation and Alaska Municipal League joined City staff for an agency debrief of the City/State FY22-23 application to the Federal PROTECT program. The *Homer Spit Resiliency Planning* application rated high on all Merit Criteria categories: Program Alignment, Schedule and Budget, Public Engagement, Partnerships and Collaboration, Equity and Justice 40 and Innovation, but ultimately was not funded. The PROTECT program received 304 eligible applications representing three times more requests than funding available. Many highly rated applications were not selected due to limited funding.

Highly rated applications are then rated on responsiveness to agency priority considerations, which include exceptional benefits and funding needs. The application rated non-responsive only to the Funding Need question, giving the State and City room to improve the application for the next round of PROTECT funding. The State of Alaska, as supported by Council's concurrence with [Memorandum CC-24-135](#)

### Fish Grinding Building

Legislation is being introduced at the August 12 City Council meeting to approve an amendment to the Cooperative Agreement with the Alaska Department of Fish and Game to add grant funds in the amount of \$505,875, 75% of the funding required to complete the construction phase of the project. 25% local match funds are required as part of Cooperative Agreement #23-177 entered into in March 2024 as approved by [Ordinance 24-16](#). Port & Harbor is pleased to be moving this project toward construction this fall, during the fishing off season and before corrosion compromises the building's function.

HERC Hazardous Material Cleanup and Revitalization Plan

The HERC project was awarded site-specific technical support through Alaska Department of Environmental Conservation's (DEC) Brownfields Assessment and Cleanup (DBAC) program. The State's Task Request for Proposal was recently awarded to BGES, Inc. DEC recently met with BGES to briefly discuss some of the details of the HERC activities to be performed and will be reaching out to connect the City teams with BGES' team to start moving forward with the tasks. BGES' potential tasks include: additional site assessments, clean up planning, and development of an Analysis of Brownfields Cleanup Alternatives. Staff will keep City Council updated as we learn more.

FY23/24 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
<b>Slope Stability-Erosion Mitigation Program</b>						
Kachemak Drive Peatland Water Quality Improvement (Kahcemak Sponge)	\$4,388,791	NOAA Habitat Conservation KBNERSS led/City partner	\$ 1,188,275.00 (land acquisition)	\$ 418,000.00 (land acquisition)	Submitted Awarded 4/1/2023 Award Executed	UAA accepted award; sent sub-award agreement to City Ord 23-46 to accept sub-award introduced 6/26/23 Grant is for Kachemak Drive peatlands acquisition
Beluga Slough Stormwater Treatment System	\$ 690,000.00	Alaska Clean Water Actions	\$ 153,307.00	\$ 107,182.00	Submitted 11/9/2022 Awarded 3/1/2023 Accepted via Ord 23-16(S)	City Council approved grant agreement Ord City costs in-kind + eligible for funds from ADEC Clean Water Revolving Loan Fund
<b>Transportation</b>						
Transportation Planning	\$ 960,000.00	Safe Streets For All KPB Applic/City partner	\$ 960,000.00	\$ 23,000.00 (in-kind)	Award announced KPB executing grant agreement	Application approved Reso 22-063
Non-Motorized Transp Network (REACH Project)	\$ 2,050,000.00	Fed FY24 RAISE Planning Grant	\$ 2,050,000.00	\$ -	Submitted 2/28/24 Not funded 6/26/24 Ranked as high merit application and will be automatically considered in the FY25 RAISE grant round.	FY23 RAISE REACH applic (approved Ord 23-012) finalist, not awarded but a Merit application encouraged to apply in FY24. Reso 24-007 approving HDR grant writing assistance Reso 24-018 Supporting FY24 application
Homer All-Ages & Abilities Pedestrian Pathway	\$ 3,900,000.00	State of AK Transportation Alternatives (TAP)	\$ 3,432,000.00	\$ 468,000.00	Submitted 2/15/2023 Advanced to final round: Public Evaluation Board 12/20/23 TAP funding awarded 4/16/24 Awaiting DOT MOA negotiations	HAPP sections in PW's 5-year road plan Project support Reso 23-011 approved PEB Review 12/20/2024 (\$500,000 set aside in HART for grant matching) AK DOT manages & constructs project
Main Street Rehab/ Sidewalk South	\$ 4,200,000.00	State of AK Community Transportation Program (CTP)	\$ 3,696,000.00	\$ 504,000.00	Submitted 2/15/2023 Advanced to final round Not funded	Main St in 7-10 year horizon in PW Road Plan Project support Reso 23-011 approved PEB Review 12/20/2024
<b>Port &amp; Harbor</b>						
Float Systems 4 & 1 Replacement	\$ 60,240,898.00	FY24 Fed Port Infrastructure Development Projects (PIDP)	\$47,891,514	\$ 12,349,384.00 (20.5% match)	Submitted 5/10/24 Awaiting decision	Applic approved Reso 23-040 FY23 applic made it to Secretary's desk but was not funded HDR application support Ords 24-12 & 24-13 Revenue bond or TIFIA loan for match
	\$ 2,205,000.00	Denali Commission Grant Design/Env Review/Permitting	\$ 1,102,500.00	\$ 1,102,500.00	Grant deadline 4/12/24 Submitted, awaiting decision	Can be used as non-Federal Match for PIDP application If funded, leverages Denali Commission match to lower City Federal grant match. Denali Comm. Match from P&H matching fund reserves
	\$ 2,205,000.00	FY25 CPF(Appropriations) Req Design/Env Review/Permitting	\$ 1,543,500.00	\$ 661,500.00 (from budgeted match funds)	Submitted 3/22/2024 Murkowski Req not funded 7/25/24 Rep Peltola funded \$250,000	6/4/2024 Sen Murkowski forwarded to THUD Committee 5/13/2024 Rep Peltola forwarded to PIDP Committee
		Municipal Harbor Grant			Grant for construction only must complete design to apply	If funded, leverages State match to lower City match on Federal PIDP Grant

designates grants awarded

designates grants NOT awarded

designates updates since the 06/04/24 grant update

FY23 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
Fish Grinding Building Replace & Drainage Improvements	\$ 744,489.00	ADFG Dingle-Johnson	\$ 41,950.00 (design) \$ 505,875.00 (construction)	\$ 28,039.50 (design) \$ 168,625.00 (construction)	Submitted 7/12/2022 \$41,950 Design award announced 7/7/2023 \$505,875 Constr award pending	\$115,000 allocated in FY23 City Capital Budget; for final design and partial match; additional match to meet 25% construction cost is necessary Ordinance 24-16 accepted COOP Agreement grant
Building Code Development	\$ 587,500.00	State BRIC Sub-Grant (Building Resilient Infrastructure & Communities)	\$ 470,000.00	\$ 117,500.00	Submitted 12/21/2022 Accepted for further review Awaiting decision	Council Approved application Reso 22-086 25% local match required 1st Req. for Information submitted to FEMA 5/17/24
Parks & Recreation						
Bayview Park Renovations	\$ 139,230.00	State of AK Healthy & Equitable Community Round 2	\$ 74,919.00	\$ 52,314.00 Addl redistribution funds requested	Submitted 4/24/2023 Awarded 5/8/2023 Accepted via Ord 23-36	Council Approved Resolution 23-031 \$12,000 donation from Kach Bay Rotary Additional funds from HART approved in COH Cap budget
HERC HazMat Assesment & Remediation		EPA Multipurpose Brownfield Federal Discretionary Grant	\$1,000,000		Submitted 11/13/2023 Not awarded.	Application approved via Council Resolution 23-117 Completed application debrief w funder
		AK DEC Brownfields Assesment & Cleanup (DBAC)			Submitted 2/15/2024 DBAC services approved	DBAC Services pending EPA review No local match required; State provides the services
Utilities - Infrastructure						
Spit Road Erosion Mitigation	\$ 1,812,052.00	FY23-24 Federal PROTECT-Program	\$ 1,812,052	-	Submitted 8/18/2023 Not Awarded State will reapply next round	Application requested planning funds for Homer Spit Erosion Mitigation. City of Homer is project sponsor; if awarded DOT will implement grant activities; pay 25% match
		FEMA BRIC Grant			Submitted Awaiting decision	
	\$ 1,794,420	FY25 CDS (Appropriations) Req	\$ 1,414,420	\$ 380,000 (State of AK match)	Submitted 3/22/2024 Not included in FY25 Approps Bill	Selected by Senator Murkowski to move to Appropriations Committee
Raw Water Transmission Main		FEMA Disaster Mitigation	\$ 1,988,650 (direct project costs)	-	Submitted 1/30/2020 Obligating Award Document Recd 11/3/2023 4/1/24 Kick-off Mtg with DHS&EM	4/11/23: Responded to latest FEMA request for information 5/2/23: Congressional Delegation approved award 7/11/23: FEMA Received Period of Performance Waiver 11/13 Ordinance to accept the grant approved
A-Frame Water Transmission Main	\$ 1,059,147	CDS (Appropriations) Request	\$ 794,360	\$ 264,787 (AK Revolving Loan Funds)	Submitted 3/22/2024 In FY Approps Bill: 7/25/24 Awaiting Senate & Pres Budget approval	Selected by Sen. Murkowski to move to Appropriations Committee. 7/25/24: Included in the FY25 Interior & Environment Approps Bill for \$650,000.
IT - Communications						
FY22 Cybersecurity (City-wide Cybersecurity Assessment and Remote Backup System for Cybersecurity Response & Recovery)	\$ 252,794.00	AK Division of Homeland Security FY22 State & Local Cybersecurity Grant Program	\$ 50,000	-	Submitted 8/31/2023 Award announced	\$50,000 awarded for Cybersecurity Assessment Ord 24-15 accepted award
FY22-23 Cybersecurity - Remote BU system, SIEM, Cybersec Plan	\$ 328,943	AK Division of Homeland Security	\$ 328,943	-	3/8/2024 Grant Deadline Submitted 3/8/2024	Awaiting Decision
Public Safety Communications (HPD Backup Repeater & Radio Equip HVFD APX-600 Radio Upgrade)	\$ 119,046.56	AK Division of Homeland Security FY23 State Homeland Security Grant Program	\$ 88,196.56	\$ -	Submitted 1/31/2023 Prelim Award 9/18/2023 Obligating Award Document Recd	11/13 Ordinance 23-55 to accept approved



# MEMORANDUM

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## **Extend Port & Harbor Advisory Commission Response to Resolution 24-024 Review of Land Allocation Plan and Use of the Area for the Large Vessel Haul Out**

**Item Type:** Informational Memorandum  
**Prepared For:** City Council  
**Date:** July 23, 2024  
**From:** Amy Woodruff, Administrative Supervisor  
**Through:** Bryan Hawkins, Port Director

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Through Resolution 24-024 the Council directed the Port & Harbor Advisory Commission to provide feedback on the Land Allocation Plan, specifically the parcel that is seasonally used as a Large Vessel Haul Out.

The Council had tentatively planned to review responses from Parks, Art, Recreation, & Culture Advisory Commission and Port & Harbor Advisory Commission (PHC) in August, however, due to commissioners' limited summer availability the PHC has postponed our second discussion to August 28<sup>th</sup> and anticipate having a written response to Council by the end of September.

### **RECOMMENDATION:**

City Council extend deadline for response to first meeting date in October.

[Documents](#) [Job Openings](#) [Helpful Links](#)

## Current Job Listings

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Below is a list of the current openings with our company. Click on the job title to learn more about the opening.

### Search Jobs

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<input type="text" value="Search Jobs"/>	City <input type="text"/>	State <input type="text"/>
Employment Type <input type="text"/>	Department <input type="text"/>	Sort By <input type="text"/>

Number of Jobs: 5

#### **ACCOUNTING TECHNICIAN – GRANTS COMPLIANCE & PROCUREMENT OFFICER (<https://cityofhomerak.applicantpro.com/jobs/3449310>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3449310>)

Finance | Homer, AK, USA | Full Time | \$30.05 - \$39.07 per hour  
Posted: Aug 02, 2024 Closing Date: Aug 31, 2024

#### **Deputy City Clerk I (<https://cityofhomerak.applicantpro.com/jobs/3448505>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3448505>)

City Clerk | Homer, AK, USA | Full Time | \$22.38 - \$23.94 per hour  
Posted: Aug 01, 2024 Closing Date: Aug 23, 2024

#### **Fire Captain (<https://cityofhomerak.applicantpro.com/jobs/3431096>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3431096>)

Fire | Homer, AK, USA | Full Time  
Posted: Jul 17, 2024 Closing Date: Aug 12, 2024

#### **Public Safety Dispatcher I (<https://cityofhomerak.applicantpro.com/jobs/3431117>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3431117>)

Police - Dispatch | Homer, AK, USA | Full Time | \$25.33 - \$27.53 per hour  
Posted: Jul 17, 2024 Closing Date: Aug 12, 2024

#### **Temporary Building Custodian (<https://cityofhomerak.applicantpro.com/jobs/3291759>)**

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3291759>)

Building Custodian | Homer, AK, USA | Seasonal | \$19.39 per hour  
Posted: Mar 26, 2024 Closing Date: Until Filled

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7/11/2024, 7:11:00

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# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Manager

491 East Pioneer Avenue  
Homer, Alaska 99603

[citymanager@cityofhomer-ak.gov](mailto:citymanager@cityofhomer-ak.gov)

(p) 907-235-8121 x2222

(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Melissa Jacobsen, City Manager  
DATE: August 21, 2024  
SUBJECT: City Manager's Report for August 26, 2024 Council Meeting

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#### What's been happening in the parks over the summer?

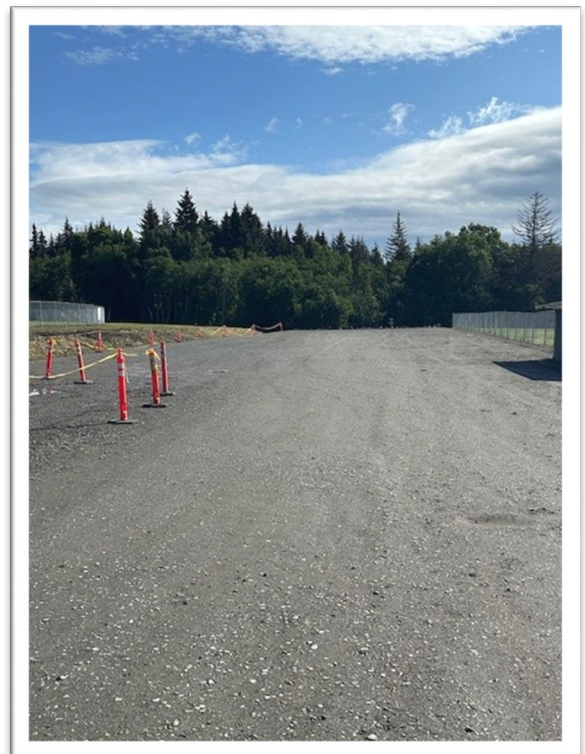
Karen Hornaday Park road was cleaned up and new diggers were installed at the playground.



A new swing set was installed at Ben Walters Park and the area around the Bartlett St. restroom was cleaned up and hydro-seeded.



And, Jack Gist Park had a drainage and parking lot overhaul.



This is just a sampling of what our Public Works and Park crews have been doing to improve parks over the summer. In addition to these highlights, there are always the ongoing responsibilities of equipment maintenance, lawn care, beautification projects, working with partners in coordinating their events, along with a variety of other behind the scenes needs to keep the City going.

### **Alaska Municipal Managers Association and AML Summer Conferences**

I had the great pleasure of travelling to the City of Kodiak to attend the AMMA and AML Summer Legislative Conferences last week. I enjoyed making connections with the Managers from other municipalities, learning about their struggles and successes, and sharing about Homer's. We discussed strategic planning, retention challenges, and had a great presentation by the City and Borough of Sitka's Administrator on a program he's implemented with their employees to improve the culture of their organization. AML staff also presented about current and potential new resources they have available to municipalities.

At the AML conference one of their lobbyists shared an overview of big policy issues at the legislative level including energy issues i.e.: focus on the rail belt and gas lines and shortages in Cook Inlet; also, education funding, PERS, and health care. A team from King Cove presented on the impacts to their community with the Peter Pan fish processing facility closing. Other presentations were about outmigration in Alaska communities, employee retention, public education, and AML resources for community development and public works. The last day we had a breakout session where attendees could gather at various tables to discuss a variety of topics that impact municipalities to provide to AML to consider. I made a stop at the table discussing Title 29 and added public notice to the list of topics related to that title. During discussion of the topics with the entire group as we closed the day, I shared the challenges Homer has encountered with public notice over the last few months and the need to have web-based notice included in the statute. I received a few applause and head nods from others who are struggling with the same limitations.

#### **Attachments:**

- Homer Harbor Expansion Monthly Report
- City of Homer Job listings at <https://cityofhomerak.applicantpro.com/jobs/>
- City Council Worksession Schedule



# MEMORANDUM

City Managers Report  
City Council  
August 26, 2024

## Homer Harbor Expansion Study Monthly Written Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** August 21, 2024  
**From:** Jenny Carroll, Special Projects and Communications Coordinator  
**Through:** Melissa Jacobsen, City Manager and Bryan Hawkins, Port Director

**Purpose:** This memorandum provides the Homer Harbor Expansion Study monthly written update to Homer City Council per Resolution 23-037.

### The U.S. Army Corps of Engineers (USACE) Project Development Team (PDT)

Continuing study activities:

- Transmitted an updated 1002 notification letter to the City identifying the current schedule of feasibility study milestones (attached).
  - a. Release of draft feasibility study for public comment and concurrent review: 29 August 2025.
  - b. USACE submits final feasibility report: 19 October 2026.
  - c. Signed Chief's Report: 22 February 2027.

The milestone dates are pending alignment with the Regional Integration Team and USACE Headquarters, so dates could slightly change. An updated 1002 letter will be transmitted to the City after the study schedule waiver is signed.

- The USACE Environmental team will complete their fieldwork over the next month, with visits scheduled for August 20 and September 20. They have been conducting beach seining and bottom trawls and will be collecting water samples for eDNA analysis. eDNA analysis is a technique used to assess the biodiversity of a habitat by detecting genetic material shed by organisms into water, allowing researchers to identify the presence and types of species.
- The USACE Geotech/Geophysical team is preparing to review geophysical, hydrographic, and topographic survey data collected by subcontractors this month, after which they will discuss a plan for supplemental geotechnical drilling. Drilling data will be used for settlement predictions and other geotechnical information that will inform preliminary design of alternatives.
- Building upon previous community input on Local Service Facility (LSF) needs, the USACE Economics and Hydrology/Hydraulics teams are collecting and analyzing moorage demand data and arranging focus groups with harbor users to help determine the appropriate basin size and local service facilities (LSF) as they pertain to the regional and national economic benefits.

**HDR – Owner Representative:**

- Subcontractor wrapping up geophysical, hydrographic and topographic survey work-in-kind. The work included using a multi-beam sonar to collect information about the seafloor terrain to (a) detail water depths and map underwater topography, and (b) illustrate the depth, density and shapes of the terrain up to 100' below the seafloor.
- Supporting USACE with an analysis of moorage demand to help inform basin size.
- Coordinated with two periodicals to secure placement of feature articles about Homer Port & Harbor this fall (*Alaska Business Monthly* and *Alaska Contractor*); one written by the publication and one written by the HDR team featuring Harbor users.
- Provides communications support as-needed; keeps [Homer Harbor Expansion website](#) updated. Recently identified and are working to deliver tactics targeted at raising awareness about the importance of the Homer Harbor in general, and additionally the expansion specifically. Social media and additional story placement are a focus of the efforts.
- Attended monthly USACE Project Development Team meeting and weekly meetings with City.

**City of Homer staff:**

- Attended monthly USACE Project Development Team meeting and weekly meetings with HDR.
- Participated in three discussions with USACE to review and discuss Local Service Facilities (LSF) USACE may include in the designs and cost benefit analysis. USACE works with the minimum LSFs required to meet the objectives of the study.
- Staff interviewed by Alaska Contractor magazine for story about how Port and harbor projects support economic vitality in Alaska.
- Ongoing communications/outreach: Information and updates about the study are being disseminated through the [Homer Harbor Expansion website](#), the City's quarterly newsletter, the [City of Homer Facebook](#) and [Instagram](#) pages and through HHE email subscriber list as needed.

**RECOMMENDATION:**

Informational Only.



DEPARTMENT OF THE ARMY  
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
P.O. BOX 6898  
JBER, AK 99506-0898

14 August, 2024

Melissa Jacobsen  
City Manager, City of Homer  
491 E. Pioneer Ave  
Homer, AK 99603

Dear Ms. Jacobsen:

Thank you for your sponsorship. I appreciate the support and continuing cooperation that you have given to the Homer Navigation Improvements, AK Study. The U.S. Army Corps of Engineers, Alaska District (USACE) team values the close working relationship that has been established and looks forward to producing a high-quality product through our partnership in this study. In accordance with Section 1002 of WRRDA 2014, I am updating you on the status and proposed schedule of the following milestones for the project.

- a. Release of draft feasibility study for public comment and concurrent review: 29 August 2025.
- b. USACE submits final feasibility report: 19 October 2026.
- c. Signed Chief's Report: 22 February 2027.

The milestone dates are pending alignment with our Regional Integration Team and USACE Headquarters. Once our vertical team has aligned on the proposed dates above, I will send a follow up letter confirming the dates. If I can be further assistance, please do not hesitate to contact me directly. For specific information about the project, please contact the project manager Mr. Curtis Lee at (907) 753-2539 or via email at [Curtis.D.Lee@usace.army.mil](mailto:Curtis.D.Lee@usace.army.mil).

Sincerely,

A handwritten signature in black ink, reading "Jeffrey S. Palazzini".

Jeffrey S. Palazzini  
Colonel, U.S. Army  
Commanding

[Documents](#) [Job Openings](#) [Helpful Links](#)

## Current Job Listings

[Jobs \(/jobs/\)](/jobs/) [Login \(/account/login.php\)](/account/login.php)

Below is a list of the current openings with our company. Click on the job title to learn more about the opening.

### Search Jobs

[Hide Filters](#) [Clear All](#)

<input type="text" value="Search Jobs"/>	City <input type="text"/>	State <input type="text"/>
Employment Type <input type="text"/>	Department <input type="text"/>	Sort By <input type="text"/>

Number of Jobs: 3

#### ACCOUNTING TECHNICIAN – GRANTS COMPLIANCE & PROCUREMENT OFFICER (<https://cityofhomerak.applicantpro.com/jobs/3449310>)

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3449310>)

Finance | Homer, AK, USA | Full Time | \$30.05 - \$39.07 per hour  
Posted: Aug 02, 2024 Closing Date: Aug 31, 2024

#### Building Maintenance Tech I or II (<https://cityofhomerak.applicantpro.com/jobs/3470589>)

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3470589>)

Building Maintenance | Homer, AK, USA | Full Time | \$22.26 - \$28.63 per hour  
Posted: Aug 20, 2024 Closing Date: Sep 17, 2024

#### Deputy City Clerk I (<https://cityofhomerak.applicantpro.com/jobs/3448505>)

[Apply Now](#) (<https://cityofhomerak.applicantpro.com/jobs/3448505>)

City Clerk | Homer, AK, USA | Full Time | \$22.38 - \$23.94 per hour  
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# WORK SESSION

## AGENDA CALENDAR 2024

<b>Council Meeting Dates</b>	<b>Work Session Topic</b>
<b>Monday, January 8</b>	<i>Exempt Employee Wage Scale</i>
<b>Monday, January 15 Off-cycle</b>	<i>Joint Session with Parks Art Recreation &amp; Culture Advisory Commission</i>
<b>Monday, January 22</b>	<i>Homer Harbor Expansion Baseline Conditions Report Overview – Ronny McPherson &amp; KC Kent HDR</i>
<b>Monday, February 12</b>	
<b>Monday, February 26</b>	<i>Ord 23-61 Amending HCC Title 5 to add Chapter 5.48 Short Term Rentals</i>
<b>Monday, March 11</b>	
<b>Monday, March 18 Off-cycle</b>	<i><del>Joint Session with ADA Advisory Board</del> Rescheduled to August</i>
<b>Tuesday, March 26</b>	<i>3:00 start Comp Plan Meeting with Agnew:Beck and Planning Commission (tentative)</i>
<b>Monday, April 8</b>	<i>Longevity Pay/City Manager Transition</i>
<b>Monday, April 15 Off-cycle</b>	<i>Joint Session with Port &amp; Harbor Advisory Commission</i>
<b>Monday, April 22</b>	<i>Water &amp; Sewer Rate Model</i>
<b>Monday, May 13</b>	<i>Health Care Renewal Mid-Biennium Budget Adjustments (if time allows)</i>
<b>Monday, May 20 Off-cycle</b>	<i>Joint session with Library Advisory Board</i>
<b>Tuesday, May 28</b>	<i>Mid Biennium Budget Amendments Water Sewer Rates</i>
<b>Monday, June 10</b>	<i>HCC Chapter 11, vegetation in the ROW</i>
<b>Monday, June 17 Off-cycle</b>	<i><del>Joint session with Economic Development Advisory Commission</del> Rescheduled to October</i>
<b>Monday, June 24</b>	
<b>Monday, July 22</b>	<i>Tentative e-session @4pm</i>

<b>Council Meeting Dates</b>	<b>Work Session Topic</b>
<b>Monday, August 12</b>	<i>E-session: Cyber Security Risk Assessment Review</i>
<b>Monday, August 19 Off-Cycle</b>	<i>Joint Session with ADA Advisory Board</i>
<b>Monday, August 26</b>	<i>Capital Improvement Plan &amp; Legislative Requests</i>
<b>Monday, September 9</b>	<i>Vessel Haul Out/Camping Land Allocation</i>
<b>Monday, September 16 Off-cycle</b>	<i><del>Joint Worksession with Economic Development Advisory Commission</del> Rescheduled</i>
<b>Monday, September 23</b>	<i>End of Year Financial Worksession</i>
<b>Monday, October 14</b>	
<b>Monday, October 21</b>	<i>Joint Worksession with Planning Commission</i>
<b>Monday, October 28</b>	
<b>Tuesday, November 12</b>	
<b>Monday, November 18</b>	<i>Joint Worksession with Economic Development Advisory Commission</i>
<b>Monday, November 25</b>	