



# Agenda

## Parks, Art, Recreation & Culture Advisory Commission Regular Meeting

Thursday, November 16, 2023 at 5:30 PM

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: 990 6701 0473 Password: 295088

<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)

**VISITORS/PRESENTATIONS** (10 minute time limit)

### RECONSIDERATION

**CONSENT AGENDA** All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner, in which case the item will be moved to the regular agenda and considered in normal sequence.

- A. Unapproved Meeting Minutes for October 19, 2023

### STAFF & COUNCIL REPORT/COMMITTEE REPORTS

 (5 minute time limit)

- A. Staff Report: City Council Actions since the October Commission Meeting
- B. Spit Campground 2023 Report: Analysis, Revenues & Expenditures
- C. Community Recreation Report: October/November 2023
- D. Parks Monthly Report: November 2023 - Parks Maintenance Coordinator Felice
- E. Public Works Monthly Report

### PUBLIC HEARING

**PENDING BUSINESS** (15 minute time limit)

**NEW BUSINESS** (15-20 minute time limit)

A. Portable Restrooms for City Parks

Memorandum PARC-23-027 from Parks Maintenance Coordinator as backup

B. Amending Homer City Code to Create Departments

Memorandum from Recreation Manager as backup

C. South Slope Road Easement for Trails

**INFORMATIONAL MATERIALS**

A. 2023 Commission Calendar

B. Reappointment of Commission Harrald

C. City Manager's Reports

CM Report for October 23, 2023 Council Meeting

CM Report for November 13, 2023 Council Meeting

D. City Newsletter for November 2023

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

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE MAYOR/COUNCILMEMBER**(If Present)

**COMMENTS OF THE COMMISSION**

**ADJOURNMENT**

Next Regular Meeting is **Thursday, January 18, 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.

## CALL TO ORDER

Session 23-08, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair David Lewis at 5:30 p.m. on October 19, 2023 from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. The Commission has one vacancy.

**PRESENT:** COMMISSIONERS ARCHIBALD, FAIR, GALBRAITH, HARRALD, LEWIS, ROEDL AND  
STUDENT COMMISSIONER WALKER

**STAFF:** PARKS PLANNER STEFFY, PUBLIC WORKS DIRECTOR KEISER, RECREATION MANAGER ILLG  
PARKS MAINTENANCE COORDINATOR FELICE AND DEPUTY CITY CLERK PETTIT

## AGENDA APPROVAL

Chair Lewis requested a motion to approve the agenda.

ARCHIBALD/HARRALD MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

### VISITORS/PRESENTATIONS

A. Karen Hornaday Park Master Plan Status Update with Peter Briggs, Corvus Design

Chair Lewis welcomed Mr. Briggs to the meeting via Zoom and opened the floor to him for his presentation. Mr. Briggs thanked the Commission for having him and stated that Corvus is in production mode for the master plan update of Karen Hornaday Park. He continued, outlining the main summary of items that Corvus has been working on, including the following:

- Creating better ADA accessibility for the site.
- Campground discussions, from renovating the campground to function as a great campground, considering a hybrid model where it serves a purpose for the park itself, or to eliminate the campground altogether and use it for other parks and recreation functions.
- Utility infrastructure and drainage for the parks, ballfields and base of the slope at the playground.
- The ability to have bathrooms on-site, whether portable, brick-and-mortar or trailer-style bathrooms.

Parks Planner Steffy thanked Mr. Briggs for providing a solid update. He stated that all the input that Corvus has been collecting from the community has been put into the brief summary at hand, and they're already moving forward with the drafts for the proposals and addressing things like parking and restrooms. Mr. Steffy informed the Commission that the public comment period is still open on the City's

website for both the Karen Hornaday Park and Bayview Park, and further that they are still meeting with user groups to receive some targeted input. Mr. Briggs emphasized to the Commission how important it is to make sure that user groups can be on the site at different times in order to keep people on the site. His reasoning was that the more people that are there using it, the more likely it is that positive uses will occur. Mr. Steffy fielded several questions from Commissioners on various details regarding user groups.

Commissioner Archibald inquired about the additional property to the northwest of the park, and why there was no reference to it in the update. Mr. Steffy explained that the City doesn't have continuous spatial access for that parcel. He added that the land up there is not zoned as park nor is it an open-space recreation area. Mr. Archibald then asked about the western side of the park where some of it is spilling over into the Terra Bella subdivision. Mr. Steffy stated that those conversations are ongoing.

Commissioner Harrald questioned what major differences there are between the old Master Plan and the current one. Mr. Steffy said that it isn't a new plan, but rather an amendment or update to the existing plan. He added that the existing plan isn't going to be stricken from the records or taken off the shelves, and stated that the only stark difference between the two plans is what the land at Karen Hornaday Park is to be used for, specifically upper Karen Hornaday.

Commissioner Fair asked whether there was a general sense of a timeline moving forward with all of this. Director of Public Works, Jan Keiser, noted that there is money in the FY25 capital budget for a restroom at Karen Hornaday Park. She estimated there's about \$500,000 for that in the budget. She continued, saying that in the FY24 budget, there's money in the Homer Accelerated Water and Sewer Program fund for a new water and sewer line, if needed, up to the location where the restrooms would go. She added that they can't do that until they know where it would go, and they can't know where it's going to go until the Master Plan determines the location of everything else.

Mr. Archibald said that he felt unnerved about not having a plan after spending much of his time on the previous plan. Ms. Keiser stated that the old plan didn't point to a location where the restrooms would work. Mr. Briggs clarified that they aren't at a 20,000-foot master planning level, they're much closer. They've been tasked with looking at specific items with layout and some reality to them, it's an implementation refinement. Mr. Steffy validated Mr. Archibald's concerns and urged all Commissioners to revise and update plans on a fairly regular basis.

Chair Lewis thanked Mr. Briggs for his presentation.

## **RECONSIDERATION**

### **CONSENT AGENDA**

- A. Unapproved Minutes for the Regular Meeting of September 21, 2023

Chair Lewis requested a motion and second to approve the Consent Agenda.

FAIR/ARCHIBALD MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

A. Parks Maintenance October Report – Chad Felice, Parks Maintenance Coordinator

Parks Maintenance Coordinator Chad Felice delivered his report, outlining the following:

- **Karen Hornaday Park:** the diggers have arrived and been installed since the last meeting. There was also some vandalism that had to be cleaned up. The pavilion up front has been stained, and they are coordinating with Public Works to fix the drainage issue, specifically working on ditching the north side of the playground where standing water tends to settle.
- **Trail Maintenance:** the Storybook Trail has been worked on near the library, specifically the eastern portion of it. Lee Drive Trail has been installed, and Fairview Trail has been redone as well. Half of the Hornaday Trail to the east has been resurfaced, and ADA-compliant approaches have been installed at the boardwalks at Bishop’s Beach. Mr. Felice noted that he received some helpful information from the Parks and Rec Conference for installing new trails in wet areas. He added that they repaired some of the pillars at Ben Walters Park.
- **Jack Gist Park:** worked with Coach Bell on some field maintenance, but the October snow delayed that. There was a focus on maintenance for the adult softball field, and water and sewer stub outs should be in place by the end of the month. Mr. Felice added that Public Works is dealing with some drainage issues to the east parking lot. He concluded by noting that the mowing contract went well and that the Parks staff has wrapped up all the mowing for the season.
- **HERC:** fixed some of the half pipes at the HERC and installed the peony bed along the fence line.
- **General information:** coordinating with Public Works Superintendent and Building Maintenance for restrooms at Karen Hornaday Park and Jack Gist Park, they would be the trailer units mentioned earlier in the meeting.

Mr. Archibald asked if the stub out for water at Jack Gist Park is going to be usable for watering the fields. Mr. Felice stated that the eventual plan is to have spaghetti lines run to each field, but noted that right now they are just going to get the sewer and water lines out there and cap them off.

B. Public Works October Report – Jan Keiser, Public Works Director

Public Works Director Keiser directed everyone to the road financial plan in the packet. She inserted that the road financial plan wasn’t an appropriation, but rather a document that showed how funds could be programmed. She added that she’s got most of the HART money for the next couple of years programmed to go into sidewalks. This is done at the expense of road restoration projects and storm drain projects, but she figures that the City has a backlog of sidewalk needs to get ahead of in order to refocus on road restoration. Ms. Keiser proposed the idea of creating some kind of fund to make ADA improvements to sidewalks annually. Her idea was something along the lines of \$100,000 per year for the next five years. She added that doing so will allow them to improve a couple of intersections at a time.

She continued with her presentation, explaining that after the money for maintenance is taken from the HART fund, there is about \$700,000 left over per year for basic projects. If a sidewalk costs over \$1 million, it's going to take a couple of years to save the money needed for these sidewalk projects. She warned the Commission that right now they are burning off their savings. Ms. Keiser then pointed out that there is a surplus of about \$800,000 as of right now, but added that she has a couple of big projects coming up. One of them is to construct and elevated trail at the Beluga Slough, another is a bicycle path that runs parallel to West Hill Road. She said that most of these projects haven't been appropriated, and went on to explain the process of getting specific appropriations through Council.

Chair Lewis shared his concerns about the sidewalks going in at Svedlund. He pointed out that the last section of the road is pretty steep, and asked if there is going to be anything to help leverage people down given its proximity to the senior center. Ms. Keiser said that she would pass his comment along to the design engineers.

Commissioner Archibald inquired about the \$105,993 estimated transfer to the general fund, and whether that comes right back to Public Works. Ms. Keiser stated that she was unsure, and that she had just discovered it recently. Commissioner Harrald added that seeing this made her frustrated because she feels like the Commission begs for money frequently.

Student Commissioner Walker asked if there were any ongoing discussions about building a sidewalk further out East End Road. Ms. Keiser said that the short answer was no for a couple of reasons: the City doesn't own East End Road, and there are so many unmet needs for sidewalks within our own jurisdiction that we aren't going to build one out East End Road when we should really get the State to do it. Ms. Keiser suggested a community petition to request further sidewalk out East End Road from the State.

C. Staff Report Council Actions – October – Mike Illg, Recreation Manager

Recreation Manager Illg briefed the Commission on Resolution 23-118, which is set to come before City Council before their October 23<sup>rd</sup> meeting next Monday.

Ms. Keiser added that she was very pleased about the movement towards further discussion about the City's funding and vision for Parks and Rec development, but urged everyone to remember that parks maintenance requires the support of Public Works. She shared her support for the Public Works Maintenance position to remain with Public Works.

D. Staff Report – October Recreation, Mike Illg, Recreation Manager

Mr. Illg stated that recreation has been insanely engaged. He highlighted some upcoming activities going on around the City and provided an update on the HERC.

Mr. Archibald asked why there was so much emphasis on PCBs in terms of the HAZMAT report for the HERC. Ms. Keiser said that since there are PCBs in the paint, it's possible that some of those may have leached into the concrete, which would complicate the disposal process.

E. Fall Park Walk Through Observations Report

Commissioner Harrald explained that she was confused on the new procedures for parks and camping on the Spit and what role PARCAC plays in the future of that. Ms. Keiser informed her that making parks and

camping on the Spit the Port & Harbor's responsibility wasn't a committee decision, but rather an executive decision of the City Manager. Ms. Keiser informed Ms. Harrald that at the time the decision was made, there wasn't much of a role for the Commission to play and Public Works wasn't ready to ask for the Commission's help just yet. Her final thought was that she would like to leave as much of the Spit operations to the Port & Harbor staff as possible.

Commissioner Fair inquired about what the Commission's role is in regards to Mariner Park, and whether or not the Commission still has a say in what goes on at the park. Ms. Keiser reassured him that the Commission still has a vested interest as key stakeholders in the future and operation of Mariner Park. She suggested inviting Harbormaster Matt Clarke to the Commission's next meeting so that he can discuss how camping went on the Spit this summer.

Recreation Manager Illg noted that he will reach out to Mr. Clarke in an attempt to schedule him as a visitor for the next PARCAC meeting.

## **PUBLIC HEARING(S)**

## **PENDING BUSINESS**

## **NEW BUSINESS**

### **A. 10 year Parks and Recreation Plan**

Economic Development Manager Engebretsen delivered a brief report to the Commission. She discussed the memo in the packet and reviewed the Parks and Recreation Staffing and Budget Scenarios table with the Commission. Ms. Engebretsen urged the Commissioners to share their feedback so that she can incorporate those comments into the draft memo.

Commissioner Harrald asked what exactly was inferred by adequate. Mr. Felice said that for parks, Homer adequate meant keeping up on the things that we have now. That means not making new trails, but just keeping up on current trails and playgrounds. Mr. Illg said that in terms of recreation, adequate would mean additional staff. He added that he's already seen an immediate impact since adding a half-time employee. Mr. Illg said that community rec will have a business plan that will be used to generate revenue to help offset costs.

Commissioner Archibald asked what kind of a timeframe the Commission is looking at. Ms. Engebretsen stated that it was unclear to her.

**FAIR/HARRALD MOVED THAT THE PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION RECOMMENDS THAT CITY COUNCIL ENDORSE THE TWO-YEAR PLAN FOR THE DEPARTMENTS.**

Commissioner Harrald added that this was something the Commission has been discussing and trying to move forward for a long time. She continued, saying that previously no one had put the work in to put the numbers down on paper. She added that it's nice to see that it isn't a big ask to the parks and recreation department to a place where they have functionality. She concluded with saying once we get caught up on all deferred maintenance and grow the recreation department, she feels the community will see the need for a new recreation facility.

Public Works Director Keiser shared a concern of hers, surmising that a parks and recreation department pulls parks maintenance out of public works. She sees that as a problem, particularly while the department is in its infant stages. Ms. Engebretsen inserted that there are pieces of this that are going to need more staff internal workings. Ms. Harrald asked for clarification on relationships between public works and a new department. Ms. Keiser answered, stating that the building maintenance division of public works has separate budget line items for building maintenance of various city buildings.

Chair Lewis requested the Clerk to perform a roll call vote.

VOTE: YES. HARRALD, ARCHIBALD, FAIR, LEWIS, ROEDL, GALBRAITH

Motion carried.

- B. 2024 Regular Meeting Schedule  
Memorandum from City Clerk

FAIR/ARCHIBALD MOVED TO AMEND THE 2024 REGULAR MEETING SCHEDULE BY INCLUDING A SPECIAL MEETING ON THURSDAY, JANUARY 18<sup>TH</sup>, 2024 AT 5:30 P.M. HERE IN COUNCIL CHAMBERS.

Recreation Manager Illg added that this came from him because it can be assumed that there will be more for PARCAC to work on, and he believes the Commission would benefit from a meeting in January.

There was no objection.

VOTE (Amendment): NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

FAIR/ARCHIBALD MOVED TO ADOPT THE 2024 REGULAR MEETING SCHEDULE AS AMENDED.

- B. Annual Commission & Board Training – Scheduling a Worksession or a Regular Meeting Presentation

HARRALD/ARCHIBALD MOVED TO SCHEDULE THE ANNUAL COMMISSION & BOARD TRAINING AT THE NOVEMBER 16<sup>TH</sup> WORK SESSION AT 4:30 P.M.<sup>1</sup>

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **INFORMATIONAL MATERIALS**

- A. 2023 PARC Annual Calendar
- B. City Manager’s Report for City Council Meeting on October 9, 2023
- C. City of Homer October 2023 Newsletter



Chair Lewis noted the informational materials and Commissioner Harrald agreed to present to City Council next Monday.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

Deputy City Clerk Pettit thanked the Commission for letting him fill in for the meeting.

Recreation Manager Illg warned the Commissioners to be on the lookout for a joint work session with the City Council in the future.

**COMMENTS OF THE COMMISSION**

Commissioner Archibald stated that his comments today didn't reflect upon people not getting along in the City, rather that he wants to be sure that everyone gets their cut of the budget with things changing around here as fast as they are. He thanked the Commission for a good meeting.

Commissioner Harrald noted that she was going to miss Commissioner Lowney. She added that meetings are difficult for her when she doesn't always understand the ins and the outs of all of the decisions that the Commission is making. Ms. Harrald concluded by stating that she wants to support the parks in any way that she can, and that it's been a tricky time to be a part of the Commission with the changing times.

Commissioner Roedl said that he hopes everything is going to work out and he's glad that there's a lot of collaboration among staff to ensure that things are taken care of.

Commissioner Fair expressed that he was going to miss Commissioner Lowney. He added that the City should do whatever is necessary to increase the visibility of crosswalks in the City.

Chair Lewis echoed the sentiments regarding Commissioner Lowney being missed.

**ADJOURNMENT**

There being no further business to come before the Commission the meeting adjourned at 7:43 p.m. The next regular meeting is Thursday, November 16, 2023 at 5:30 p.m. A worksession is scheduled for 4:30 p.m. Meetings will be conducted at 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 I

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

<sup>i</sup> Worksession time amended by the City Clerk to allow time for questions.



# City of Homer

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

## Community Recreation

HHS/600 East Fairview Avenue  
Homer, Alaska 99603

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

(p) 907-235-6090

(f) 907-235-8933

## Memorandum

TO: Parks, Arts, Recreation & Culture Advisory Commission  
FROM: Mike Illg, Recreation Manager  
DATE: November 6, 2023  
SUBJECT: City Council Action Related to PARCAC for November 16<sup>th</sup> Meeting

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The following City Council resolutions and ordinances activity relevant to the Park, Arts, Recreation and Culture Advisory Commission since the last PARCAC meeting on October 19<sup>th</sup>, 2023.

### **October 23, 2023 City Council Regular Meeting**

*Memorandum CC-23-237* from Mayor Re: Re-appointment of Ingrid Harrald to the Parks Art Recreation and Culture Advisory Commission. **Approved.**

*Resolution 23-112*, A Resolution of the City Council of Homer, Alaska Approving the City of Homer Americans with Disabilities Act (ADA) Transition Plan for Parks, Play Areas, and Campgrounds and will be included as a Chapter of the City of Homer ADA Transition Plan for City Facilities, Services and Programs. **Approved.**

*Resolution 23-118*, A Resolution of the City Council of Homer, Alaska Directing City Administration to Investigate Potential Locations and Related Costs for a Future City of Homer Multi Use Community Recreation Center for Council Review. **Approved.**

*Resolution 23-119*, A Resolution of the City Council of Homer, Alaska Awarding a Contract to Agnew::Beck Consulting of Anchorage, Alaska for an Amount not to Exceed \$650,000 for the Purpose of Developing a New Comprehensive Plan and Complete Update of the Title 21 Zoning and Planning Code and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. **Approved.**

**CITY OF HOMER  
HOMER, ALASKA**

Aderhold

**RESOLUTION 23-112**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA APPROVING THE CITY OF HOMER AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN FOR CITY PARKS, PLAY AREAS AND CAMPGROUNDS AND WILL BE INCLUDED AS A CHAPTER OF THE CITY OF HOMER ADA TRANSITION PLAN FOR CITY FACILITIES.

WHEREAS, The Federal Government enacted the American with Disabilities Act (ADA) and Title II requires that all public entities with 50 or more employees perform self-evaluations to create transition plans for all facilities, programs and services provided to the public; and

WHEREAS, One of the responsibilities of the Americans with Disabilities Act (ADA) Advisory Board is to perform the site audits and draft those transition plans; and

WHEREAS, The ADA Advisory Board determined it would be in the best interests of the City to create the transition plans addressing Trails and Recreational Programs separately from Parks, Play Areas and Campgrounds due to the amount of work involved in each area; and

WHEREAS, The ADA Advisory Board chose to prepare the Transition Plan for Parks, Play Areas and Campgrounds as the next project and conducted Site Evaluations with members of the city staff, and interested members of the public in 2021 and 2022; and

WHEREAS, The ADA Advisory Board reviewed and approved the draft City of Homer ADA Transition Plan for Parks, Play Areas and Campgrounds at a Special Meeting on September 7, 2023; and

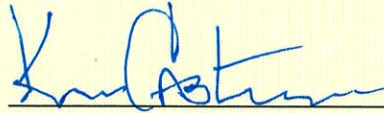
WHEREAS, The Transition Plan for Parks, Play Areas and Campgrounds will be included as a chapter of the City of Homer ADA Transition Plan for City Facilities and reviewed on an annual basis by the ADA Advisory Board.

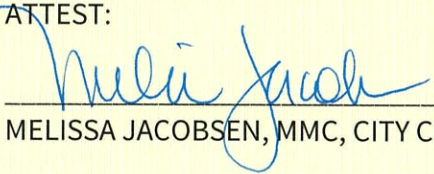
NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby approves the City of Homer Americans with Disabilities Act Transition Plan for City Parks, Play Areas and Campgrounds and will be included as a Chapter of the City of Homer ADA Transition Plan for City Facilities.

PASSED AND ADOPTED by the Homer City Council this 9th day of October, 2023.

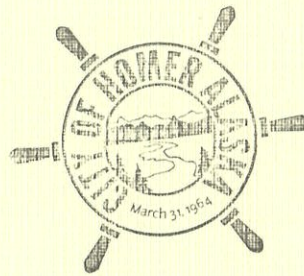
CITY OF HOMER

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KEN CASTNER, MAYOR

ATTEST:  
  
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MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal note: N/A





# MEMORANDUM

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**Resolution 23-112, A Resolution of the City Council of Homer, Alaska, Approving the City of Homer Americans with Disabilities Act (ADA) Transition Plan for Parks, Play Areas, and Campgrounds and will be included as a Chapter of the City of Homer ADA Transition Plan for City Facilities, Services and Programs. Aderhold.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Meeting Date:** October 9, 2023  
**Staff Contact:** Renee Krause, MMC, Deputy City Clerk II/ADA Coordinator

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In the summer of 2021 and 2022 the ADA Advisory Board working with Parks Staff and the ADA Coordinator performed site audits and evaluations on the following city parks, play areas and campgrounds:

- Karen Hornaday Park, Play Area and Campground
- Mariner Park Day Use and Campground
- Seafarer’s Memorial Park
- Fishing Hole Campground
- Bishop’s Beach Park and Beluga Slough Trail
- Jack Gist Park
- Bayview Park

These parks, play areas and campgrounds were selected based on the high volume of usage by residents and visitors.

The ADA Transition Plan for Parks, Play Areas and Campgrounds (Parks Transition Plan) was drafted similar to the format of the Facilities Transition Plan with the intent to combine all transition plans into one document at a future date.

The ADA Advisory Board determined that it would be easier to perform site audits and evaluations on city trails, recreational programs and services separate from the Parks Transition Plan due to the amount of work involved and capacity of staff.

The Parks Transition Plan lists the ADA regulations that address the non-compliance issues found at each location from the following regulatory documents: 2010 ADA Standards for Accessible Design; ADA Accessibility Guidelines (ADAAG); and Federal Outdoor Developed Areas Guidelines (ODAG).

Certain park elements do not yet have a final adopted standard, these include trails, picnic areas and campgrounds. On these elements, the ODAG was used.

The Parks Transition Plan provides a brief description with photograph of the barriers and performance-based solutions in the form of project recommendations along with a projected timeline. Some of these projects may require further design prior to implementation. All improvements will require maintenance to ensure continued compliance with these guidelines and should be accounted for in future budgets. Further methods to make programs or services accessible are referenced in the plan.

Recommendation:

Approve the City of Homer ADA Transition Plan for Parks, Play Areas and Campgrounds.

**CITY OF HOMER  
HOMER, ALASKA**

Aderhold/Erickson

**RESOLUTION 23-118**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
DIRECTING THE CITY ADMINISTRATION TO INVESTIGATE  
POTENTIAL LOCATIONS AND RELATED COSTS FOR A FUTURE CITY  
OF HOMER MULTI USE COMMUNITY RECREATION CENTER FOR  
CITY COUNCIL REVIEW.

WHEREAS, The City of Homer Community Recreation division offers year round, affordable indoor and outdoor programs at the Homer Education and Recreation Complex (HERC); and

WHEREAS, The Multi-Use Community Recreation Center project is the number two project on the City's 2024-2029 Capital Improvement Plan and continues to be a high priority for the community residents, city council and mayor; and

WHEREAS, The HERC campus is a highly desirable location for indoor and outdoor recreation; and

WHEREAS, The recent hazardous materials (hazmat) study has determined the option to tear down or upgrade the existing HERC facilities at the HERC campus is currently impractical; and

WHEREAS, The City's ability to address the hazmat issues are subject to the availability of federal grants that will likely take years to secure and are not guaranteed; and

WHEREAS, In light of the hazmat issues, the City of Homer needs to pursue alternate location options to move the Multi-Use Community Recreation Center project ahead in a timely manner; and

WHEREAS, The proposed facility size and design should have at least two basketball regulation sized gymnasiums that will accommodate multiple volleyball and six pickleball courts in addition to activity rooms to host instructional classes such as dance, karate, and yoga; and

WHEREAS, The City has limited funds for a new Multipurpose Recreation Center and a conceptual budget of not more than \$10,000,000 or \$12,000,000 for building, parking lot and site amenities is set as a project guideline for the purpose of site selection (based on the amount of revenue that could be generated from a bond).

45 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby  
46 directs Administration to:

47  
48 1. Investigate possible land locations and existing facilities options including privately  
49 owned and city owned land;

50  
51 2. Establish and define criteria for Administration to select at least three potential  
52 options that would include (at a minimum): acreage, location, opportunity for future facility  
53 expansion, proximity to existing infrastructure (water, sewer, sidewalks), and cost;

54  
55 3. Develop a matrix that assesses the possible sites against the criteria and determine  
56 the top three potential sites based on the outcome of the assessment;

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58 4. Initiate conversations with property owners of the top three sites;

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60 5. Pursue site analysis for the top three sites with possible efforts from volunteer  
61 professionals;

62  
63 6. Identify a funding strategy for new site purchase if a non-city site is one of the top  
64 three options;

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66 7. Include the Parks, Art, Recreation, and Culture Advisory Commission in evaluation of  
67 the top three sites and possible purchasing strategies of any non-city properties; and

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69 8. Provide for public comment on the three selected sites and possible purchasing  
70 strategies.

71  
72 9. Report findings back to City Council during the first quarter of 2024.

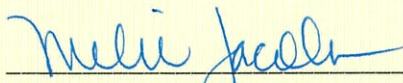
73  
74 PASSED AND ADOPTED by the Homer City Council this 23<sup>rd</sup> day of October, 2023.

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76 CITY OF HOMER

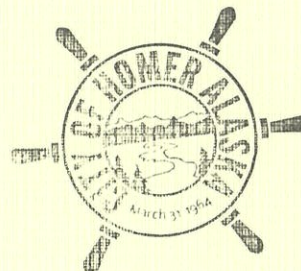
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78  
79 KEN CASTNER, MAYOR

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81 ATTEST:

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84 MELISSA JACOBSEN, MMC, CITY CLERK



Fiscal note: Staff time and wages.





# MEMORANDUM

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**Resolution 23-118, A Resolution of the City Council of Homer, Alaska Directing the City Administration to Investigate Potential Locations and Related Costs for a Future City of Homer Multi Use Community Recreation Center for Council Review. Aderhold/Erickson.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** October 17, 2023  
**From:** Mike Illg, Recreation Manager & Julie Engebretsen Economic Development Manager  
**Through:** Rob Dumouchel, City Manager

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At the October 9<sup>th</sup> Work Session meeting, Council heard a presentation from staff about the idea of pursuing a different location than the Homer Education and Recreation Complex site as the future home of a new multipurpose facility. Councilmembers Aderhold and Erickson were appointed as champions to work with staff to draft a resolution detailing a formal direction to pursue a Multi-Use Community Recreation Center project.

This resolution directs Administration to investigate the options of pursuing centrally located existing city owned land (ex. Town Center lot), privately owned land (ex. Homer Electric Association lot) or existing facilities such as the Bay Club to accommodate a 17,000 to 21,000 sq. ft. facility. This facility would house two regulation sized basketball courts used interchangeably for multiple volleyball courts and six pickle ball courts; flexible space for instructional programs such as karate, dance, yoga, etc.; locker rooms; storage space; and staff offices. A preliminary \$10-\$12 million budget with a maximum budget of \$10 or 12 million (to be determine by City Council) is set as a guideline at this point in the project, based on previous council discussion regarding the amount of revenue that could be generated from a bond (the projected debt service of a \$10 million would be \$800,000/year and a 0.3% sales tax generates about \$820,000/year). There is also the potential option of future expansion through community fundraising, grants and phasing. Administration is to analyze location options and present Council with three alternatives.

The resolution provides direction to establish site selection criteria such as lot size, location (with safe and easy youth accessibility as a high priority), opportunity for future facility expansion, existing infrastructure (water, sewer, sidewalks), and cost; provide opportunities for public input; and discuss the final three options with Parks, Art, Recreation and Culture Advisory Commission prior to presentation to the City Council. To the extent practicable, staff will engage volunteer professional

community members to determine if the sites are reasonable to pursue. If paid professional services are needed to address technical site analysis such as wetlands and engineering concerns, staff shall provide Council with a rough cost estimate for those services.

City Council may consider the option of creating a future task force to work through the details of the new facility, after potential locations are narrowed down. Administration should present to City Council three proposed options during the 2024 first quarter.

**Recommendation:** Approve resolution to direct Administration to establish site criteria, pursue locations, seek community input, and report back with three proposed options.

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

City Manager

3  
4 **RESOLUTION 23-119**  
5

6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA  
7 APPROVING A CONTRACT WITH AGNEW BECK CONSULTING OF  
8 ANCHORAGE, ALASKA, FOR AN AMOUNT NOT TO EXCEED  
9 \$650,000 FOR THE PURPOSE OF DEVELOPING A NEW  
10 COMPREHENSIVE PLAN AND A COMPLETE UPDATE OF THE TITLE  
11 21 ZONING AND PLANNING CODE AND AUTHORIZING THE CITY  
12 MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE  
13 DOCUMENTS.  
14

15 WHEREAS, At the October 10, 2022, City Council Meeting, staff provided a memorandum  
16 recommending a two-stage process, a Request for Qualifications and a Request for Proposals,  
17 for soliciting professional planning services to develop a new Comprehensive Plan and a  
18 complete update of the Title 21 Zoning and Planning Code; and  
19

20 WHEREAS, The Request for Qualifications was advertised in the Homer News October  
21 27, 2022 and November 3, 2022, and sent to two plans rooms in the state and three plans rooms  
22 out of state, and posted on the city website; and  
23

24 WHEREAS, Qualifications were due by 4:30 p.m. Friday December 9, 2022 and four  
25 statements of qualifications were received by the City Clerk's Office; and  
26

27 WHEREAS, A committee reviewed statements of qualifications on December 13, 2022,  
28 selecting three of the four firms for the second stage Request for Proposals process; and  
29

30 WHEREAS, Proposals were due by 4:30 p.m. Friday January 20, 2023 and three  
31 proposals were received by the City Clerk's Office; and  
32

33 WHEREAS, A committee reviewed proposals on February 1, 2023, selecting the firm of  
34 Agnew Beck Consulting of Anchorage, Alaska as the most responsive fitting the requirements  
35 of the City; and  
36

37 WHEREAS, Resolution 23-017 was approved at the February 27, 2023 Council meeting;  
38 and  
39

40 WHEREAS, Resolution 23-017 for the contract award was vetoed by Mayor Castner; and  
41

42 WHEREAS, Ordinance 23-11 reduced the project budget from \$650,000 to \$250,000; and  
43

44 WHEREAS, The City of Homer Biennial FY24/25 Capital Budget included \$400,000 for the  
45 Comprehensive Plan update; and

46  
47 WHEREAS, The project scope of work needs to clarify that the comprehensive plan  
48 components to update include the 2018 Comprehensive Plan, 2011 Spit Comprehensive Plan,  
49 2006 Town Center Development Plan; and

50  
51 WHEREAS, The project scope of work needs to establish deliverables and review time  
52 built into the entire process including a 35%, 65%, 95%, and final deliverable for both the  
53 Comprehensive Plan and Title 21 Zoning and Planning Code; and

54  
55 WHEREAS, The project scope of work needs to create a steering committee to aid in the  
56 guidance of developing the comprehensive plan and zoning code update; and

57  
58 WHEREAS, This award is not final until notice is received by Agnew Beck Consulting  
59 from the City of Homer.

60  
61 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby  
62 awards the contract for developing a new Comprehensive Plan and a complete update of the  
63 Title 21 Zoning and Planning Code to Agnew Beck of Anchorage, Alaska in an amount not to  
64 exceed \$650,000 and authorizes the City Manager to negotiate and execute the appropriate  
65 documents.

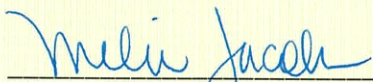
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67 PASSED AND ADOPTED by the Homer City Council this 23<sup>rd</sup> day of October, 2023.

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69 CITY OF HOMER

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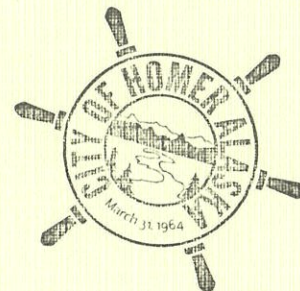
71  
72 KEN CASTNER, MAYOR

73 ATTEST:

74 

75  
76 MELISSA JACOBSEN, MMC, CITY CLERK

77  
78 Fiscal note: Ordinance 23-11 appropriates \$250,000, Ordinance 23-23 appropriates \$400,000





# MEMORANDUM

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**Resolution 23-119, A Resolution of the City Council of Homer, Alaska Awarding a Contract to Agnew::Beck Consulting of Anchorage, Alaska for an Amount not to Exceed \$650,000 for the Purpose of Developing a New Comprehensive Plan and Complete Update of the Title 21 Zoning and Planning Code and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager.**

**Item Type:** Backup Memorandum  
**Prepared For:** City Council  
**Date:** October 1, 2023  
**From:** Ryan Foster, City Planner  
**Through:** Rob Dumouchel, City Manager

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In the interest of hiring a consultant firm to provide professional services to update the Comprehensive Plan and the Title 21 Zoning and Planning Code, staff conducted a two-stage process as noted in the Memorandum to City Council on October 10, 2022:

- Stage 1 - Request for Qualifications (RFQ): Statement of Qualifications were submitted by Agnew Beck Consulting of Anchorage, Alaska, Camiros of Chicago, Illinois, R&M Consultants, Inc. of Anchorage, Alaska, and Umiaq Environmental, LLC of Anchorage, Alaska.

Submittals were evaluated and scored by a selection panel that consisted of Rick Abboud, City Planner, Julie Engebretsen, Economic Development Manager, and Ryan Foster, Special Projects Coordinator in accordance with the scoring criteria in the RFQ. Agnew Beck Consulting, R&M Consultants and Umiaq Environmental, LLC met the necessary qualifications and were selected for the Stage 2 RFP process. Camiros was not selected for the Stage 2 RFP process.

- Stage 2 - Request for Proposals (RFP): Proposals were submitted by Agnew Beck Consulting of Anchorage, Alaska, R&M Consultants, Inc. of Anchorage, Alaska, and Umiaq Environmental, LLC of Anchorage, Alaska.

Submittals were evaluated and scored by a selection panel that consisted of Rick Abboud, City Planner, Julie Engebretsen, Economic Development Manager, and Ryan Foster, Special Projects Coordinator in accordance with the scoring criteria in the RFP (See attached). Agnew Beck Consulting had the highest score and was found to be compliant and qualified to meet the specifications to provide work required for this project. Agnew Beck Consulting, based in Anchorage, Alaska, has assembled a project team with extensive planning experience in coastal Alaska, including many projects in Homer. Project team members include Stantec, Northern Economics, Respec, Kinney Engineering, and Corvus Design. This proposal was the only one that met the required Phase II Title 21 Zoning and Planning Code scoring criteria.

Resolution 23-017 for contract award was approved at the February 27, 2023 Council meeting and vetoed by Mayor Castner. Ordinance 23-11 reduced the project budget from \$650,000 to \$250,000 for the zoning code update. The City of Homer Biennial FY24/25 Capital Budget included \$400,000 for the Comprehensive Plan update, returning the total project funding to \$650,000.

RECOMMENDATION: Adopt a Resolution awarding the contract for the Comprehensive Plan and Title 21 Zoning and Planning Code to Agnew Beck Consulting of Anchorage, Alaska. In addition, the following recommendations have been included in the draft contract scope of work:

- Clarify that the comprehensive plan components to update include the 2018 Comprehensive Plan, 2011 Spit Comprehensive Plan, and the 2006 Town Center Development Plan.
- Establish deliverables and review time built into the entire process including a 35%, 65%, 95%, and final deliverable for both the Comprehensive Plan and Title 21 Zoning and Planning Code.
- Create a steering committee to aid in the guidance of developing the comprehensive plan and zoning code update.

Attachments

Memorandum to City Council provided in the City Manager’s Report at the October 10, 2022, City Council Meeting

RFQ for Comprehensive Plan and Zoning Code Update (Includes scoring requirements)

RFP for Comprehensive Plan and Zoning Code Update (Includes SOW and scoring requirements)

Draft Contract with Scope of Work

Draft Project Schedule



# 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: Ryan Foster, Special Projects Coordinator

DATE: September 27, 2022

SUBJECT: Request for Proposal/Request for Qualifications for Updating the Comprehensive Plan and Zoning Code

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An update of the Comprehensive Plan and modernization of the Zoning Code was identified as a Council priority during the 2022 Visioning work session held in March at the Pratt Museum. The Title 21 Zoning and Planning Code has been updated in sections over the years, but it has not had a significant update in decades. It is generally viewed as difficult to work with by the public and City staff and unable to achieve the vision and goals currently set out in the Comprehensive Plan. The Comprehensive Plan underwent a technical update in 2018, but since the Zoning and Planning Code implements the vision of the Comprehensive Plan, it is highly recommended to undergo a full update of the Comprehensive Plan in advance of a Code rewrite.

Given the above current situations, City staff are proposing to move forward on a two-phase project, starting with a new Comprehensive Plan and ending with a complete update of the Title 21 Zoning and Planning Code. In hiring a consultant firm to fully update the two most important regulatory documents for planning and development in the City of Homer, staff recommends a two-stage process:

- Stage 1 - Request for Qualifications (RFQ): Reviewed and scored by a selection committee.
- Stage 2 - Request for Proposals (RFP): Those firms selected through the RFQ process will then submit an RFP, with a not to exceed amount of \$650,000, for review by a selection committee that will evaluate the proposals and make a recommendation to the City Manager.

An additional component necessary for project success is a budget of \$30,000 for advertising, outreach, and materials, such as food, for public meetings.

### **Comprehensive Plan Update (Phase I)**

What it is: A Comprehensive Plan establishes, at a high level, a vision, goals, and objectives for the future development of the City. A new Comprehensive Plan would directly influence and guide the complete update of the Title 21 Zoning and Planning Code, established as Phase II of this project. This plan also helps determine the best approach to the topics of parking, density, form/layout, mobility/connectivity, building height, sustainability, green infrastructure, and coordinating land use and transportation plans to name a few.

### What Homer gets:

1. Delivery of a completely updated Comprehensive Plan.
2. A vision and guidance for the update of the Title 21 Zoning and Planning Code.
3. Public and key stakeholder outreach to better inform and guide the Comprehensive Plan.
4. Detailed consideration of the topics of parking, density, form/layout, building height, mobility/connectivity, sustainability, and green infrastructure.
5. Alignment of the Comprehensive Plan with Council Goals, Master Transportation Plan and Non-Motorized Trails and Transportation Plan (currently under development), Homer Spit Plan, and the Town Center Development Plan.
6. Presentation of the Comprehensive Plan to the Planning and Zoning Commission, Economic Development Commission, and City Council public hearings for recommendation and approval.
7. Consultants, by taking on the bulk of the project (with a limited support role by City staff), free up City staff to continue to provide day-to-day services, ensures on-time project deliverables, and utilizes consultant subject matter expertise.

What Homer receives when complete: A Comprehensive Plan that guides the future development of the City over the next 20 years and addresses the unique planning challenges of the community, such as limited developable land, a strong demand for housing, and consideration of our unique geographical and topographical conditions.

### **Title 21 Zoning and Planning Code Update (Phase II)**

What it is: The City's Title 21 Zoning and Planning Code defines the processes, establishes zoning districts, and associated development standards for land use development in the City. The Zoning and Planning Code is the regulatory framework that implements the vision, goals, and objectives established in the Comprehensive Plan.

### What Homer gets:

1. Delivery of a completely updated Title 21 Zoning and Planning Code.
2. A modernized code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands, while improving efficiency and user friendliness into the code.
3. A code that provides for the implementation of the vision of the new Comprehensive Plan.
4. Consultants conduct all public and key stakeholder outreach to better inform and guide the new code.
5. Alignment of the new Title 21 Zoning and Planning Code with the new Comprehensive Plan, Master Transportation Plan and Non-Motorized Trails and Transportation Plan (currently under development), Homer Spit Plan, and the Town Center Development Plan.
6. Presentation of the new Title 21 Zoning and Planning Code to Planning and Zoning Commission and Council public hearings for recommendation and approval.
7. Consultants, by taking on the bulk of the project (with a limited support role by City staff), free up City staff to continue to provide day-to-day services, ensures on-time project deliverables, and utilizes consultant subject matter expertise, especially in writing code.



What Homer receives when complete: An updated Title 21 Zoning and Planning Code that will allow the City to realize the vision and goals defined in the Comprehensive Plan with updated processes and development standards. In addition, greater efficiency, clarity, and user friendliness will be built into the zoning code.

Attachments

Request of Qualifications for Comprehensive Plan and Zoning Code Update

Request for Proposal for Comprehensive Plan and Zoning Code Update

**Request for Qualifications  
By the City of Homer, Alaska  
Professional Services to Update  
Homer's Comprehensive Plan and Title 21 Zoning and Planning Code**

The City of Homer is soliciting qualifications from firms to perform the work of updating the City of Homer Comprehensive Plan and Title 21 Zoning and Planning Code. Statements of qualifications will be received at the Office of the City Clerk, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **4:30 P.M., on Friday, November 18, 2022**. The time of receipt will be determined by the City Clerk's time stamp. Statements received after the date and time specified will not be considered. No electronic submissions will be accepted.

All Firms interested in submitting their qualifications for consideration for this project must submit a **City of Homer Plan Holder Registration Form to be on the Plan Holder's List and to be considered responsive**. This form must be submitted separately from qualification submissions. Plan holder registration forms and Request for Qualification packages are available online at <http://www.cityofhomer-ak.gov/rfps>

The work will consist of two phases:

Phase I: Helping the City of Homer complete a new Comprehensive Plan

Phase 2: Helping the City of Homer update the Zoning and Planning Code.

The work will include involvement with stakeholders, including, but not limited to the City Council, City staff, community members, and community interest organizations. Timeline for completion of this work is two years, one year for each phase of the project.

All submissions will be evaluated and the City will issue an invitation to submit a proposal to those firms selected as most qualified to perform the work as described.

Please direct all questions regarding this project to:

**Ryan Foster, Special Projects Coordinator  
City of Homer, Administration  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
907-299-8529**

City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria.

Dated this 26<sup>th</sup> day of October, 2022.

CITY OF HOMER



Robert Dumouchel, City Manager

Publish: Homer News 11/03 & 10/22

Ad#: 22-

# City of Homer

## Request for Qualifications

### City of Homer Comprehensive Plan and Title 21: Zoning and Planning Code Update

Issue date: October 26, 2022



**Submittal Deadline:**

**4:30 pm, November 18, 2022**

**City Clerk's Office  
City of Homer  
491 E Pioneer Avenue  
Homer, Alaska 99603**



# City of Homer Comprehensive Plan and Zoning and Planning Code Updates

Issue date: October 21, 2022

The City of Homer is soliciting qualifications from qualified firms to perform the work for **City of Homer Comprehensive Plan and Title 21: Zoning and Planning Code Updates**.

The first Homer Comprehensive Plan was adopted in 1954. The most current comprehensive plan is the 2018 edition, which received a technical update. A new Comprehensive Plan is necessary to establish a current vision, goals, and objectives for the future of the City and a new zoning code will be required to implement that vision.

In selecting a consultant firm to fully update the two most important regulatory documents for planning and development in the City of Homer, the City has initiated a two-stage process:

- Stage 1 - Request for Qualifications (RFQ): Reviewed and scored by a selection committee.
- Stage 2 - Request for Proposals (RFP): Those firms selected through the RFQ process will then submit an RFP, with a not to exceed amount of \$650,000, for review by a selection committee that will evaluate the proposals and make a recommendation to the City Manager.

The City wishes to have this work conducted immediately upon issuance of contract.

**RECEIPT OF QUALIFICATIONS DEADLINE:** Qualifications will be accepted until 4:30 p.m., Alaska Standard Time, November 18, 2022. Qualifications shall be submitted via hard copy at the City Clerk's Office, City of Homer, 491 E Pioneer Ave, Homer, AK 99603. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.

**SCOPE OF WORK:** The work will consist of two phases. Phase I: helping the City of Homer complete a new Comprehensive Plan, and Phase 2: helping the City of Homer update the Zoning and Planning Code. The work will include involvement with stakeholders, including, but not limited to the City Council, City staff, community members, and community interest organizations. Timeline for completion of this work is two years, one year for each phase of the project.

**EVALUATION CRITERIA:** The City will review and score RFQs by selection committee. Interested parties shall submit the following items with their Statements of Qualifications:

1. Letter of interest.
2. Description of the team and its ability to meet City of Homer needs.
3. Statements of Qualifications shall include the following information:
  - a. Name(s) of firm serving as prime and any subconsultants as well as Organization Chart.
  - b. A brief history of the firm(s) serving on the team, including applicable licenses.
  - c. Resumes of key personnel, which shall include, as a minimum, the following personnel:
    - i. Project Manager
    - ii. Design Lead
    - iii. Economic Lead
    - iv. Code Writing Lead
  - e. Information demonstrating team’s record of performance on past projects for communities similar in size and character to the City of Homer. Provide names and telephone numbers of five client contacts for reference purposes.
  - f. Information demonstrating team’s record of performance with cost control and project scheduling.
  - g. Five writing samples demonstrating team’s effectiveness writing (i) complex text for lay audiences and (ii) enforceable code. Writing samples may contain graphics.

**Scoring of firms**

1. Team’s experience with projects of comparable size and complexity:	100 Points
2. Team’s experience with cost control and project scheduling	100 Points
3. Experience of Key Personnel	100 Points
4. Writing samples	100 Points
5. Positive report from references:	<u>100 Points</u>
<b>Total:</b>	<b>500 Points</b>

**Request for Proposals  
By the City of Homer, Alaska  
Professional Services to Update the  
City of Homer's Comprehensive Plan and Title 21 Zoning and Planning Code**

The City of Homer, Alaska is requesting proposals from qualified firms who were pre-qualified as result of the City's earlier Request for Statements of Qualification process. Proposals from firms who have not been pre-qualified will not be accepted.

The following subjects are discussed in this Request for Proposal (RFP) to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Schedule

## **I. Introduction**

The City of Homer is soliciting proposals from prequalified teams to produce a comprehensive plan and fully update Homer City Code Title 21, Zoning and Planning Code. These documents will help guide future development and growth for the City of Homer with an outlook of 20 years.

The City of Homer is growing up. We are a relatively young city facing a transition point in our history. We are an eclectically developed pioneer community at the end of the road in Alaska, on its way to becoming a more intentionally developed small city, endeavoring to be best in class for municipal governance, services, and quality of life. Homer is a very significant city in Alaska, in part, because we are the transition point between the road system and numerous off-road communities. We also have a highly active port & harbor which is likely to experience a significant expansion during the Comprehensive Plan's useful life.

The City of Homer is motivated to become the best small city in Alaska, and it all starts with planning. We are extremely excited to conduct a significant update to our Comprehensive Plan and Title 21 Zoning and Planning Code. It is important to understand that this update is not about maintaining the status quo, it is about transformative change as it relates to land use, while still maintaining Homer's community character.

The first Homer Comprehensive Plan was adopted in 1954. The most current comprehensive plan received a technical update in 2018. Since 1999, the City has adopted a Non-Motorized Trails and Transportation Plan, a Transportation Plan, Homer Spit Comprehensive Plan, and the Town Center Development Plan, which are additional components to the Comprehensive Plan.

The City of Homer expects that public involvement will be a grass-roots effort emphasizing outreach to, and contribution from, a variety of stakeholders, including citizens, businesses, community groups/organizations, local agencies, City Advisory Bodies, and the City Council. The City further expects the community participation plan will be innovative and consider the use of focus groups, as

well as, intensive short-term teams or work groups, such as workshops, to identify issues, create a community vision, and to assist in establishing the goals and objectives.

The goal is for both phases (Phase I: The Comprehensive Plan and Phase II: Title 21, Zoning and Planning Code update) to be completed within two years after award of the contract; however, complex issues may require more in-depth study, which may result in an extension of the completion date and negotiation to amend the contract.

As in many Alaskan communities, the summer months are the “busy months” for Homer residents. One distinctive aspect of Homer is that many seasonal business operators live elsewhere during the winter months. The Proposer should develop a schedule that is flexible enough to allow busy residents and business owners/operators the opportunity for significant input throughout the planning process, while recognizing the seasonal nature of the community.

## **II. Scope of Services**

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to develop a Homer Comprehensive Plan and a Title 21 Zoning and Planning Code Update as a two-phased project in accordance with the standards and criteria of the City of Homer.

### **Phase I: Comprehensive Plan**

The project goals for updating the comprehensive plan are:

1. Create a fully updated Comprehensive Plan.
2. Determine the best approaches to the topics of housing, parking, density, form/layout, building height, sustainability, mobility/connectivity, and coordinating with the motorized and non-motorized transportation (the Master Transportation Plan is currently being updated).
3. Identify strategic actions that the City can proactively engage in to ensure the success of the Comprehensive Plan, e.g., site acquisition, infrastructure investment, etc.
4. Provide a vision and guidance for the Phase II update of the Title 21 Zoning and Planning Code.
5. Conduct public and key stakeholder outreach to better inform and guide the Comprehensive Plan.
6. Align the Comprehensive Plan with other City plans such as Master Transportation Plan, Capital Improvement Plan, and City Council Goals.
7. Deliver the Comprehensive Plan to the Planning Commission, Economic Development Commission, and City Council public hearings for recommendation and approval.
8. City staff will provide project support with a project manager, participation/facilitation in outreach events, and information/feedback to consultants.

The development of the Homer Comprehensive Plan will include, but not be limited to, the following tasks:

#### **Task 1. Background Research and Analysis**

In Task 1, the consultant will complete a review of all-relevant planning, financial, and development documents that relate to development, planning regulation, and protection of Homer’s built and natural environment. Examples of such documents include:



- 2018 Homer Comprehensive Plan Update
- Town Center Development Plan
- Homer Spit Comprehensive Plan
- Community Design Manual
- ADA Transition Plans
- Climate Action Plan
- Long Range Transportation Plan
- 2005 Homer Area Transportation Plan (currently being updated)
- Non-Motorized Transportation and Trails Plan (currently being updated)
- Adopted Water and Sewer Master Plan
- Census and growth projections
- Homer City Code (in particular Title 21 Zoning and Planning Code)
- Capital Improvement Plan/Legislative Requests/State Transportation Improvement Program Requests
- City of Homer Annual Budget
- Beach Policy
- Homer Land Allocation Plan
- 2022 Local Hazard Mitigation Plan
- State of Alaska tourism information
- State of Alaska planning enabling legislation
- Review of KPB planning and platting powers, with city granted planning powers of the city and extraterritorial power over the Bridge Creek Water Protection District

At the completion of Task 1 the consultant should be knowledgeable with the history, social and land use development patterns, culture, environmental opportunities/challenges, development constraints, infrastructure, and fiscal issues facing the City of Homer.

## **Task 2. Public Participation Process**

The design of an effective public participation process is a critical element for the successful completion of the Homer Comprehensive Plan and Title 21, Zoning and Planning Code Updates. The consultant shall design and implement a public participation process that ensures members of the public are actively involved in the planning effort. The consultant should identify methods that do not require long standing commitments of time by members of the public yet provide for meaningful input. The use of charrettes/workshops, open houses, work sessions, online web pages/surveys, focus groups, and study circles or other suitable methods is encouraged. The consultant will work with City staff throughout the public participation process, to provide:

- Meeting Coordination
- Facilitation of Meetings
- Open Houses
- Advertisements
- Informational Handouts
- Newsletters and Other Mailings
- On-going Updates

The proposal shall identify the Public Participation Team that will be responsible for the production, publication, and distribution of informational materials and mailings. The Proposal shall include a

Public Participation Matrix, which identifies the expected points of engagement with the public, identifying the recommended roles for City staff, community stakeholders, and the consultant personnel.

### **Task 3. Site Analysis and Identification of Issues and Concerns**

Task 3 utilizes information from the background research, site visits, and constraints mapping to analyze, and create maps and analysis illustrating the City's existing conditions. The mapping and analysis shall include:

- Brief Study Area Overview
- Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
- Existing Land Use(s)
- Existing Zoning
- Land Use and Community Design (including density, layout, and form)
- Housing
- Mobility and Transportation Network including parking
- Infrastructure (Gray and Green)
- Sustainability
- Environmental Issues/Hazards/Constraints including Flood Regulations
- Public Facilities and Services
- Recreation Facilities
- Economic Development/Opportunities
- Local Government Boundaries
- Slope Hazard Analysis

Key issues, concerns, and constraints shall be identified.

### **Task 4. Preparation of Goals, Objectives, and Recommendations**

Based upon the information obtained in the previous tasks, the consultant shall collaborate with the community to develop goals, objectives, and recommendations.

### **Task 5. Development or re-development strategies**

In addition, the consultant shall prepare an overall development and/or redevelopment strategy and more specific policies for the use of the land – utilization of city owned land, land acquisition and/or disposal strategies, infrastructure improvements, commercial areas, public open space, and facilities.

### **Task 6. Preparation of Future Growth and Development Alternatives**

The consultant shall review projections of future population and economic growth and the resulting impact on land use and development patterns. Alternatives will include evaluation and discussion of future development, redevelopment, conservation practices, and impacts on public infrastructure.

The alternatives shall be described in both a narrative and graphic/mapping manner. The purpose of these alternatives is to allow the public to become more aware of the impacts of future growth in Homer

and to assist in developing goals, objectives, and recommendations. The identification of the most preferred development scenario is part of this task.

### **Task 7. Recommendations for Implementation**

Task 7 shall consist of preparing recommendations for achieving the goals, objectives, and recommendations of the Comprehensive Plan Update. Standard implementation techniques such as zoning and subdivision regulation changes should be considered, as well as other techniques such as growth management, impact fees, encouraging walkable development centers or nodes, etc. In addition, this task shall result in the following:

- A timeframe for identified actions.
- A table allocating responsibilities for actions among the various governmental agencies and where applicable, not-for-profit organizations having interests in conducting the programs.
- A schedule of proposed Capital Improvement Projects.
- A general description of any land use development regulations or incentives that may be adopted by the City to achieve the goals, policies, and guidelines set forth in the plan.
- A description of other procedures that the City may use in monitoring and evaluating the implementation of the plan.
- A statement describing proposed programs of public services or changes in existing programs to include estimates of the needed increase in personnel, equipment, supplies, and related matters.
- The proposed development criteria to be incorporated into any recommended or existing land development regulations.
- Identification of potential funding sources for projects or other issues identified during the planning process.
- A description of measures to be implemented to promote economic, social, and environmental sustainability.

### **Task 8: Presentations**

The consultant will be required to undertake a series of presentations at various stages of the planning effort to the Planning Commission and City Council. The purpose of these presentations is to provide information and obtain feedback. The consultant is also expected to present the plan when formally reviewed and considered by the Planning Commission and City Council. Presentations to other boards and commissions, such as the Economic Development Advisory Commission; Parks, Art, Recreation, and Culture Advisory Commission; and Port and Harbor Commission may be warranted. A minimum of six presentations should be included with the possibility of more to be negotiated.

### **Task 9: Final Plan**

Draft a final Comprehensive Plan based on findings from Tasks 1-8 working closely with City staff and providing an opportunity for public review and comments on draft version(s).

### **Project Schedule**

The proposal should include a schedule of major milestones for a one-year project for Phase I. The City anticipates the schedule should include, but not be limited to, the following stages:

- Project Start-Up
- Task 1 – Data Collection, Background Research and Analysis
- Task 2 – Public Participation Process
- Task 3 – Site Analysis and Identification of Issues and Concerns
- Task 4 – Preparation of Goals, Objectives, and Recommendations
- Task 5 – Development or re-development strategies
- Task 6 – Preparation of Future Growth and Development Alternatives
- Task 7 – Recommendations for Implementation
- Task 8 – Presentations
- Task 9 – Final Plan

**Deliverables**

All documents, reports, studies, illustrations, and maps are to be produced in a digital and PDF format. Information will be transferred to the City electronically and 25 hard copies will also be provided. All deliverables will be considered Works for Hire; that is, owned by the City of Homer upon payment of consultant’s invoices.

Website with hyperlinks (to be kept current through the end of the consultant’s contract)

Draft and Final Documents:

- Formatted for an 8 1/2” x 11” Document with 3-ring binder
- Provide all electronic files used in the creation of the report and illustrations such as GIS Shapefiles, Word files, PDFs, PowerPoint, InDesign, Illustrator, Sketchup, etc.
- Monthly status reports

Maps in Documents should meet the following specifications:

- ESRI GIS Mapping Products
  1. ESRI Shapefile Format and any associated ArcGIS/ArcMap project files/.mxd. An Adobe PDF file is also required of any GIS map product.
  2. All GIS data should be geo-referenced to NAD27, Alaska State Plane Zone 4
- Color
- 11” x 17”, folded (maximum size for inclusion in a bound document)

**Phase II: Title 21 Zoning & Planning Code Update**

The project goals for updating the Title 21 Zoning and Planning code are:

1. Modernize the code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands, while improving efficiency and user friendliness into the code.
2. Identify best code format and create a new code that enables development to take place as a mixture of uses, rather than large areas of single land use or Greenfield development.
3. Align with and implement the vision of the Comprehensive Plan.
4. Conduct all public and key stakeholder outreach to better inform and guide the updated Title 21 Zoning and Planning Code.

5. Align the updated Title 21 Zoning and Planning Code to support implementation of related City plans such as Transportation Master Plan, Stormwater, and Water/Sewer Plan.
6. Present the updated Title 21 Zoning and Planning Code to the Planning Commission and City Council public hearings for recommendation and approval.
7. City staff will provide project support with a project manager, participation/facilitation in outreach events, and information/feedback to consultants.

The development of the Title 21 Zoning and Planning Code should include, but not be limited to, the following tasks:

### **Task 1. Data Collection, Background Research and Analysis**

Conduct analysis utilizing existing maps for future development and/or potential infill and utilizing feedback from City staff along with constraints mapping. Existing conditions analysis and mapping should include the following (much of this task can utilize information developed in Phase I of the project):

- Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
- Existing Land Use(s)
- Existing Zoning
- Mobility and Transportation Network
- Infrastructure
- Environmental Conditions/Constraints

### **Task 2. Technical Review of Existing Code and Recommendations**

Conduct a technical review to evaluate the strengths and limitations of the current Title 21 Zoning and Planning Code and make preliminary recommendations for updating and making the document consistent with overall City policies, including the goals of the Comprehensive Plan. Provide a review based on discussions with and feedback received from code administrators and code users including City staff, design professionals, and the local development community. The Project Team should also draw from its planning experience with other communities and knowledge of land use regulatory tools. The review should evaluate the suitability of the existing Zoning and Planning Code by determining deficiencies and inadequate elements that may create inconsistent interpretations. Submit a diagnostic report that also identifies the steps required to make the Zoning and Planning Code consistent with existing practices in the City, as well as national best practices.

### **Task 3. Public Participation Process**

Provides for public/stakeholder participation to create the overall guiding vision for the new Zoning Code. This shall include providing for a public review of the draft code, as well as a public hearing process at the Planning Commission and City Council.

### **Task 4. Preparation of Vision, Values, Goals, Objectives, and Recommendation for Code Type**

Recommend the best code format and draft a new code that enables the vision and goals of the Comprehensive Plan to be implemented, while considering alignment with other City plans and goals.

Modernize the code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands, while improving efficiency and user friendliness into the code. Consider future development to take place as a mixture of uses, rather than large areas of single land use or Greenfield development.

#### **Task 5. Draft Code**

Draft a new code based on findings from Tasks 1-4 working closely with City staff and providing an opportunity for public review and comments of draft version(s). Provide how the draft code will be reviewed by legal experts.

#### **Task 6. Presentations**

The consultant is required to undertake a series of presentations at various stages of the planning effort to the Planning Commission and City Council. The purpose of these presentations is to provide information and obtain feedback. The consultant is also expected to present the code when formally reviewed and considered by the Planning Commission and City Council. Presentations to other boards and commissions, such as the Economic Development Advisory Commission; Parks, Art, Recreation, and Culture Advisory Commission; ADA Advisory Board and Port and Harbor Commission may be warranted. A minimum of four presentations should be included (identifying whether they are in-person or virtual) with the possibility of more to be negotiated.

#### **Task 7. Final Code**

Draft a final Zoning and Planning Code based on findings from Tasks 1-6, working closely with City staff and providing an opportunity for public review and comments of draft version(s).

#### **Project Schedule**

The proposal should include a schedule of major milestones for a 1-year project for Phase II. The City anticipates the schedule should include, but not limited to, the following stages:

- Project Start-Up
- Task 1 – Data Collection, Background Research and Analysis
- Task 2 – Technical Review of Existing Code and Recommendations
- Task 3 – Public Participation Process
- Task 4 – Preparation of Vision, Values, Goals, Objectives, and Recommendation for Code Type
- Task 5 – Draft Code
- Task 6 - Presentations
- Task 7 – Final Code

#### **Deliverables**

All documents, reports, studies, illustrations, and maps are to be produced in a digital and PDF format. Information will be transferred to the City electronically and 25 hard copies will also be provided. All work products will be considered Works for Hire; that is, owned by the City of Homer once the consultant's invoices are paid.

Website with hyperlinks (maintained through the end of the consultant's contract)

Draft and Final Documents:

- Formatted for an 8 1/2" x 11" Document with 3-ring binder
- Provide all electronic files used in the creation of the report and illustrations such as GIS Shapefiles, Word files, PDFs, PowerPoint, InDesign, Illustrator, Sketchup, etc.
- Publish Code online
- Monthly status reports

Maps in Documents should meet the following specifications:

- ESRI GIS Mapping Products
  1. ESRI Shapefile Format and any associated ArcGIS/ArcMap project files (.mxd). An Adobe PDF file is required of any GIS map product.
  2. All GIS data should be geo-referenced to NAD27, Alaska State Plane Zone 4
- Color
- 11" x 17", folded (maximum size for inclusion in a bound document)

### III. General Requirements

The following information is presented as a general guideline for the preparation of the proposals, though not intended to be an exhaustive list of project requirements.

- A. It is the responsibility of the Proposers to estimate the actual level of effort required to complete the work.
- B. Homer will provide Over the Shoulder review of draft planning documents to provide timely comment and input.
- C. All deliverables shall be in a format and on media approved by the City. Upon completion, the City of Homer shall be furnished with digital files of all documents.

### IV. Proposal Format and Content

Direct questions regarding this proposal to Ryan Foster, Special Projects Coordinator, City of Homer, (907) 299-8529 or rfoster@ci.homer.ak.us.

Proposals, which do not address the items listed in this section, may be considered incomplete and may be deemed non-responsive by the City.

#### PROPOSAL FORMAT

- A. Letter of Transmittal
- B. Proposed Work Plan
  1. Include a Work Plan that illustrates how you will perform the Work and demonstrates your understanding of the project
  2. Include a proposed schedule demonstrating how you anticipate the Work will flow so you can complete the project in a timely manner.

3. Include a communication strategy for project management and include any methods such as meetings, monthly reports, videoconferencing, FTP data transfer sites, and project websites.
4. Identify major challenges that might interfere with your ability to complete the project in a timely manner.

C. Fee Proposal and Rate Schedule

1. Submit a Fee Proposal to perform the Scope of Services described in your Work Plan.
2. Provide an exact statement of the services to be provided within the fees proposal and fee schedule to be used in billing for services, including out-of-scope services.
3. Provide a Fee Schedule showing fully loaded billing rates for the personnel who will be working on the Project.

D. Submit one (1) original and four (4) hard copies of the completed Proposal in a sealed, opaque envelope marked as follows:

**City of Homer  
Comprehensive Plan and Title 21 Zoning and Planning Code Update**

PROPOSAL DATED \_\_\_\_\_, 2023.

Proposals will have the Proposers name and address in the upper left corner. The Proposals shall be addressed to:

City of Homer, City Clerk’s Office  
491 East Pioneer Avenue  
Homer, Alaska 99603

Proposals shall be received at the office of the City Clerk until **4:30 PM, January 20, 2023**. Any proposals not received by the date and time stated and marked with the City Clerk’s Office stamp will not be considered.

**V. Evaluation Criteria and Selection Process**

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

A selection committee will evaluate the proposals and make a recommendation to the City Manager. The committee will use the following criteria in deriving a numerical score for each proposal:

- a. **Work Plan.** The various elements of the Work Plan will be evaluated for clarity, effectiveness, and compliance with RFP requirements.

**Phase I: Comprehensive Plan**

Task 1	100 Points
Task 2	100 Points
Task 3	100 Points
Task 4	100 Points
Task 5	100 Points



Task 6	100 Points
Task 7	100 Points
Task 8	100 Points
Task 9	100 Points

**Phase II: Title 21 Zoning & Planning Code Update**

Task 1	100 Points
Task 2	100 Points
Task 3	100 Points
Task 4	100 Points
Task 5	100 Points
Task 6	100 Points
Task 7	100 Points

b. **Schedule.** The Proposer’s Schedule will be evaluated for its expected ability to achieve the effectiveness results in a timely manner. 200 Points

c. **Price.** Evaluated based on the do not exceed amount of \$650,000 100 Points

**TOTAL POSSIBLE POINTS = 1900**

**VI. Schedule**

Proposals due:	4:30 pm	Date: January 20, 2023
Proposal Review Period:		Date: January 23-February 8, 2023
Notice of Intent to Award contract:		Date: February 9-10, 2023
City Council Award:		Date: February 27, 2023
Notice to proceed/Contract Signing		Date: February 28-March 3, 2023
Completion of contract:		Date: Two year or as extended

# TERM CONTRACT FOR CONSULTANT SERVICES

This Agreement is entered into this \_\_\_\_ day of October 2023, by and between **Agnew Beck Consulting** (herein referred to as “**Consultant**”) and the **City of Homer (“City”)**. The Consultant and City agree to the following:

**WHEREAS** The City is in need of a firm with personnel possessing the skills and ability required to render consulting services to the City of Homer and Agnew Beck Consulting is qualified to perform said services.

**NOW THEREFORE** the parties hereto do mutually agree as follows:

**1. Employment of Consultant.**

Work shall be assigned by a task order. The format of the “**Task Order**” is shown in Appendix A. No work shall proceed without a fully executed “Task Order”.

**2. Term of Agreement.**

The term of this Agreement shall be two years from the date of execution and approval of the Homer City Council. Homer shall have the option to renew this Agreement for an additional one-year period. Exercise of this option by Homer shall be contingent upon a favorable review of the contracted services three months before the then scheduled date of termination of this Agreement. Any contract renewal must be approved by both Consultant and City.

**3. Standard of Performance.**

The Consultant agrees to provide all required professional services necessary to complete projects under this contract. The Consultant accepts the relationship of trust and confidence established between it and the City by this agreement. The Consultant covenants with the City to furnish its best skill and judgment, and to further the interests of the City at all times through efficient business administration and management. The Consultant shall provide all services in a competent manner. It is understood that some of the services to be rendered hereunder require professional judgment and skill. In all cases, Consultant agrees to adhere to the standards of the applicable profession.

**4. Fee**

The City shall pay Consultant on the basis of T&M, not to exceed \$650,000.00 without prior written authorization from the City.

## **5. Payments.**

The City agrees to make payments to Consultant as services are performed and costs are incurred, provided Consultant submits two (2) copies of a proper invoice for each payment, in such form and accompanied by such evidence in support thereof as may be reasonably required by the City.

Billing and expense invoices shall be submitted monthly at the end of each month. Invoices shall be accompanied by a monthly activity report detailing work and accomplishments. All invoices are otherwise due and payable within 21 working days of approval by the City.

## **6. Independent Contractor Status**

In performing under this Agreement, Consultant acts as an independent contractor and shall have responsibility for and control over the details and means for performing the services required hereunder.

## **7. Indemnification.**

To the maximum extent permitted by law, Consultant shall defend, indemnify and save harmless City or any agent, employee, or other representative thereof, from and against losses, damages, liabilities, expenses, claims, and demands of whatever nature, including for death, personal injury, property damage or economic loss, to the extent arising out of any negligent act or negligent omission or willful misconduct of Consultant, its agents or employees while performing under the terms of this Agreement.

Where claims, lawsuits or liability arise from wrongful or negligent acts by City and Consultant together or separately, Consultant will not be responsible for the proportion of claims and costs that are attributed to the City's negligence or willful misconduct.

## **8. Assignment.**

Consultant shall not assign this Agreement or any of the monies due or to become due hereunder without the prior written consent of City.

## **9. Subcontracting**

Consultant may not subcontract its performance under this Agreement without prior written consent of City. Any subcontractor must agree to be bound by the terms of this Agreement applicable to the services to be performed by the subcontractor.

## **10. Designation of Representatives.**

The parties agree, for the purposes of this Agreement, that the City shall be represented by and may act only through the City Planner or such other person as they may designate in writing. Consultant shall be represented by and may act only through Shelly Wade or such other person approved by both parties.

## **11. Termination**

Either party may terminate this Agreement, with or without cause, after first giving thirty (30) days written notice.

## **12. Insurance.**

The Consultant shall, at all times, at its own expense, keep in force the following described insurance for protection against the claims of employees or other persons, insuring both the Consultant and the City against liability that may accrue against them or either of them in connection with the performance of Consultant under this Agreement:

- (a) Insurance in at least the required statutory amounts covering claims under workers' compensation, disability benefits and other similar employee benefit acts;
- (b) Commercial general liability insurance covering bodily injury, death, and property damage with a combined single limit of not less than \$2,000,000; and
- (c) Errors and omissions insurance on claims made basis with a limit of liability of not less than \$2,000,000.

## **13. Insurance Certificate.**

All insurance shall be placed with an insurance carrier or carriers satisfactory to the City, shall have deductibles satisfactory to the City, shall not be subject to cancellation or any material change except after thirty (30) days written notice to the City, and shall provide that no failure of Consultant to comply with any condition or provision of this Agreement or other conduct of Consultant or those for whose conduct it is responsible, shall void or otherwise affect the protection under the policy afforded to the City. A Certificate of Insurance reflecting full compliance with these requirements shall, at all times during the term of this Agreement, be kept on deposit at the general offices of the City. If Consultant fails to comply with these insurance requirements, the City may terminate this Agreement on ten (10) days written notice.

All insurance policies or other contract security required in this Agreement except for professional errors and omissions coverage shall allow claims to be filed based upon the time of an occurrence, and shall not provide for a shorter period in which to make claims than that provided the applicable statute of limitations. The coverage required by this Agreement shall cover all claims arising in connection with the performance of the Consultant under this Agreement, whether or not such claim is asserted during the term of this Agreement and even though judicial proceedings may not be commenced until after the expiration of this Agreement.

All insurance policies shall be written as primary policies; shall waive subrogation against City, its agents and employees; shall not be contributing with, or in excess of, any insurance coverage that the City may otherwise carry, and shall name the City as an additional insured. All insurance provided under this Agreement must remain fully available to satisfy

claims arising out of this agreement, notwithstanding any claims that may be filed against that policy

**14. Claims Recovery.**

Claims by the City resulting from Consultant's failure to comply with the terms of and specifications of this Agreement and/or default hereunder may be recovered by City by withholding the amount of such claims from compensation otherwise due Consultant for work performed or to be performed. City shall notify Consultant of any such failure, default or damage therefrom as soon as practicable after discovery of such event by written notice. Nothing provided herein shall be deemed as constituting an exclusive remedy on behalf of City, nor a waiver of any other rights hereunder at law or in equity.

**15. Compliance with Applicable Laws.**

Consultant shall, in the performance of this Agreement, comply with all applicable federal, state and local laws, ordinances, orders, rules and regulations applicable to its performance hereunder, including, without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, worker's compensation, and other employee benefit laws. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which City may choose to utilize to perform work under this Agreement. Services performed under this Agreement shall be in accordance with sound, generally accepted consulting practices and shall comply with all applicable codes and standards.

**16. Records and Audit.**

Consultant agrees to maintain sufficient and accurate records and books of account, including detailed time records, showing all direct labor hours expended and all closure of all pending matters related to this Agreement. Said books shall be subject to inspection and audit.

**17. Notices.**

Any official notice that either party hereto desires to give the other shall be delivered through the United States mail by certified mail, return receipt requested, with postage thereon full prepaid and addressed as follows:

**To City:**

Ryan Foster, AICP  
City Planner/City Consultant  
Homer Planning Division  
491 East Pioneer Avenue  
Homer, AK 99603  
907-235-3106  
[rfoster@homer.ci.ak.us](mailto:rfoster@homer.ci.ak.us)

**To Consultant:**

Shelly Wade  
Agnew Beck Consulting  
645 G Street, Suite 200  
Anchorage, AK 99501  
907-222-5424  
[shelly@agnewbeck.com](mailto:shelly@agnewbeck.com)

**18. Venue and Applicable Law.**

The laws of Alaska will determine the interpretation, performance and enforcement of this agreement. The venue of any legal action between the parties arising as a result of this Agreement shall exclusively be laid in the Third Judicial District of the Superior Court of the State of Alaska, at Anchorage, Alaska, and this Agreement shall be interpreted in accordance with the laws of the state of Alaska.

**19. Attorney's Fees**

In the event either party institutes any suit or action to enforce its rights hereunder, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs in such suit or action and on any appeal therefrom.

**20. Ownership of Work Products**

The originals of all materials prepared or developed by the Consultant, its agents or representatives hereunder; including documents, drawings, calculations, maps, sketches, notes, reports, data, and models shall become the property of the City. Materials previously created and copyrighted by the Consultant included in a project will remain property of the Consultant. Copies of all work products will be made available to the City upon request. Electronic files of work products shall become the property of both the City and Consultant, for use by either party without consent of the other party.

Should City elect to reuse the Consultant's work products for other than the original project and, or purpose, City will indemnify Consultant against any responsibilities or liabilities arising from reuse. Consultant's professional seals and signatures shall be removed from drawings, plans, specifications, estimates, and other construction documents, and replaced with the seal and signature of the professional consultant, architect, surveyor, landscape architect who has assumed the responsibility for reuse. The Consultant shall not be responsible or be required to provide any documentation, suitability reviews, or verifications for the reuse of work products.

**21. Equal Employment Opportunity**

The Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, physical handicap, sex, marital status, change in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical handicap, sex, marital status, change in marital status, pregnancy, or parenthood. The Consultant shall take affirmative action required by law to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, national origin, ancestry, age, or marital status.

**22. Waiver.**

No failure on the part of either City or Consultant to enforce any covenant or provision herein contained, nor any right hereunder unless in writing and signed by the parties sought to be bound, shall discharge or invalidate such covenants or provisions or affect the right of the City or Consultant to enforce the same or any other provision in the event of any subsequent breach or default.

**23. Binding Effect.**

The terms, conditions and covenants contained in this Agreement shall apply to, inure to the benefit of, and bind the parties and their respective successors.

**24. No Assignment or Delegation.**

The Consultant may not assign, subcontract or delegate this agreement, or any part of it, or any right to any of the money to be paid under it without written consent of the City.

**25. Independent Contractor**

The Consultant shall be an independent contractor in the performance of the work under this agreement, and shall not be an employee or agent of the City.

**26. Entire Agreement.**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior negotiations and understandings are superseded and replaced by this Agreement and shall be of no further force and effect. No modification of this Agreement shall be of any force or effect unless reduced to writing, signed by both parties and expressly made a part of the Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.

**CITY OF HOMER**

By: \_\_\_\_\_  
Rob Dumouchel, City Manager Date

**CONSULTANT:**

By: \_\_\_\_\_  
Shelly Wade Date

## **APPENDIX “A”**

### **TASK ORDER #\_\_**

This Task Order pertains to an Agreement by and between the City of Homer, (“OWNER”), and Agnew Beck Consulting, (“CONSULTANT”), dated October \_\_\_\_, 2023, (“the AGREEMENT”). Consultant agrees to perform the services described below. This Task Order shall not be binding until it has been properly signed by both parties.

#### **PART 1.0 PROJECT DESCRIPTION**

Completion of a two phase project:

Phase I: Deliver a new Comprehensive Plan that guides the future development of the City over the next 20 years and addresses the unique planning challenges of the community, such as limited developable land, a strong demand for housing, and consideration of our unique geographical and topographical conditions.

Phase II: Deliver an updated Title 21 Zoning and Planning Code that will allow the City to realize the vision and goals defined in the Comprehensive Plan with updated processes and development standards. In addition, greater efficiency, clarity, and user friendliness will be built into the zoning code.

#### **PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT**

##### **Scope of Services**

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to develop a Homer Comprehensive Plan and a Title 21 Zoning and Planning Code Update as a two-phased project in accordance with the standards and criteria of the City of Homer.

##### **Phase I: Comprehensive Plan**

The project goals for updating the comprehensive plan are:

1. Create a fully updated Comprehensive Plan, including replacement of the 2018 Comprehensive Plan, 2011 Spit Comprehensive Plan, and the 2006 Town Center Development Plan.
2. Determine the best approaches to the topics of housing, parking, density, form/layout, building height, sustainability, mobility/connectivity, and coordinating with the motorized and non-motorized transportation (the Master Transportation Plan is currently being updated).
3. Identify strategic actions that the City can proactively engage in to ensure the success of the Comprehensive Plan, e.g., site acquisition, infrastructure investment, etc.
4. Provide a vision and guidance for the Phase II update of the Title 21 Zoning and Planning Code.
5. Conduct public and key stakeholder outreach to better inform and guide the Comprehensive Plan.



6. Align the Comprehensive Plan with other City plans such as Master Transportation Plan, Capital Improvement Plan, and City Council Goals.
7. Deliver the Comprehensive Plan to the Planning Commission, Economic Development Commission, and City Council public hearings for recommendation and approval.
8. City staff will provide project support with a project manager, participation/facilitation in outreach events, and information/feedback to consultants.

The development of the Homer Comprehensive Plan will include, but not be limited to, the following tasks:

**Task 1. Background Research and Analysis**

In Task 1, the consultant will complete a review of all-relevant planning, financial, and development documents that relate to development, planning regulation, and protection of Homer’s built and natural environment. Examples of such documents include:

- 2018 Homer Comprehensive Plan Update
- Town Center Development Plan
- Homer Spit Comprehensive Plan
- Community Design Manual
- ADA Transition Plans
- Climate Action Plan
- Long Range Transportation Plan
- 2005 Homer Area Transportation Plan (currently being updated)
- Non-Motorized Transportation and Trails Plan (currently being updated)
- Adopted Water and Sewer Master Plan
- Census and growth projections
- Homer City Code (in particular Title 21 Zoning and Planning Code)
- Capital Improvement Plan/Legislative Requests/State Transportation Improvement Program Requests
- City of Homer Annual Budget
- Beach Policy
- Homer Land Allocation Plan
- 2022 Local Hazard Mitigation Plan
- State of Alaska tourism information
- State of Alaska planning enabling legislation
- Review of KPB planning and platting powers, with city granted planning powers of the city and extraterritorial power over the Bridge Creek Water Protection District ▪ Meeting Coordination
- Facilitation of Meetings
- Open Houses
- Advertisements
- Informational Handouts
- Newsletters and Other Mailings
- On-going Updates

At the completion of Task 1 the consultant should be knowledgeable with the history, social and land use development patterns, culture, environmental opportunities/challenges, development constraints, infrastructure, and fiscal issues facing the City of Homer.

### **Task 2. Public Participation Process**

The design of an effective public participation process is a critical element for the successful completion of the Homer Comprehensive Plan and Title 21, Zoning and Planning Code Updates. The consultant shall design and implement a public participation process that ensures members of the public are actively involved in the planning effort, including creation of a steering committee to aid in the guidance in developing the comprehensive plan. The consultant should identify methods that do not require long standing commitments of time by members of the public yet provide for meaningful input. The use of charrettes/workshops, open houses, work sessions, online web pages/surveys, focus groups, and study circles or other suitable methods is encouraged. The consultant will work with City staff throughout the public participation process, to provide:

The proposal shall identify the Public Participation Team that will be responsible for the production, publication, and distribution of informational materials and mailings. The Proposal shall include a Public Participation Matrix, which identifies the expected points of engagement with the public, identifying the recommended roles for City staff, community stakeholders, and the consultant personnel.

### **Task 3. Site Analysis and Identification of Issues and Concerns**

Task 3 utilizes information from the background research, site visits, and constraints mapping to analyze, and create maps and analysis illustrating the City's existing conditions. The mapping and analysis shall include:

- Brief Study Area Overview
- Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
- Existing Land Use(s)
- Existing Zoning
- Land Use and Community Design (including density, layout, and form)
- Housing
- Mobility and Transportation Network including parking
- Infrastructure (Gray and Green)
- Sustainability
- Environmental Issues/Hazards/Constraints including Flood Regulations
- Public Facilities and Services
- Recreation Facilities
- Economic Development/Opportunities
- Local Government Boundaries
- Slope Hazard Analysis

Key issues, concerns, and constraints shall be identified.

### **Task 4. Preparation of Goals, Objectives, and Recommendations**

Based upon the information obtained in the previous tasks, the consultant shall collaborate with the community to develop goals, objectives, and recommendations.

#### **Task 5. Development or re-development strategies**

In addition, the consultant shall prepare an overall development and/or redevelopment strategy and more specific policies for the use of the land – utilization of city owned land, land acquisition and/or disposal strategies, infrastructure improvements, commercial areas, public open space, and facilities.

#### **Task 6. Preparation of Future Growth and Development Alternatives**

The consultant shall review projections of future population and economic growth and the resulting impact on land use and development patterns. Alternatives will include evaluation and discussion of future development, redevelopment, conservation practices, and impacts on public infrastructure.

The alternatives shall be described in both a narrative and graphic/mapping manner. The purpose of these alternatives is to allow the public to become more aware of the impacts of future growth in Homer and to assist in developing goals, objectives, and recommendations. The identification of the most preferred development scenario is part of this task.

#### **Task 7. Recommendations for Implementation**

Task 7 shall consist of preparing recommendations for achieving the goals, objectives, and recommendations of the Comprehensive Plan Update. Standard implementation techniques such as zoning and subdivision regulation changes should be considered, as well as other techniques such as growth management, impact fees, encouraging walkable development centers or nodes, etc. In addition, this task shall result in the following:

- A timeframe for identified actions.
- A table allocating responsibilities for actions among the various governmental agencies and where applicable, not-for-profit organizations having interests in conducting the programs.
- A schedule of proposed Capital Improvement Projects.
- A general description of any land use development regulations or incentives that may be adopted by the City to achieve the goals, policies, and guidelines set forth in the plan.
- A description of other procedures that the City may use in monitoring and evaluating the implementation of the plan.
- A statement describing proposed programs of public services or changes in existing programs to include estimates of the needed increase in personnel, equipment, supplies, and related matters.
- The proposed development criteria to be incorporated into any recommended or existing land development regulations.
- Identification of potential funding sources for projects or other issues identified during the planning process.
- A description of measures to be implemented to promote economic, social, and environmental sustainability.

#### **Task 8: Presentations**

The consultant will be required to undertake a series of presentations at various stages of the planning effort to the Planning Commission and City Council. The purpose of these presentations is to provide information and obtain feedback. The consultant is also expected to present the plan when formally reviewed and considered by the Planning Commission and City Council. Presentations to other boards and commissions, such as the Economic Development Advisory Commission; Parks, Art, Recreation, and Culture Advisory Commission; and Port and Harbor Commission may be warranted. A minimum of six presentations should be included with the possibility of more to be negotiated.

### **Task 9: Final Plan**

Draft a final Comprehensive Plan based on findings from Tasks 1-8 working closely with City staff and providing an opportunity for public review and comments on draft version(s).

### **Project Schedule**

The proposal should include a schedule of major milestones for a one-year project for Phase I. The City anticipates the schedule should include, but not be limited to, the following stages:

#### Project Start-Up

- Task 1 – Data Collection, Background Research and Analysis
- Task 2 – Public Participation Process
- Task 3 – Site Analysis and Identification of Issues and Concerns
- Task 4 – Preparation of Goals, Objectives, and Recommendations
- Task 5 – Development or re-development strategies
- Task 6 – Preparation of Future Growth and Development Alternatives
- Task 7 – Recommendations for Implementation
- Task 8 – Presentations
- Task 9 – Final Plan

### **Deliverables**

All documents, reports, studies, illustrations, and maps are to be produced in a digital and PDF format. Information will be transferred to the City electronically and 25 hard copies will also be provided. All deliverables will be considered Works for Hire; that is, owned by the City of Homer upon payment of consultant's invoices.

Website with hyperlinks (maintained through the end of the consultant's contract)

#### Draft and Final Documents:

- Submissions include 35%, 65%, 95%, and Final
- Formatted for an 8 1/2" x 11" Document with 3-ring binder
- Provide all electronic files used in the creation of the report and illustrations such as GIS Shapefiles, Word files, PDFs, PowerPoint, InDesign, Illustrator, Sketchup, etc.
- Publish Code online
- Monthly meeting and status reports

Maps in Documents should meet the following specifications:

- ESRI GIS Mapping Products 1. ESRI Shapefile Format and any associated ArcGIS/ArcMap project files .mxd). An Adobe PDF file is required of any GIS map product.
- All GIS data should be geo-referenced to NAD27, Alaska State Plane Zone 4
- Color 11” x 17”, folded (maximum size for inclusion in a bound document)

**Phase II: Title 21 Zoning & Planning Code Update**

The project goals for updating the Title 21 Zoning and Planning code are:

1. Modernize the code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands, while improving efficiency and user friendliness into the code.
2. Identify best code format and create a new code that enables development to take place as a mixture of uses, rather than large areas of single land use or Greenfield development.
3. Align with and implement the vision of the Comprehensive Plan.
4. Conduct all public and key stakeholder outreach to better inform and guide the updated Title 21 Zoning and Planning Code.
5. Align the updated Title 21 Zoning and Planning Code to support implementation of related City plans such as Transportation Master Plan, Stormwater, and Water/Sewer Plan.
6. Present the updated Title 21 Zoning and Planning Code to the Planning Commission and City Council public hearings for recommendation and approval.
7. City staff will provide project support with a project manager, participation/facilitation in outreach events, and information/feedback to consultants.

The development of the Title 21 Zoning and Planning Code should include, but not be limited to, the following tasks:

**Task 1. Data Collection, Background Research and Analysis**

Conduct analysis utilizing existing maps for future development and/or potential infill and utilizing feedback from City staff along with constraints mapping. Existing conditions analysis and mapping should include the following (much of this task can utilize information developed in Phase I of the project):

- Key Demographic Considerations (summary of existing demographic information such as population, employment, housing, and projections)
- Existing Land Use(s)
- Existing Zoning
- Mobility and Transportation Network
- Infrastructure
- Environmental Conditions/Constraints

**Task 2. Technical Review of Existing Code and Recommendations**

Conduct a technical review to evaluate the strengths and limitations of the current Title 21 Zoning and Planning Code and make preliminary recommendations for updating and making the document consistent with overall City policies, including the goals of the Comprehensive Plan. Provide a review based on discussions with and feedback received from code administrators and

code users including City staff, design professionals, and the local development community. The Project Team should also draw from its planning experience with other communities and knowledge of land use regulatory tools. The review should evaluate the suitability of the existing Zoning and Planning Code by determining deficiencies and inadequate elements that may create inconsistent interpretations. Submit a diagnostic report that also identifies the steps required to make the Zoning and Planning Code consistent with existing practices in the City, as well as national best practices.

**Task 3. Public Participation Process**

Provides for public/stakeholder participation to create the overall guiding vision for the new Zoning Code; including the creation of a steering committee to aid in the guidance of developing the zoning code update. This shall include providing for a public review of the draft code, as well as a public hearing process at the Planning Commission and City Council.

**Task 4. Preparation of Vision, Values, Goals, Objectives, and Recommendation for Code Type**

Recommend the best code format and draft a new code that enables the vision and goals of the Comprehensive Plan to be implemented, while considering alignment with other City plans and goals.

Modernize the code by bringing the standards up to date by applying measures that reflect contemporary best practices, land use trends, and market demands, while improving efficiency and user friendliness into the code. Consider future development to take place as a mixture of uses, rather than large areas of single land use or Greenfield development.

**Task 5. Draft Code**

Draft a new code based on findings from Tasks 1-4 working closely with City staff and providing an opportunity for public review and comments of draft version(s). Provide how the draft code will be reviewed by legal experts.

**Task 6. Presentations**

The consultant is required to undertake a series of presentations at various stages of the planning effort to the Planning Commission and City Council. The purpose of these presentations is to provide information and obtain feedback. The consultant is also expected to present the code when formally reviewed and considered by the Planning Commission and City Council. Presentations to other boards and commissions, such as the Economic Development Advisory Commission; Parks, Art, Recreation, and Culture Advisory Commission; ADA Advisory Board and Port and Harbor Commission may be warranted. A minimum of four presentations should be included (identifying whether they are in-person or virtual) with the possibility of more to be negotiated.

**Task 7. Final Code**

Draft a final Zoning and Planning Code based on findings from Tasks 1-6, working closely with City staff and providing an opportunity for public review and comments of draft version(s).

**Project Schedule**

The proposal should include a schedule of major milestones for a 1-year project for Phase II. The City anticipates the schedule should include, but not limited to, the following stages:

- Project Start-Up
- Task 1 – Data Collection, Background Research and Analysis
- Task 2 – Technical Review of Existing Code and Recommendations
- Task 3 – Public Participation Process
- Task 4 – Preparation of Vision, Values, Goals, Objectives, and Recommendation for Code Type
- Task 5 – Draft Code
- Task 6 - Presentations
- Task 7 – Final Code

### **PART 3.0 OWNER’S RESPONSIBILITIES**

Completion of all tasks outlined in the scope of work, public outreach coordination and facilitation, presentations, and delivery of the final documents.

### **PART 4.0 DELIVERABLES AND TIME PERIOD**

#### **Deliverables**

All documents, reports, studies, illustrations, and maps are to be produced in a digital and PDF format. Information will be transferred to the City electronically and 25 hard copies will also be provided. All work products will be considered Works for Hire; that is, owned by the City of Homer once the consultant’s invoices are paid.

Website with hyperlinks (maintained through the end of the consultant’s contract)

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- Submissions include 35%, 65%, 95%, and Final
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- All GIS data should be geo-referenced to NAD27, Alaska State Plane Zone 4
- Color 11” x 17”, folded (maximum size for inclusion in a bound document)

### **PART 5.0 PAYMENTS TO CONSULTANT**

Payment shall be on the basis of T&M, not to exceed \$650,000.00 without prior written authorization from the City.

**For City of Homer**

**Signature:**

\_\_\_\_\_

Robert Dumouchel, City Manager

Date

**For Consultant**

**Signature:**

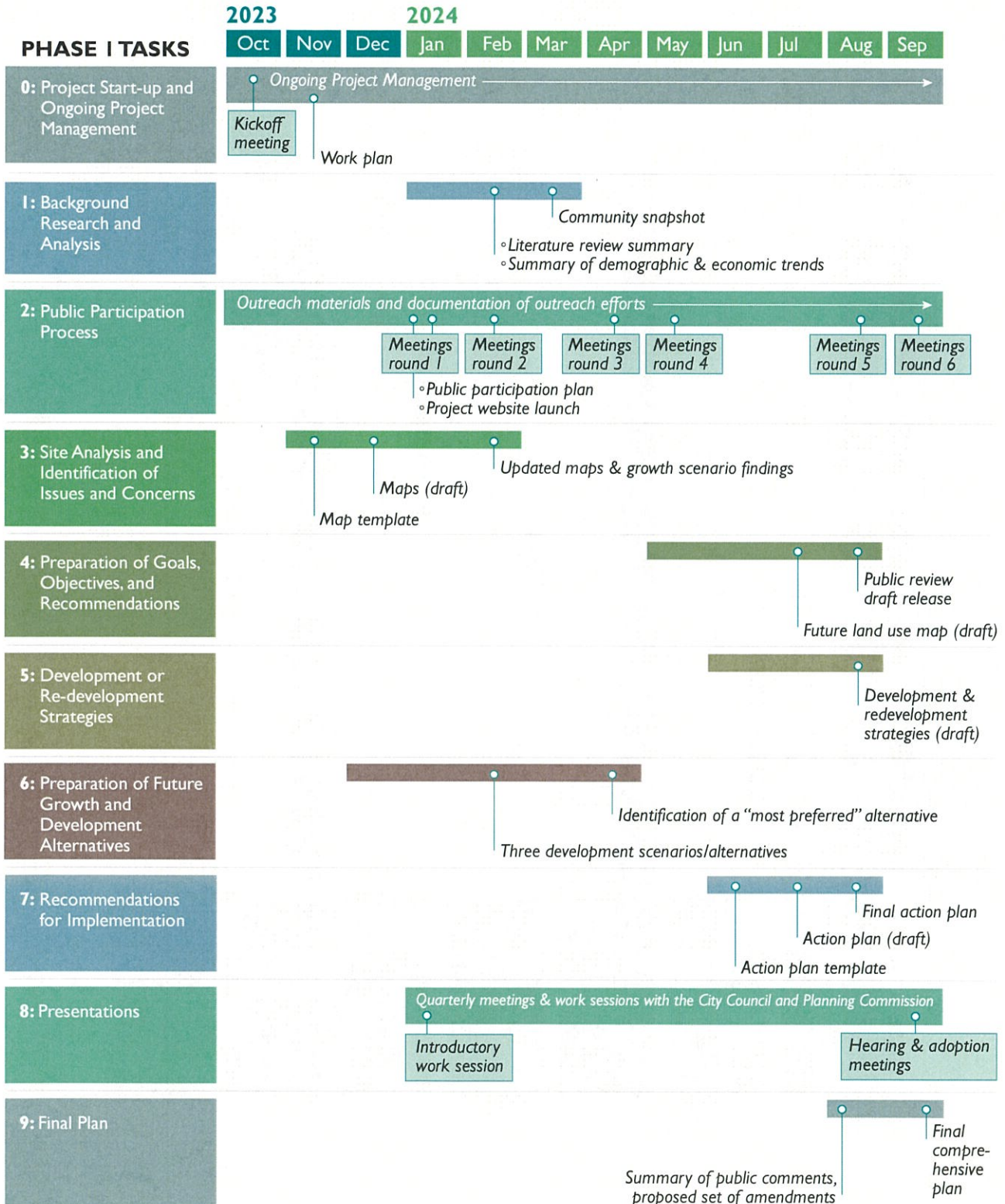
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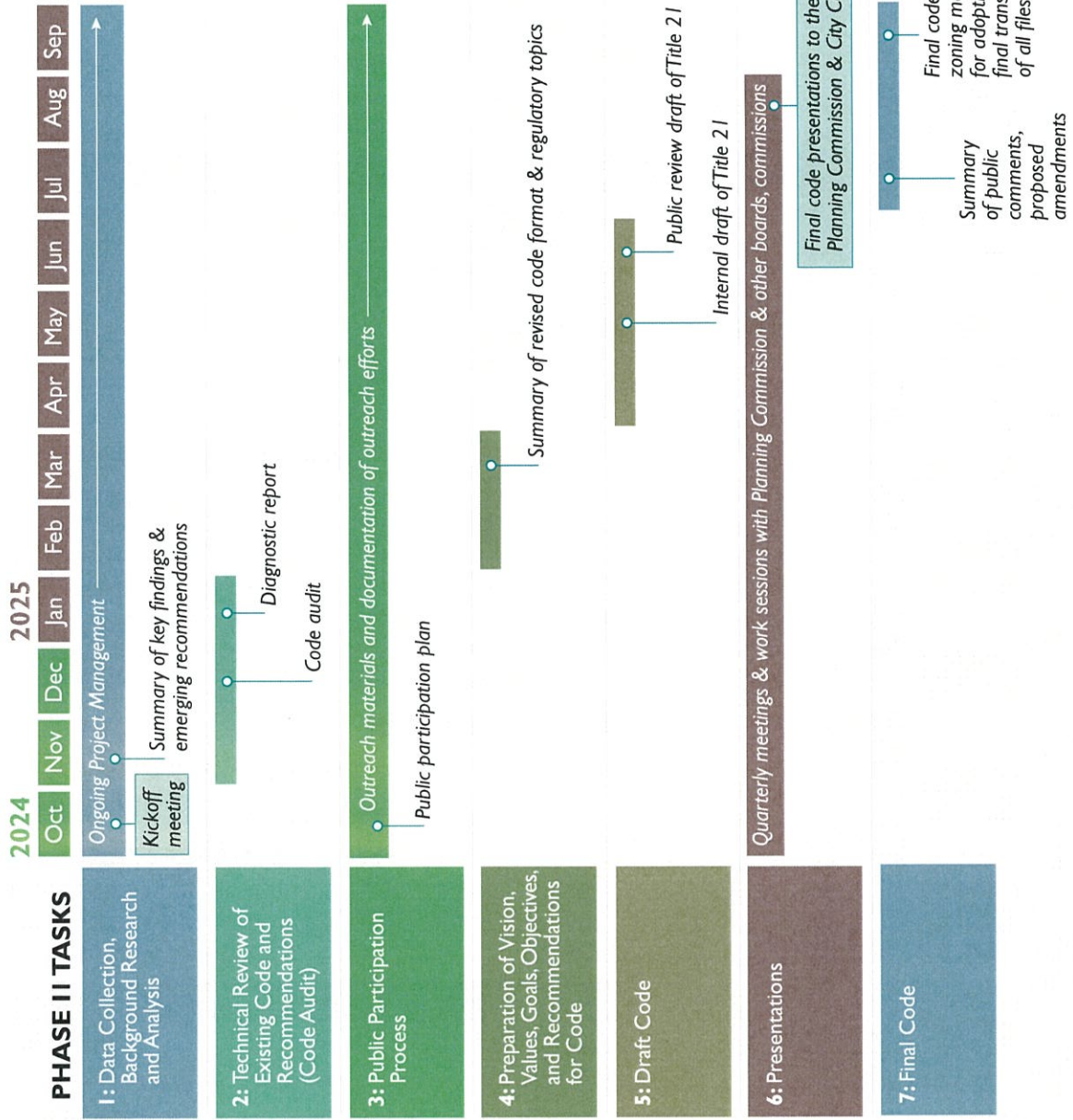
Shelly Wade

Date

DRAFT









# City of Homer

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

## Community Recreation

HHS/600 East Fairview Avenue  
Homer, Alaska 99603

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

(p) 907-235-6090

(f) 907-235-8933

## Memorandum

TO: Parks, Arts, Recreation & Culture Advisory Commission  
FROM: Mike Illg, Recreation Manager  
DATE: November 6, 2023  
SUBJECT: Port and Harbor Summary of 2023 Homer Spit Campground Operations

At the request of the Parks, Arts, Recreation & Culture Advisory Commission, I formally invited Port Director Matt Clarke to attend the November 16<sup>th</sup> PARCAC meeting to provide a summary on how the campground operations at Mariner Park campground and Fishing Hole campground went for the 2023 season. In lieu of attending the PARCAC meeting, Matt referred to a report that was provided in the November 8<sup>th</sup> Port and Harbor Commission packet that provides a very detailed report related to City of Homer campground operations on the Homer Spit under the management of the Port & Harbor Department for the 2023.

Recommendations: none, informational only

See attachments.

# Business Analysis: Homer Spit Campground Operations

In 2023, the City Manager assigned the Port & Harbor responsibilities involving campground operations on the Homer Spit, including the Fishing Hole campground, Mariner Park campground, and the Tent Camp West beach site. This assignment comes with a complex array of responsibilities, staffing, equipment, budget considerations, and several challenges and concerns that need to be addressed. Let's analyze these components:

## Staffing Requirements:

1. **Parking Enforcement Officers:** Responsible for camp fee compliance, registration, servicing pay kiosks, and revenue collection.
2. **Harbor Assistants:** Responsible for grounds keeping and sanitation of the public fish cleaning station at the Fishing Hole campground.
3. **Port Maintenance:** Maintenance of gazebos, pavilions, and fish cleaning stations.
4. **Parks Staff:** Grounds keeping, brush removal, and lawn mowing.
5. **Public Works Equipment Operators:** Responsible for surface maintenance and drainage.
6. **Public Works Building Maintenance & Custodial:** Cleaning and maintenance of the Fishing Hole restroom.
7. **Campground Hosts:** Responsible for providing information to the general public.
8. **Port & Harbor Administrative Staff:** Responsible for revenue collection and expense tracking.
9. **Homer Police Department:** Enforcement as needed.
10. **Refuse & Sanitation Contractors:** Responsible for trash and sanitation services.

## Equipment Requirements:

1. **Parking Enforcement Vehicles**
2. **Pick-up Trucks & Carcass Trailers**
3. **Graders, Snow Plows & Sanders**
4. **Port Maintenance Trucks**
5. **Private Contractor Trash Dump Trucks**
6. **Luke II pay station kiosks & X-2 mobile enforcement devices**
7. **Lawn Mowers, Weed Whackers, Pressure Washers, and Paint Strippers**
8. **Signage & Delineation**
9. **Mariner Park Campground Host Trailer**
10. **Porta Potties & Handwash Stations**

11. **Trash Receptacles**
12. **Picnic Tables & Fire Rings**

### **Operating Expenses and Revenues:**

- **2023 YTD Camp Fee Revenues:** \$200,000 for RV & beach camping.
- **Estimated Total Operating Expenses:** \$63,700
- **Employee & Staffing Wages:** \$30,000
- **Utilities Expenses:** \$3,500
- **Vehicle Expenses:** \$4,000
- **Picnic Tables & Fire Rings:** \$3,000
- **Refuse, Sanitation, and Recycling:** \$5,000
- **Campground Hosts Stipends:** \$5,200
- **Cleaning Supplies:** \$2,000
- **T2 & UpSafety Software:** \$9,000
- **Signage:** \$2,000

### **Challenges and Concerns:**

1. **Land Designation:** Defining what land(s) are considered campgrounds and what land(s) are parks.
2. **Responsibilities:** Clarifying the responsibilities of Port & Harbor, Parks, and Public Works within campgrounds and parks.
3. **Tariff Updates:** Identifying campground land use, rules, and user fees/rates.

### **Budget:**

Developing a budget for Port & Harbor's campground operations, which should cover revenues, employee wages, equipment, operating and maintenance expenses, and fixed infrastructure and capital investments.

### **Capital Improvements:**

Consider the 2024 Homer Spit Campgrounds Renovations provided in the COH's capital improvement plan. This project was identified by Public Works and its Park's division.

Should future campground capital improvement projects be funded by the port & harbor enterprise?

### **Marine Repair Facility vs. Campground:**

Determining the future of the portion of the Fishing Hole (Pier 1 Theatre East) campground that also serves as the Marine Repair Facility.

### **Bottom Line Analysis:**

What is the minimum acceptable profit margin that justifies Port & Harbor's involvement in campground operations? The time and resources dedicated to campgrounds should be weighed against the core responsibilities of Port & Harbor.

In summary, the management of campgrounds on the Homer Spit involves a diverse set of interdepartmental responsibilities, resource allocation, and potential for revenue generation. To make this endeavor successful, it's crucial to address the challenges, establish clear departmental responsibilities, and determine the financial viability and impact on core Port & Harbor operations.



## Homer Spit Campground Renovations

**Project Description and Benefit:** The Mariner Park and Fishing Hole campgrounds are situated on the Homer Spit. Their waterfront locations and close proximity to recreational activities and visitor support services make the campgrounds very popular with both Alaskans and out-of-state visitors. City campgrounds are heavily used in the summer and shoulder seasons, hosting over roughly 20,000 campers annually and generating up to \$200,000 in revenue through camping fees.

The campgrounds are primitive. Campers use porta potties and have no means of hand washing. Campsites are pot holed, poorly marked and without tent pads. Many lack picnic tables and fire rings.

This renovation project greatly improves the camping experience and makes it easier to maintain the campgrounds to a higher standard of cleanliness and safety. Renovations include installing hand wash stations, grading campgrounds, delineating and labeling campsites, developing tent pads in tent camping areas and installing picnic tables and fire rings at sites that currently lack these basic amenities. Mariner Park Campground would also benefit from landscaping.

Completing these renovations bring the campgrounds to a minimum standard to keep them healthy, attractive and competitive. Visitors have a choice of where to stay on the Kenai Peninsula. We anticipate these upgrades will attract new visitors and motivate existing visitors to extend their stays or come back. Summer and shoulder season visitors contribute significantly to Homer's overall economy through their patronage of local businesses throughout their stay.

**Plans and Progress:** This project is 80% shovel ready.

**Total Project Cost:** \$95,000

Mariner Park Campground	\$50,000
Fishing Hole Campground	\$45,000

**Schedule:** 2025-2026

**Priority Level:** 2



Mariner Campground at the base of the Homer Spit.

Contact Mayor Ken Castner or Rob Dumouchel, City Manager at 907-235-8121

# 2023 Campgrounds Revenue

TMP Account #

April 1 to October 30

	Fishing Hole	Mariner Park	Tent Camp West	Overflow	2023
<b>May</b>	\$10,829.86	\$11,933.24	\$686.14		\$23,449.24
No. of Sales:	439	488	37		964
<b>June</b>	\$30,431.15	\$21,863.70	\$1,910.06		\$54,204.91
No. of Sales:	1094	786	103		1,983
			Subtotal		\$77,654.15
<b>July</b>	\$47,538.25	\$26,731.57	\$4,506.26	\$111.27	\$78,887.34
No. of Sales:	1709	961	243	4	2,917
			Subtotal		\$156,541.49
<b>August</b>	\$20,945.76	\$16,022.25	\$2,206.77		\$39,174.78
No. of Sales:	753	576	119		1,448
			Subtotal		\$195,716.27
<b>September</b>	\$5,646.73	\$6,230.88	\$129.81		\$12,007.42
No. of Sales:	203	224	7		434
			Subtotal		207,724
<b>October</b>	\$0.00	\$0.00	\$0.00		\$0.00
No. of Sales:					0
<b>Year Total</b>					\$207,723.69
<b>Sales Total</b>					7,746

\* 5/16/23 Fees for mariner park and fishing hole campgrounds changed from \$20/per night to \$30/per night

Overflow camping 7/4 weekend utilized Seafarer parking T2 station- Revenue of \$120 coded to parking





# City of Homer

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

## Community Recreation

HHS/600 East Fairview Avenue  
Homer, Alaska 99603

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

(p) 907-235-6090

(f) 907-235-8933

## Memorandum

TO: Parks, Arts, Recreation & Culture Advisory Commission  
FROM: Mike Illg, Recreation Manager  
DATE: November 7, 2023  
SUBJECT: Community Recreation Staff Report November 16, 2023

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Programming & Special Events: Please view the monthly calendar for see all of the many programs, activities and special events. I would like to highlight a few special events and activities that are on the horizon and/or happened.

- There will be a **Barn Dance** at Homer High on Saturday, November 18 at 7:30pm. (*See attached Flyer.*)
- The **Youth Broadway Bootcamp** musical performance took place on Saturday Oct 28<sup>th</sup> at the HHS Mariner Theater. There was at least 200 people in the seats to watch the 30 local youth sing, dance and act. Success!
- The **Annual Ski & Winter Swap/Telluride Mountainfilm** took on Wednesday Nov. 8<sup>th</sup>. We anticipated 300+ participants at this event.
- Community Recreation is hosting and teaming up with the Kachemak Bay Running Club to provide the annual **Thanksgiving Morning Fun Run/Walk 5k**. This event is food drive as we ask participants to bring two non-perishable food items will take place on Thanksgiving morning with registration at 9:30am and the event starting at 10am.
- **Evening Basketball & Volleyball**: We anticipate that there will be many challenges in offering CR evening basketball and volleyball due to high school basketball practices and closures at Homer Middle School as well. We had to get very creative with different locations at different times for the next few months but we are not able to meet the community demand. Solidifying the need for the city to hopefully construct their own recreation facility.
- The **Community Recreation Tumbling Classes** continue to be very popular and has over 175 kids on their waiting list! There will be additional classes in January and a special Winter Break Tumbling session as well to help meet the demand.
- **Indoor Soccer**: Kudos the West Homer Elementary and volunteer Ginny Espenshade with facilitating the opportunity to play indoor soccer at West Homer on Sundays, Wednesday and Friday evenings at West Homer. Community Rec will continue to offer this until the SPARC is ready to re-open and resume their soccer program.
- We were able to successfully offer multiple **jewelry making classes** with artist Art Koeninger. These included intro to silversmithing, lost wax casting and intermediate silversmithing.
- Community Rec staff is also providing some **physical education/recreation activities** once a week for the **Flex High School**. The students are having a blast as is the staff.

- We are anticipating the return of Community Recreation’s **Inlet Winds Band** to start up again in January with a free performance for the public at the Mariner Theater in April.
- Staff is working with **Summit Physical Therapy** to offer a free informational session to local pickleball players on how to stretch and help reduce potential injuries while playing pickleball. Details will be posted on our website

New Community Recreation Center Project: Economic Development Manager Engebretsen and I will be working with city council members and appointed “Recreation Champions” Shelly Erickson and Donna Aderhold to move forward with establishing criteria for selecting possible locations for a new community recreation center. The goal is to select the three top locations to bring back to City Council to consider. We will keep PARCAC informed in the process as I envision we will want input from the advisory body as well.

Recreation Software: Staff is continuing training with CivicRec with the gradual roll out in December or January. The training includes at least six 2 hours sessions over the next few months and it is quite a complex yet functional software system.

# City of Homer Community Rec November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 1:30-3:30PM FLEX SCHOOL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS 6:30-8:30pm FUTSAL at WHE	<b>2</b> 7-8am MORNING SOCCER at HHS 11am -1pm LUNCHTIME PICKLEBALL 5:30-6:30pm CARDIO DANCE at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 6:30-8:30pm VOLLEYBALL at HMS	<b>3</b> 6-7am MORNING BB at HHS 7-8am MORNING SOCCER at HHS 9-11AM MORNING PICKLEBALL at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm FUTSAL at WHE	<b>4</b> 8:30-11:30am TUMBLING at HHS 9:30am-12pm PICKLEBALL SKILL SHARING at HERC 5:30-6:30pm ZUMBA CLASS at HERC
<b>5</b> 9:30-11:30am PICKLEBALL at HERC 1:30-6:30pm ADULT BASKETBALL LEAGUE at HHS 6:30-8:30pm VOLLEYBALL at HHS 6:30-8:30pm FUTSAL at WHE	<b>6</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-6:30pm INTRO SPANISH at HHS 6:30-7:30pm INTERM SPANISH at HHS 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm YOUTH VOLLEYBALL at HMS	<b>7</b> 4:30-6:30pm COMPETITIVE 4.0+ PICKLEBALL at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 7:30-9:30pm VOLLEYBALL at HHS	<b>8</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 1:30-3:30PM FLEX SCHOOL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-6:30pm SKI & WINTER GEAR SWAP at HHS 5:30-6:30pm INTRO SPANISH at HHS 6:30-7:30pm INTERM SPANISH at HERC 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS 6:30-8:30pm FUTSAL at WHE 7pm TELLURIDE MTFILM SHOW at HHS	<b>9</b> 7-8am MORNING SOCCER at HHS 11am -1pm LUNCHTIME PICKLEBALL 1-3pm CENTER YOUTH ACTIVITY 5:30-6:30pm CARDIO DANCE at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 7-9pm VOLLEYBALL at HHS	<b>10</b> 6-7am MORNING BB at HHS 7-8am MORNING SOCCER at HHS 9-11AM MORNING PICKLEBALL at HERC 11am-3pm CENTER YOUTH ACTIVITY 4:30-7pm KARATE CANCELLED 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm FUTSAL at WHE	<b>11</b> 8:30-11:30am TUMBLING CANCELLED 9:30am-12pm PICKLEBALL SKILL SHARING at HERC 5:30-6:30pm ZUMBA CLASS at HERC
<b>12</b> 9:30-11:30am PICKLEBALL at HERC 1:30-6:30pm ADULT BASKETBALL LEAGUE at HHS 6:30-8:30pm VOLLEYBALL at HHS 6:30-8:30pm FUTSAL at WHE	<b>13</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-6:30pm INTRO SPANISH at HHS 6:30-7:30pm INTERM SPANISH at HHS 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm YOUTH VOLLEYBALL at HMS	<b>14</b> 4:30-6:30pm COMPETITIVE 4.0+ PICKLEBALL at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 7:30-9:30pm VOLLEYBALL at HHS	<b>15</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 1:30-3:30PM FLEX SCHOOL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 5:30-6:30pm INTRO SPANISH at HHS 6:30-7:30pm INTERM SPANISH at HHS 6:30-8:30pm BASKETBALL at HMS 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm FUTSAL at WHE	<b>16</b> 7-8am MORNING SOCCER at HHS 11am -1pm LUNCHTIME PICKLEBALL 5:30-6:30pm CARDIO DANCE at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 7-9pm VOLLEYBALL at HHS	<b>17</b> 6-7am MORNING BB at HHS 7-8am MORNING SOCCER at HHS 9-11AM MORNING PICKLEBALL at HERC 4-8pm INTER SILVERSMITHING at HHS 4:30-7pm KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm FUTSAL at WHE	<b>18</b> 8:30-11:30am TUMBLING at HHS 9am-5pm INTER SILVERSMITHING at HHS 9:30am-12pm PICKLEBALL SKILL SHARING at HERC 5:30-6:30pm ZUMBA CLASS at HERC 6:30-10pm CONTRA DANCE at HHS
<b>19</b> 9am-5pm INTER SILVERSMITHING at HHS 9:30-11:30am PICKLEBALL at HERC 1:30-6:30pm ADULT BASKETBALL LEAGUE at HHS 6:30-8:30pm VOLLEYBALL at HHS 6:30-8:30pm FUTSAL at WHE	<b>20</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm YOUTH VOLLEYBALL CANCELLED	<b>21</b> 4:30-6:30pm COMPETITIVE 4.0+ PICKLEBALL at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 7:30-9:30pm VOLLEYBALL at HHS	<b>22</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 1:30-3:30PM FLEX SCHOOL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm BASKETBALL CANCELLED 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm FUTSAL at WHE	<b>23</b> Happy Thanksgiving! 9AM Turkey Trot Fun Run/Walk at HHS	<b>24</b> 6-7am MORNING BB at HHS 7-8am MORNING SOCCER at HHS 9-11AM MORNING PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm FUTSAL at WHE	<b>25</b> 8:30-11:30am TUMBLING at HHS 9:30am-12pm PICKLEBALL SKILL SHARING at HERC 5:30-6:30pm ZUMBA CLASS at HERC
<b>26</b> 9:30-11:30am PICKLEBALL at HERC 1:30-6:30pm ADULT BASKETBALL LEAGUE at HHS 6:30-8:30pm VOLLEYBALL at HHS 6:30-8:30pm FUTSAL at WHE	<b>27</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm YOUTH VOLLEYBALL at HMS	<b>28</b> 4:30-6:30pm COMPETITIVE 4.0+ PICKLEBALL at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 6:30-8:30pm VOLLEYBALL at HMS	<b>29</b> 6-7am MORNING BB at HHS 9-11AM MORNING PICKLEBALL at HERC 1:30-3:30PM FLEX SCHOOL at HERC 3-4PM CENTER YOUTH ACTIVITY at HERC 4:30-7PM KARATE at HERC 4:30-6:30pm PICKLEBALL at HERC 6:30-8:30pm BASKETBALL CANCELLED 6:30-8:30pm INTERMED PICKLEBALL at HERC 6:30-8:30pm FUTSAL at WHE	<b>30</b> 7-8am MORNING SOCCER at HHS 11am -1pm LUNCHTIME PICKLEBALL 5:30-6:30pm CARDIO DANCE at HERC 6:30-8:30pm PICKLEBALL SKILLS CLASS at HERC 6:30-8:30pm VOLLEYBALL at HMS		
		<b>Color Key</b> BLACK=Homer High BLUE=Homer Middle PURPLE=HERC GREEN= West Homer RED=Cancellation			<b>DISCLAIMER:</b> ALL ACTIVITIES ARE SUBJECTED TO CHANGE OR BEING CANCELLED WITH LIMITED NOTIFICATION	

City of Homer Community Recreation Presents:

# BARN DANCE

w/The China Pooters  
& caller Laura Patty

Saturday  
November 18  
7:30PM



Homer High  
Commons

Fee: \$10/adults  
12th grade & under FREE

Contact: Scott  
907-399-8731



All ages & skill levels welcome!

Kachemak Bay Running Club & City of Homer Community Rec Presents:

# TURKEY TROT FUN RUN/WALK & FOOD DRIVE



THANKSGIVING MORNING

NOVEMBER 23

REGISTER 9:30AM, RUN/WALK 10AM

HOMER HIGH COMMONS

## WHAT YOU NEED TO KNOW

- ✔ All ages and fitness levels are welcome!
- ✔ Participants should bring TWO non-perishable food items for Food Pantry.
- ✔ Non-timed, non competitive event.
- ✔ No bicycles!      ✔ Door prizes!
- ✔ Distance : 5K out & back course



REGISTER & DROP OFF FOOD IN THE COMMONS THE MORNING OF THE EVENT. CONTACT 235-6090

City of Homer Community Rec Presents:

Youth

# Tumbling Classes

## Holiday Break 2023



### Toddler Tumbling (ages 2-5)

This class focuses on shapes and movements to help build strong foundation skills for young children to learn tumbling. Kids will learn to move their bodies safely through new and fun ways. Maximum of 15 participants per class. Must register with instructor in advance.

**WHEN:** Tues. thru Thurs, 9 - 9:45am  
Dec. 19-21 & Dec. 26-28

**WHERE:** Homer High Mat Room

**FEE:** \$15 each class payable to instructor

### Beginner Tumbling (ages 6 and up)

This is an introduction class for anyone who is wanting to learn or grow their basic foundational skills in tumbling. All skill levels are welcome. No prior tumbling experience is necessary. Maximum of 15 participants per class. Must register with instructor in advance.

**WHEN:** Tues. thru Thurs, 10 - 10:45am  
Dec. 19-21 & Dec. 26-28

**WHERE:** Homer High Mat Room

**FEE:** \$15 each class payable to instructor

### Intermediate Tumbling (ages 6 and up)

Intermediate tumbling is for kids learning to grow their basic tumbling skills. We will learn to move confidently through more difficult skills, including connecting multiple tumbling skills. Maximum of 15 participants per class. Must register with instructor in advance.

**WHEN:** Tues. thru Thurs, 11 - 11:45am  
Dec. 19-21 & Dec. 26-28

**WHERE:** Homer High Mat Room

**FEE:** \$15 each class payable to instructor

Contact Michelle at  
907-529-9766 or  
[mkeinak@gmail.com](mailto:mkeinak@gmail.com)



# City of Homer

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

Public Works

3575 Heath Street  
Homer, AK 99603

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

(p) 907- 235-3170

(f) 907-235-3145

## Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION  
FROM: CHAD FELICE, PARKS MAINTENANCE COORDINATOR  
DATE: NOVEMBER 16, 2023  
SUBJECT: PARKS REVIEW FOR NOVEMBER

---

### KAREN HORNADAY PARK PLAYGROUND

- Looking into purchasing a ADA ramp leading up to the sandbox for the ADA digger
- Some more deferred maintenance

### TRAIL MAINTENANCE

- Day Breeze trail between Daybreeze and Mullikin has been redone
- Winter prep on trails around town
  - Making sure culverts are clear and there are no drainage issues
- Looked at the South Slope Rd connector with Mike Zelinski, PW Superintendent to see what needs to be done to make that an official trail

### MISC GROUNDS WORK

- Started cleaning up between Hazel and the Story trail to make it more open and visible

### GENERAL INFORMATION

- Working with Public Works Superintendent and Building Maintenance on restrooms for Hornaday Park and Jack Gist
- A lot of winter prep work on equipment
- Started on some Christmas lights
- General cleaning and organizing



# MEMORANDUM

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## Portable Restrooms

**Item Type:** Action  
**Prepared For:** Parks, Art Recreation & Culture Advisory Commission  
**Date:** 11/16/2023  
**From:** Chad Felice, Parks Maintenance Coordinator

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**Introduction:** The purpose of this memorandum is to request approval and action supporting the acquisition of portable restrooms for Karen Hornaday and Jack Gist Parks, before we seek City Council authorization.

**Background Information:** Comforts of Home Services is a company that specializes in building mobile restrooms. These restrooms are used all over the country including Alaska (Wrangell and Petersburg). I saw one of these units in Wrangell when I was there for the Alaska Parks & Recreation Association annual meeting and was very impressed. They can be hooked directly into city water and sewer mains. The trailers can be lowered so the floor is no more than 4 inches off the ground and they can be equipped with an ADA ramp. The units have waterproofing so the floors can be hosed down or mopped when needed. They can be ordered with a wide variety of options to suit the particular locations and functions they need to serve.

Representatives from Public Works' Building Maintenance Division, the Public Works Superintendent and I had a Zoom meeting with Comforts of Home to discuss their generic specifications, ask questions, and discuss what Homer units needed to look like. Then, we asked them give us a quote for units that would fill our needs for the Karen Hornaday and Jack Gist parks. They quoted a price of \$60,666.75 per unit, shipping included, to Washington. If we act soon, the units could be delivered and operational no later than mid-summer 2024. These units would each have three stalls, one of which would be ADA-compliant. This means we could have two bathrooms with running water and flushable toilets at two of our busiest parks for ¼ of the cost of one brick/mortar restroom.

**Recommendation:** Public Works is asking PARCAC to concur with our recommendation to acquire these units so we can take the matter to the City Council for approval and funding as soon as possible.

**Attachments:** Photos of portable restroom units



















# City of Homer

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

## Community Recreation

HHS/600 East Fairview Avenue  
Homer, Alaska 99603

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

(p) 907-235-6090

(f) 907-235-8933

## Memorandum

TO: Parks, Arts, Recreation & Culture Advisory Commission  
FROM: Mike Illg, Recreation Manager  
DATE: November 7, 2023  
SUBJECT: Ordinance 23-49 Creation of a Community Development Department

---

At the August 14, 2023 City Council meeting, City Manager Dumouchel introduced *Ordinance 23-49*, this ordinance would modify city code to create three new departments: Department of Public Library, Department of Information Technology and a Department of Community Development. Currently, the Public Library and Information Technology are divisions under the Administration Department. The division heads within the Administration Department are overseen by the City Manager similar to all other city department heads.

The proposed creation of a Community Development Department would combine the Planning division, the Economic Development division, and the Community Recreation division and a soon to be created Code Enforcement Division. All of these divisions are currently within the Administration Department and overseen by the City Manager. The City Manager would appoint an existing division head employee to fulfill the new Community Development Director role in addition to overseeing their division responsibilities.

After much written and public testimony relating to the creation a Community Development Department specifically addressing the concerns of the impacts of combining the Community Recreation division within this proposed new department, the city council has opted to postpone this ordinance until the January 8, 2024 City Council meeting to allow for additional review and consideration related to *Resolution 23-047(s)* Establishing Parks and Recreation as a Priority/10 Year Plan.

With the City Manager's approval, Parks, Arts, Recreation and Parks Advisory Commission has been requested to review specifically the proposed Community Development Department proposal and provide advisement to the City Council regarding this topic. All related memoranda, minutes and public comments have been provided for your review and consideration.

Recommendation: Review the proposed Community Development Department plan and provide recommendation to city council.

### Attachments:

1. Ordinance 23-49
2. Memorandum CC-23-177 from City Manager as backup



3. Excerpt of the Approved Minutes for August 14, 2023
4. Proposed Reorganization PowerPoint from September 25, 2023 Worksession
5. Memorandum CC-23-226 from Library Advisory Board
6. Ordinance 23-49 with Library Director Amendments
7. Excerpt of the Approved Minutes for October 9, 2023



- 44 2.58 Boards and Commissions
- 45 2.60 Parks, Art, Recreation, and Culture Advisory Commission
- 46 2.64 Port and Harbor Advisory Commission
- 47 2.68 *Repealed*
- 48 2.70 Americans with Disabilities Act Advisory Board
- 49 2.72 Planning Commission
- 50 2.76 Economic Development Advisory Commission
- 51 2.78 *Repealed*
- 52 2.80 *Repealed*
- 53 2.84 Public Release of Record
- 54 2.92 Public Records Management
- 55 2.96 *Repealed*

56  
57 Section 2. Homer City Code Chapter 2.32 Departments and Boards is hereby amended  
58 to read as follows:

59  
60 Chapter 2.32  
61 DEPARTMENTS AND BOARDS<sup>1</sup>

62 Sections:

- 63 2.32.010 Departments – Directors.
- 64 2.32.020 *Repealed.*
- 65 2.32.030 Designation and function of departments.
- 66 2.32.040 Departmental administrative fee schedule.
- 67 Prior legislation: Ords. 1-100.4 and 73-8.

68  
69 2.32.010 Departments – Directors.  
70 There shall be principal subdivisions of the City government known as departments. Each  
71 department shall be headed by the City Manager until such time as the ~~Council~~ **City Manager**  
72 shall approve the appointment of a “director” who shall then head the designated department.  
73 The director shall be appointed by and be responsible to the City Manager. These departments  
74 are the functional units under which all matters of an administrative, organizational or  
75 utilitarian nature shall fall and shall be all-inclusive of every City function as defined in this  
76 chapter. Each department may be further subdivided into divisions for operational purposes.  
77 [Code 1967 § 3-400.1; Code 1981 § 1.40.010].

78  
79 2.32.020 Boards and commissions.  
80 *Repealed by Ord. 18-38(S). [Ord. 92-30(S)(A), 1992. Code 1967 § 3-400.2; Code 1981 § 1.40.020].*

81  
82 2.32.030 Designation and function of departments.  
83 The City departments are designated in this section and their functions set forth:

Chapter 2.36 Department of Finance  
HCC

**[Bold and underlined added. Deleted language stricken through]**

Chapter 2.40 HCC	Department of Port and Harbor
Chapter 2.44 HCC	Department of Administration
<b><u>Chapter 2.46 HCC</u></b>	<b><u>Department of Information Technology</u></b>
Chapter 2.52 HCC	Police Department
Chapter 2.53 HCC	Fire Department
Chapter 2.56 HCC	Department of Public Works
<b><u>Chapter 2.57 HCC</u></b>	<b><u>Department of Community Development</u></b>

84  
85 [Amended by City in August 2017; Ord. 91-7 § 2, 1991; Ord. 85-35 § 2, 1985. Code 1981 §  
86 1.40.030].

87  
88 2.32.040 Departmental administrative fee schedule.  
89 Unless established by ordinance or resolution of the City Council, the director of each  
90 department of the City shall have the authority, subject to the approval of the City Manager  
91 and ratification by the City Council, to promulgate and maintain an administrative fee  
92 schedule for services provided by that department. Fees for identical services shall be uniform  
93 throughout all departments. A current copy of the departmental administrative fee schedule  
94 shall be available for inspection by any person at the front reception area of the department  
95 and at the office of the City Clerk. Unless otherwise provided by ordinance or resolution, all  
96 fees collected under this schedule shall be forwarded to the Finance Department for deposit  
97 into the general fund. [Ord. 92-07(S)(A), 1992. Code 1981 § 1.40.040].

98  
99 <sup>1</sup> For Alaska Statute provisions authorizing municipalities to establish and prescribe the  
100 functions of departments, officers and agencies, see AS 29.35.010.

101  
102 Section 3. Homer City Code Chapter 2.44 Department of Administration is hereby  
103 amended to read as follows:

104  
105 The Department of Administration is created which shall be headed by the City Manager or his  
106 designee. Within this Department will be the City Clerk and such other personnel as may be  
107 necessary to provide such services as personnel administration; ~~City-wide planning; zoning~~  
108 ~~and platting; permitting and inspection; services such as parks, recreation, Community~~

**[Bold and underlined added. Deleted language stricken through]**

109 ~~Recreation Program, and library programs;~~ administration of the Homer Advisory Planning  
110 Commission, the Homer Advisory Parks, ~~Art, and Recreation,~~ **& Culture Advisory** Commission,  
111 the City of Homer Port and Harbor Advisory Commission, **Americans With Disabilities Act**  
112 **(ADA) Advisory Board** and the Library Advisory Board; major capital projects administration;  
113 ~~economic development~~ and City enhancement programs and such other services or programs  
114 as designated by the City Manager or requested by the City Council. The Department may be  
115 subdivided into divisions with their own supervisors as deemed necessary. [Ord. 10-16 § 1,  
116 2010; Ord. 85-35 § 4, 1985. Code 1981 § 1.43.010].

117  
118 Section 4. Homer City Code Chapter 2.46 Department of Information Technology is  
119 hereby enacted to read as follows:

120  
121 **Chapter 2.46**  
122 **DEPARTMENT OF INFORMATION TECHNOLOGY**  
123

124 **2.46.010 Department of Information Technology.**

125 **The Department of Information Technology is created which shall be headed by the**  
126 **Director of Information Technology, also known as the Chief Technical Officer of the City.**  
127 **The Director shall be appointed by the City Manager for an indefinite term and shall be**  
128 **removable by the City Manager. The Department may be subdivided into divisions with**  
129 **their own supervisors as deemed necessary.**

130  
131 Section 5. Homer City Code Chapter 2.48 Public Library is hereby amended to read as  
132 follows:

133  
134 Chapter 2.48  
135 PUBLIC LIBRARY<sup>1</sup>  
136 Sections:

137 **2.48.005 Department of the Library**

- 138 2.48.010 Library functions.  
139 2.48.020 Library Director – Appointment.  
140 2.48.030 Library Director – Duties.  
141 2.48.040 Board – Creation and membership.  
142 2.48.050 Library Advisory Board – Powers and duties.  
143 2.48.060 Library Advisory Board – Vacancies.  
144 2.48.070 Use of library.

145  
146 **2.48.005 Department of the Library.**

147 **The Department of the Library is created which shall be headed by the Library Director.**  
148 **The Director shall be appointed by the City Manager for an indefinite term and shall be**  
149 **removed by the City Manager. The Department may be subdivided into divisions with**  
150 **their own supervisors as deemed necessary.**

151

152 2.48.010 Library functions.

153 The major functions of the library are the operation of the Homer Library, including control  
154 and supervision of library use, acquisition of library property and other related matters.  
155 [Ord. 85-35 § 5, 1985; Ord. 80-2 § 1, 1980. Code 1981 § 1.48.010].

156  
157 2.48.020 Library Director – Appointment.

158 The head of the Homer Library is the Library Director, who shall be appointed by the City  
159 Manager. **The Library Director must hold a master’s degree in library or information**  
160 **science, or other relevant credential, as required for library grant eligibility by the State**  
161 **of Alaska** [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 2, 1980. Code 1981  
162 § 1.48.020].

163  
164 2.48.030 Library Director – Duties.

165 The Library Director of the City shall be responsible for and shall have supervision and control  
166 of the library and hold responsibilities as denoted in the job description for the position.  
167 [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 3, 1980. Code 1981 § 1.48.030].

168  
169 2.48.040 Board – Creation and membership.

170 There is created the City of Homer Library Advisory Board, referred to in this chapter as the  
171 Board, which shall act in an advisory capacity to the Library Director and the City. The Board  
172 shall consist of seven members comprised as follows:

- 173 a. At least five members of the Board shall reside within the corporate limits of the City.  
174 b. Members shall serve for three years with initial appointments to be made for staggered  
175 terms as follows: Two one-year terms; two two-year terms; and three three-year terms.  
176 c. Members shall serve without compensation. [Ord. 09-28(S) § 1, 2009; Ord. 98-7, 1998;  
177 Ord. 95-5, 1995; Ord. 85-35 § 5, 1985; Ord. 80-2 § 4, 1980. Code 1981 § 1.48.040].

178  
179 2.48.050 Library Advisory Board – Powers and duties.

180 The Library Advisory Board shall:

- 181 a. Establish operational policies for the library program, and submit same to the City Council  
182 for approval. There shall be an annual review of policies and revisions may be recommended  
183 by the Board.  
184 b. Assist the Librarian in preparation and presentation of the annual budget request to the City  
185 Council.  
186 c. Adopt bylaws and regulations for internal operations governing the proper and orderly  
187 discharge of its responsibilities.  
188 d. Make recommendations through the City Manager to the Mayor and City Council concerning  
189 the library and its programs.  
190 e. Solicit donations of money and/or property for the benefit of the library. Any money  
191 donations shall be deposited to the City treasury in a reserve fund designated for public library  
192 use. If property, it shall be accepted by deed or other conveyance subject to approval by the  
193 City Council. Such property shall be held or disposed of for public library purposes as the  
194 Council may direct. The Board may make recommendations for disposition of money or

**[Bold and underlined added. Deleted language stricken through]**

195 property so received and such recommendations shall be considered and acted upon by the  
196 Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 5, 1980. Code 1981 § 1.48.050].

197

198 2.48.060 Library Advisory Board – Vacancies.

199 a. In the event of a vacancy on the Library Advisory Board, the Mayor shall appoint a person to  
200 fill such vacancy for the unexpired term, subject to confirmation by the City Council.

201 b. If any Library Board member is absent for three consecutive meetings (unless a majority of  
202 the other members have previously granted a leave of absence, not to exceed six months), the  
203 seat of that member shall be declared vacant and a new member appointed by the Mayor  
204 subject to confirmation by the City Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 6, 1980. Code 1981  
205 § 1.48.060].

206

207

208 2.48.070 Use of library.

209 All persons shall be extended the use of library privileges subject to observing the rules and  
210 regulations established for the use thereof. The Library Director may prohibit any person from  
211 using the library who willfully or persistently violates any rule or regulation prescribed for the  
212 operation of the library. No person shall fail or refuse to leave the library when ordered to do  
213 so by the Library Director or other person in charge. [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5,  
214 1985; Ord. 80-2 § 7, 1980. Code 1981 § 1.48.070].

215

216 Section 6. Homer City Code Chapter 2.57 Department of Community Development is  
217 hereby enacted to read as follows:

218

219

### Chapter 2.57

220

## DEPARTMENT OF COMMUNITY DEVELOPMENT

221

### 2.57.010 Department of Community Development.

222 The Department of Community Development is created which shall be headed by the  
223 Director of Community Development. The Director shall be appointed by the City  
224 Manager for an indefinite term and shall be removable by the City Manager. Within this  
225 Department will be the City Planner and such other personnel as may be necessary to  
226 provide services such as city-wide planning; zoning and platting; permitting and  
227 inspection; economic development; City enhancement programs and such other services  
228 or programs as designated by the City Manager or requested by the City Council; services  
229 such as parks, and community recreation. The Department may be subdivided into  
230 divisions with their own supervisors as deemed necessary.

231

232  
233 Section 7. This Ordinance is of a permanent and general character. and shall be  
234 included in the City Code.

235

236 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this \_\_\_\_ day of \_\_\_\_\_, 2023.

237

[Bold and underlined added. Deleted language stricken through]

238  
239  
240  
241  
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ATTEST:

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY OF HOMER

\_\_\_\_\_  
KEN CASTNER, MAYOR





# MEMORANDUM

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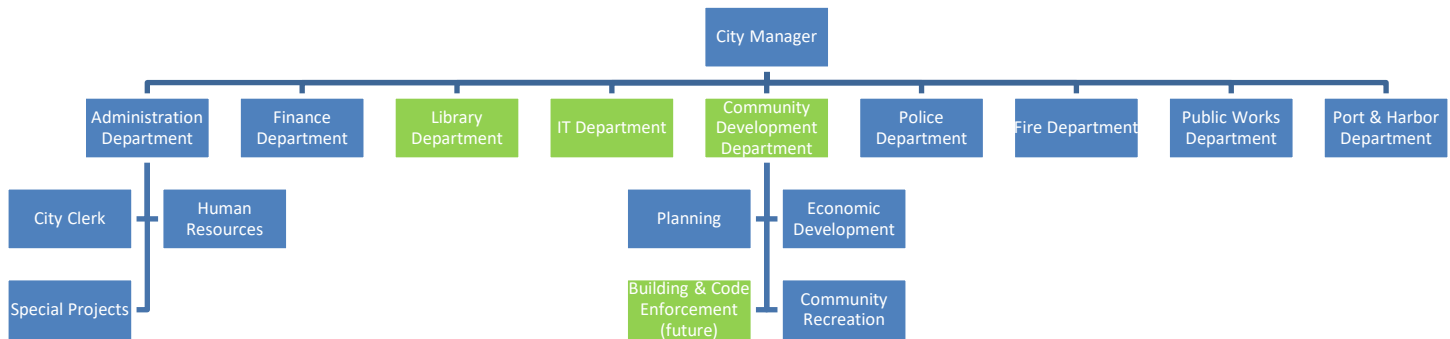
**Ordinance 23-49, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 2, Chapters 2.32 Departments and Board, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters 2.46 Department of Information Technology and 2.57 Department of Community Development. City Manager.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** 18 July 2023  
**From:** Rob Dumouchel, City Manager

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Since arriving in Homer, I have been looking for opportunities to modify the organization in ways that would better integrate teams, better carry out the will of the Council, provide a more transparent view of City operations, and increase the organization's effectiveness at providing services to the City's residents, businesses, and visitors. Over the last three years I have observed how my staff interacts with each other, how our systems work (or don't work) well with each other, and the gaps between where we are as a City right now and where we're aspiring to be as we go through a phase of growth and transformation as a community. I previewed the general vision back in March 2022 at the Council Visioning work sessions, and I have been piloting the proposed changes in the meantime. There have been some changes over time as I tested out the different combinations of divisions and departments. This memo provides a high level overview of the multiple actions that I am proposing which will require Council approval due to their impact on Homer City Code.

As to why I'm bringing an employee organization issue to the Council, it's because a change in code is required to officially create a department. As City Manager I can hire/fire, move employees from one department to another, and create any number of different reporting hierarchies between employees. What I cannot do without Council is officially create a department, and all of our departments (Administration, Finance, Police, Volunteer Fire, Port & Harbor, and Public Works) are defined in Homer City Code. Regarding the creation of any other departments, at this time, I don't believe that any other present division(s) are ripe for elevation to department status. Therefore, I am bringing forward three departmental proposals: IT, Library, and Community Development.



1 - Proposed organizational structure – green denotes new department or proposed future division

**Move #1: Creation of a Library Department and an IT Department**

In early 2021, I combined the Library and IT Divisions under the leadership of the Library Director. This has been a very successful experiment. Originally I wanted to spin these Divisions out of the Administration Department and keep them together as a new department. That proposal created some controversy and resistance from the Library Advisory Board. In the time since it was introduced, we’ve had some significant changes in personnel and culture within the IT Division. At this time I am much more comfortable creating standalone departments for each Division. From a management perspective, I’m still going to keep these Departments closely aligned because of the benefits that can be generated when they work with each other.

**Move #2: Creation of a Community Development Department**

I believe that Homer is poised for significant growth, development, and redevelopment that will have impacts on daily life in Homer, and we need a future-focused department that can take on the challenges this transformative change will have on the community together.

Creating a Community Development Department will bring together planning, economic development, building & code enforcement, and community recreation under one director. This will help focus development in Homer, while also ensuring quality of life programming is integrated into our community’s growth. In anticipation of creating a Community Development Department, I created an Economic Development Division and designated an Economic Development Manager in March 2022. That move has been successful and well received by Council, staff, the Economic Development Commission, and external stakeholders. Some elements housed in the Parks Division related to tasks like park & trail planning, beautification, invasive species mitigation, and volunteer coordination have also transferred into Economic Development. We are beginning to lay the groundwork for the creation of a Building & Code Enforcement Division. The special projects team submitted a grant applications to support the adoption and implementation of a building code within the City and it has been selected for further review by FEMA. Community Recreation will benefit from having a dedicated director and additional staff support from the other divisions within Community Development.

**Future consideration: Merge the Finance Department into Administration**

The integration of Finance into an Administration Department is a common arrangement in cities across the country that have Administrative Services departments. I've been piloting a framework in which Administration and Finance are much more integrated. It has been successful in some ways and faced challenges in others. I want to continue to dial in that concept before I consider bringing an ordinance to Council that would merge the departments.

**Fiscal Considerations:** The re-organization plan, as proposed, is expected to create very little direct financial impact. The Human Resources Division, with help from the Finance Department, analyzed the changes and expects that we'll see an impact of approximately \$3500 per year between FY24 and FY25. Where the re-organization has more of a financial benefit is in that it makes each department's budget and spending more transparent while also giving the new department heads increased purchasing authority under the procurement manual which streamlines operations.

**Staff Recommendation:** Introduce/adopt ordinance creating Library, IT, and Community Development Departments.

There were comments in support of the project and commending City staff and project partners for working together to get this before Council.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**ORDINANCE(S)**

- a. Ordinance 23-49, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 2, Chapters 2.32 Departments and Boards, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters 2.46 Department of Information Technology and 2.57 Department of Community Development. City Manager. Introduction August 14, 2023 Public Hearing and Second Reading August 28, 2023.

Memorandum CC-23-177 from City Manager as backup.

LORD/ADERHOLD MOVED TO INTRODUCE ORDINANCE 23-49 BY READING OF TITLE ONLY.

Council Member Lord noted Council discussed this at Committee of the Whole. Their intent is to hold a work session and provided direction to the City Manager on points they'd like to have addressed.

ERICKSON/LORD MOVED TO POSTPONE ORDINANCE 23-49 TO OCTOBER 9<sup>TH</sup> FOLLOWING A WORK SESSION ON SEPTEMBER 25<sup>TH</sup>.

It was suggested to invite Commission chairs to the work session.

VOTE (motion to postpone): NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**CITY MANAGER'S REPORT**

- a. City Manager's Report

City Manager Dumouchel reviewed his report, highlighting an upcoming airport lease assignment for Aleutian Airlines, work being done on comprehensive financial policies, closure of the spit trail for work on tsunami sirens, and scheduling work sessions with Commissions. He also shared regarding the Alaska Municipal League Summer Conference in Homer, it was a success.

Following discussion of joint work sessions with the Boards and Commissions, there was consensus to hold a monthly off cycle work session starting in September, if possible, with the Planning Commission.

**PENDING BUSINESS**

## **PUBLIC HEARING(S)**

- a. Ordinance 23-49, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 2, Chapters 2.32 Departments and Boards, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters, 2.46 Department of Information Technology and 2.57 Department of Community Development. City Manager. Introduction August 14, 2023, Public Hearing and Second Reading October 9, 2023.

Memorandum CC-23-177 from City Manager as backup.

Memorandum CC-23-226 from Library Advisory Board.

Mayor Castner opened the public hearing.

Kate Finn, city resident & Library Advisory Board Member, commented the Library Advisory Board supports the independent Library Department and IT Department. She addressed the importance of role the library plays in our community.

There were no other comments and the hearing was closed.

ADERHOLD/VENUTI MOVED TO ADOPT ORDINANCE 23-49 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

ERICKSON/VENUTI MOVED TO POSTPONE TO THE SECOND WEEK IN APRIL.

Council Member Erickson said she supports the change for the Library and IT, but has concerns about the functioning for recreation in this proposal. She'd like to see how this will play out and would like to push it back to the spring. It was noted the departments and divisions have been functioning for some time. When asked what would need to happen between now and April, Council Member Erickson explained there's a perception that recreation is a low priority but the community is asking for this. Community recreation has the structure working and she thinks recreation should become a fully functioning department.

Council Member Lord commented she doesn't support postponing to April, echoing that there isn't clarity on what the metrics would be or what would be different between now and April. She's considering a postponement until after the November Recreation Work Session. She feels mollified with this as a stepping stone.

Council Member Davis noted the sticking point on this seems to be this big super department of Planning, Economic Development, and Parks and Rec, and asked that since they've been functioning like that, is there something we would learn over six months?

City Manager Dumouchel explained parts of this ordinance have been in operation, like IT and the Library, and there are some teams that are in the Community Development structure. He provided some history of how the departments have integrated and changed in the past, the organization chart,

and that typically any time we get in to the quality of life and rec center conversations, planning and economic development elements are there.

VOTE (postponement): YES: ERICKSON, DAVIS  
NO: ADERHOLD, HANSEN, LORD, VENUTI

Motion failed.

VENUTI/ADERHOLD MOVED TO POSTPONE TO THE NEXT MEETING ON THE 25<sup>TH</sup>

Council Member Venuti hasn't heard from the Planning Commission regarding this and they have a joint work session scheduled for next week.

Council Member Lord reminded that the work session is a continuation of their joint work sessions focused on training with the advisory bodies and not about this ordinance.

In response to a question, City Manager Dumouchel explained the work session on November 27<sup>th</sup> is the follow up on the Resolution 23-047 and possible pathways to a Parks and Recreation Department within 10 years.

ERICKSON/VENUTI MOVED TO AMEND THE MOTION TO THE FIRST MEETING IN JANUARY.

Council Member Erickson explained this is the next meeting after the November work session and it would give Council time to consider the work session information.

Council Member Lord commented she's heard enough information to feel comfortable moving forward with this ordinance. No matter what happens between now and the next time this comes back, there is one FTE in recreation and until it's staffed up there aren't more resources there. She understands now that we have to take steps to get to that place. She does not support postponing.

Council Member Davis supports postponing and have the Council Members championing recreation to look at what we can do to emphasize to the community and ourselves that we take parks and rec seriously.

VOTE (amendment): YES: HANSEN, VENUTI, LORD, DAVIS, ADERHOLD, ERICKSON

Motion carried.

Council Member Lord encouraged that during the postponement others to think of a path forward they can propose.

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

Motion carried.

- b. Ordinance 23-51, An Ordinance of the City Council of Homer, Alaska Amending the FY24 Capital Budget by Accepting and Appropriating a State of Alaska Public Library Assistance Grant for FY24 in the Amount of \$7,000 for Books and Library Materials. City Manager/Library Director. Introduction September 25, 2023 and Public Hearing & Second Reading October 9, 2023.

Memorandum CC-23-218 from Library Director as backup.

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

ADERHOLD/VENUTI MOVED TO ADOPT ORDINANCE 23-51 BY READING OF TITLE ONLY FOR SECOND AND FINAL READING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **ORDINANCE(S)**

### **CITY MANAGER'S REPORT**

- a. City Manager's Report

City Manager Dumouchel reported on the International City Manager's Association conference he recently attended and announced the upcoming Panel Discussion on What's Driving Change in Homer public meeting.

He responded to questions regarding the status of the airport sidewalk repairs, explaining that the project has been out to bid twice with no response so the plan is to advertise in the spring, and work with Public Works on ways to help make the problem area visible until then. Regarding the Mattox property clean-up, the property owners have not responded so the City will be moving forward next steps.

There was discussion on the audit update memorandum and financial reporting, regarding historical timing of receipt of the audit, the need for better reporting is most important, and accurate information on a monthly basis.

## **PENDING BUSINESS**

## **NEW BUSINESS**

## **RESOLUTIONS**

**PARKS ART RECREATION & CULTURE ADVISORY COMMISSION**

**2023 Calendar**

	<b>AGENDA DEADLINE</b>	<b>MEETING</b>	<b>COMMISSIONER SCHEDULED TO REPORT</b>	<b>CITY COUNCIL MEETING FOR REPORT*</b>	<b>ANNUAL TOPICS/EVENTS</b>
<b>JANUARY</b>		No Regular Meeting			
<b>FEBRUARY</b>	Wednesday 2/08 5:00 p.m.	Thursday 2/16 5:30 p.m.		Monday 2/23 6:00 p.m.	<ul style="list-style-type: none"> <li>• Letter to the Editor Topics</li> <li>• Art Policy Review &amp; Amendments</li> <li>• Dog Park Proposal</li> </ul>
<b>MARCH</b>	Wednesday 3/08 5:00 p.m.	Thursday 3/16 5:30 p.m.		Tuesday 3/28 6:00 p.m.	<ul style="list-style-type: none"> <li>• Budget Review and Discussion</li> </ul>
<b>APRIL</b>	Wednesday 4/12 5:00 p.m.	Thursday 4/20 5:30 p.m.		Monday 4/24 6:00 p.m.	<ul style="list-style-type: none"> <li>• Schedule Beach/Park Walk Through for May</li> <li>• Budget Review &amp; Discussion/Recommendations</li> </ul>
<b>MAY</b>	Wednesday 5/10 5:00 p.m.	Thursday 5/18 5:30 p.m.		Monday 5/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• Recreation &amp; Parks Fee Schedule Review</li> <li>• Letter to the Editor Topics</li> </ul>
<b>JUNE</b>	Wednesday 6/7 5:00 p.m.	Thursday 6/15 5:30 p.m.		Monday 6/27 6:00 p.m.	<ul style="list-style-type: none"> <li>• Park Walk Thru Jack Gist &amp; Bayview</li> </ul>
<b>JULY</b>				No Regular Meeting	
<b>AUGUST</b>	Wednesday 8/09 5:00 p.m.	Thursday 8/17 5:30 p.m.		Monday 8/28 6:00 p.m.	<ul style="list-style-type: none"> <li>• CIP Project Recommendations</li> <li>• PARC Budget Review</li> <li>• Art Donation Application - Sculpture</li> </ul>
<b>SEPTEMBER</b>	Wednesday 9/13 5:00 p.m.	Thursday 9/21 5:30 p.m.		Monday 9/25 6:00 p.m.	<ul style="list-style-type: none"> <li>• Fall Park/Beach Walk-Thru</li> <li>• Schedule Park Clean Up Day</li> <li>• Reappointment Notices &amp; Applications</li> </ul>
<b>OCTOBER</b>	Wednesday 10/11 5:00 p.m.	Thursday 10/19 5:30 p.m.		Monday 10/23 6:00 p.m.	<ul style="list-style-type: none"> <li>• Terms Expire October 31<sup>st</sup></li> <li>• Approve 2024 Meeting Schedule</li> </ul>
<b>NOVEMBER</b>	Wednesday 11/8 5:00 p.m.	Thursday 11/16 WS @ 4:30 p.m. Reg @ 5:30 p.m.		Monday 11/27 6:00 p.m.	<ul style="list-style-type: none"> <li>• Election of Chair &amp; Vice Chair</li> <li>• Worksession Commission Training w/City Clerk</li> </ul>
<b>DECEMBER</b>				No Regular Meeting	

\*The Commission’s opportunity to give their report to City Council is scheduled for the Council’s regular meeting following the Commission’s regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports. Reports are the Commission’s opportunity to give Council a brief update on their work. Attend via Zoom or in Person. Masks are optional\*\*





# MEMORANDUM

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## **Re-Appointment of Ingrid Harrald to the Parks Art Recreation and Culture Advisory Commission and Appointment of Beatrix McDonough as Student Representative to the Library Advisory Board.**

**Item Type:** Action Memorandum  
**Prepared For:** Homer City Council  
**Date:** October 17, 2023  
**From:** Mayor Castner

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Ingrid Harrald is re-appointed to the Parks Art Recreation and Culture Advisory Commission. The term expires October 31, 2026.

Beatrix McDonough is appointed to the Library Advisory Board as Student Representative. The term expires with graduation from High School.

### **Recommendation**

Confirm the re-appointment of Ingrid Harrald to the Parks Art Recreation and Culture Advisory Commission and the appointment of Beatrix McDonough to the Library Advisory Board as Student Representative.

### **Attachments:**

Ingrid Harrald application  
Beatrix McDonough application



# City of Homer

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

## Office of the Mayor

491 East Pioneer Avenue  
Homer, Alaska 99603

[mayor@ci.homer.ak.us](mailto:mayor@ci.homer.ak.us)

(p) 907-235-3130

(f) 907-235-3143

October 25, 2023

Ingrid Harrald  
P.O. Box 2665  
Homer, AK 99603

Dear Ingrid,

Congratulations! Council confirmed/approved your re- appointment to the Parks, Art, Recreation and Culture Advisory Commission during their Regular Meeting of October 23, 2023, via Memorandum 23-237.

The 2022-2023 Public Official Conflict of Interest Disclosure Statement is included for your convenience. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Thank you for your willingness to continue serving the City of Homer on the Parks, Art, Recreation & Culture Advisory Commission. There certainly are exciting times ahead.

Your term will expire October 31, 2026.

Cordially,

Ken Castner, Mayor

Enc: Memorandum 23-237  
Certificate of Re-appointment  
2022-2023 Public Official Conflict of interest & Disclosure Statement

Cc: Parks, Art, Recreation and Culture Advisory Commission

# City of Homer

Homer, Alaska

## Mayor's Certificate of Appointment

Greetings

Be It Known That

*Ingrid Harrald*

Has been appointed to

serve as

**“Commissioner”**

on the

**“Parks, Art, Recreation and Culture Advisory Commission”**

*This appointment is made because of your dedication to the cause of good government, and your contributions and willingness to your community.*

*In Witness whereof I hereunto set my hand  
this 25<sup>th</sup> day of October, 2023*



*Ken Castner*

Ken Castner, Mayor

Attest:

*Melissa Jacobsen*

Melissa Jacobsen, MMC, City Clerk



# City of Homer

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

## Office of the City Manager

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(f) 907-235-3148

### Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: October 18, 2023  
SUBJECT: City Manager's Report for October 23, 2023 Council Meeting

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#### **Sister City 40<sup>th</sup> Anniversary with Teshio, Japan is Next Year!**

For 39 years, Homer has enjoyed a close sister-city relationship with Teshio, in Hokkaido, Japan. Numerous delegations have made the trip across the Pacific, students have participated in exchanges, and both communities have shared cultural connections and traded works of art created by local residents. Next year, in honor of the 40<sup>th</sup> anniversary, Teshio will again send a delegation to visit Homer. City staff and interested citizens have formed a stakeholder group to plan for their arrival and to come up with other ways of marking the occasion. The group has a wide range of ideas, from a temporary exhibit at the Pratt Museum to refurbishing a "pillar of friendship" to a performance of Japanese drumming. At a future meeting, I will have Library Director Dave Berry give a more detailed update on the 40<sup>th</sup> anniversary and seek Council feedback on how to proceed.

#### **Sand Island Research Vessel Fire Response**

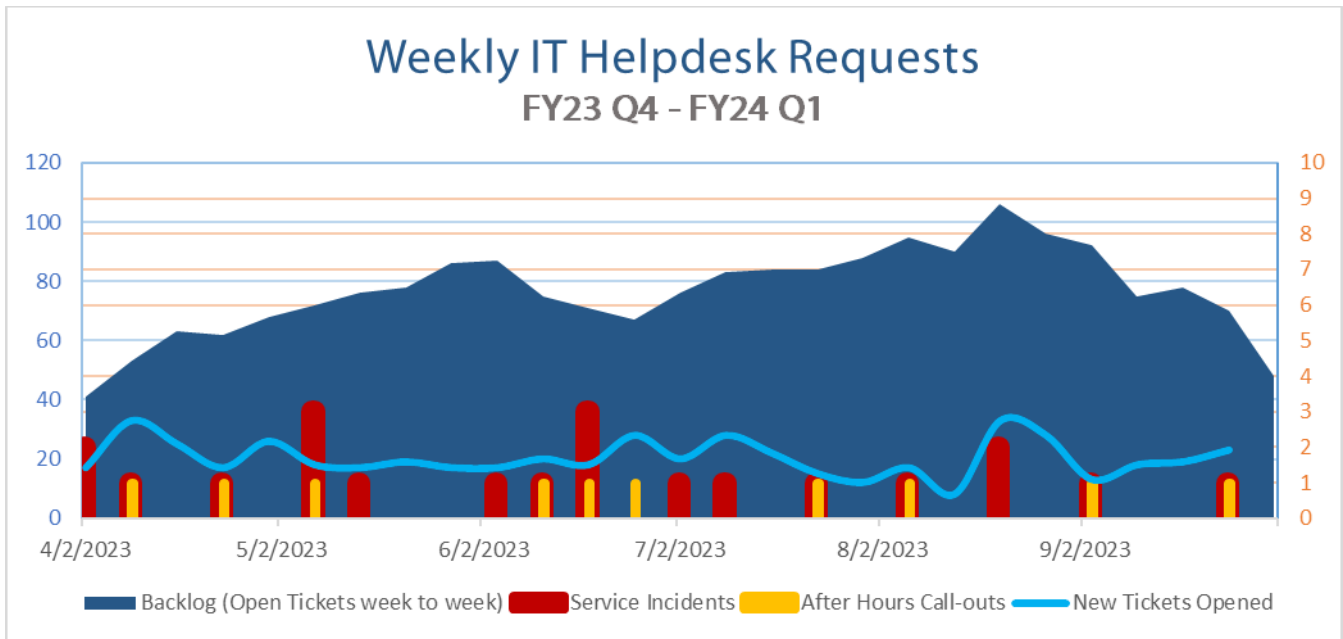
The Homer Volunteer Fire Department responded to a boat fire located at Ramp 8 in the harbor. Thanks to the vigilance of the Harbor's 24/7 operations crew, and the quick response by our firefighters, we were able to put out the fire before it was able to spread and create more significant damage. Attached to this report is an incident brief which gives an overview of the response and a window into what a boat fire response looks like from an operational perspective.

#### **End of Season Trail Work Update**

Public Works administration and the Parks Maintenance Division has been working very hard on trail improvements this year and is working with contractors to get as much work completed before the ground freezes. Attached to this report is a series of maps showing recent projects on the City's trail system.

#### **IT Update**

The Information Technology division has been putting a lot of effort into reformulating its mission, strategic priorities, processes, etc. to better meet the ever evolving needs of the organization and the threats to our systems. IT is shifting to a mission that is focused on: 1. Using data and technology to enhance the way City employees accomplish their work, and 2. Finding innovative ways of connecting the public to City government. To achieve that mission, IT has set cybersecurity, service management, and infrastructure reliability as their strategic priorities.



One massive step forward made by the IT team in the last year is the implementation of a help desk system which provides significantly better tracking of IT issues and service outcomes. The figure above shows an overview of help desk requests from April to the end of September. We’re also tracking and documenting incidents in a more comprehensive way. In the last six months, 50% of service outages and/or other incidents were associated with the phone system. IT was able to replace the aging system thanks to Council’s approval of Ordinance 23-38 and we are expecting the number of phone system related incidents to experience a sizable decrease.

### Guiding Growth

Economic Development Manager Julie Engebretsen participated in a panel discussion presented by local group Guiding Growth. The panel focused on what is driving change in Homer. It included panelists from the Chamber of Commerce, South Peninsula Hospital, Story Real Estate, and the Center for Alaska Coastal Studies. The panel was held at the Homer Library and well attended by approximately 60 people. Common discussion themes were the aging demographics of Homer, the need to recruit and retain early- to mid-career workers, high housing costs for younger workers, and the allure of Homer for people relocating from the lower 48.

### Parks & Recreation Department Update

Staff has been working hard on the tasks outlined in Resolution 23-047(S) which includes creating a 10-year plan for a department. A draft memo is scheduled to go before the Parks, Art, Recreation, and Culture Advisory Commission on October 19<sup>th</sup>. Staff is on track for a presentation to Council at the November 27<sup>th</sup> Council meeting.

### Park Planning Updates

Economic Development staff participated in a community meeting hosted by Mobilizing for Action through Planning and Partnerships of the Southern Kenai Peninsula (MAPP-SKP) to discuss the results of the 2023 Community Health Needs Assessment which were presented to Council at their last meeting. There was a productive discussion and we see opportunities to use information from the MAPP-SKP plan in future City endeavors (i.e., Comprehensive Plan).

Corvus Design is scheduled to present at the October 19<sup>th</sup> Parks, Arts, Recreation, and Culture Advisory Commission with progress on the public meetings it hosted in Homer in September that were held to gather input on the futures of Bayview and Karen Hornaday Parks.

### **Homer Represented at 2023 Alaska Recreation and Parks Association Conference**

Parks Maintenance Coordinator Chad Felice, Recreation Manager Mike Illg, and Parks & Trail Planner Matt Steffy represented Homer at this year's ARPA Conference in Wrangell. Mike presented educational sessions on Organizing Sports Leagues and Recreation Libraries, and Matt presented on Invisible Disabilities in Recreation Programming and Landscape Architecture as well as Conflict Resolution & Management. As an added bonus, I received numerous photos from the delegation via email of public restrooms. Wrangell uses a portable restroom system that can be tied into water and sewer which is significantly less expensive than a concrete structure, however, it is not at the same level of durability. There is a high probability that these units will be a future topic of discussion as we approach the mid-biennium budget adjust next year.

### **FY24/25 Budget Documents**

The draft FY24/25 Budget PDF is being replaced on the City's website within the next week with an updated final version that contains additional materials required for Government Finance Officers Association (GFOA) budget award consideration. This is the first budget cycle in which we've been subject to overhauled award standards and Finance Director Walton has put a lot of effort into getting our document in the right format and expanded with the right content to satisfy the new requirements.

### **Short Term Rental Update**

I met with Planning and Economic Development staff to review a draft ordinance concept, it created some public safety questions that were addressed with Chief Kirko and Chief Robl. After submittal of this report, I will be meeting with Councilmembers Aderhold and Davis for inputs on the draft and guidance on various policy crossroads contained within this topic.

### **Kenai Peninsula City Manager Meet Up**

City Managers on the Kenai Peninsula meet monthly online, but do our best to get together in person twice a year in spring and fall. This year's fall meeting was in Soldotna on October 13<sup>th</sup>. We largely discussed issues related to recruiting and retention with a focus on wage scales, non-wage compensation, retirement programs, etc. We also had an extended discussion on land use and bridging the gap between the development patterns many in the public desire and the ability (or inability) to create them within existing zoning codes.

### **Girl Scouts Democracy Event**

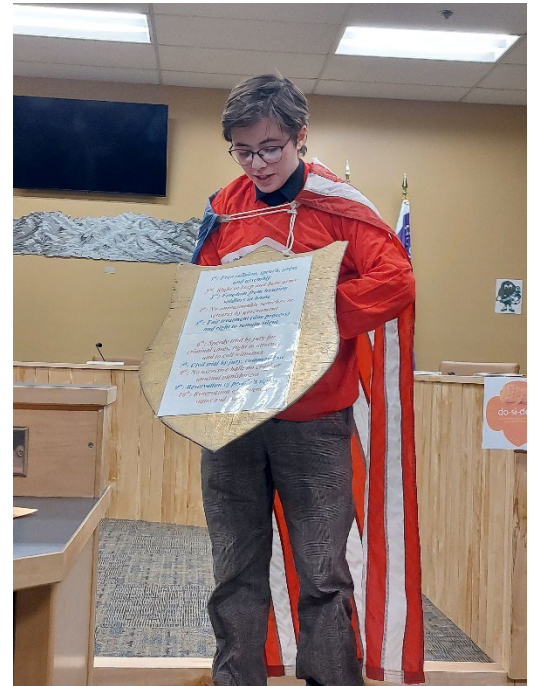
On October 13<sup>th</sup> the Girl Scouts held a Democracy Event in the Cowles Council Chambers. Ginny Espenshade lead the group through a Bill of Rights activity where they learned about the three branches of government. Guest speakers included Council Member Venuti and Jenny Martin, Staff to Senator Stevens who discussed the legislative branch, Mayor Castner and City Clerk Jacobsen who discussed the executive branch, and Judge Seifert and Ginny Espenshade who discussed the judicial branch. The Scouts held an election on the best Girl Scout cookie, and conducted a mock City Council meeting where they heard audience comments, staff reports, and voted on ranking for three capital improvement projects. It was a fun and educational afternoon for all



Mock Council Meeting



The Girl Scouts



The Bill of Rights

Photo credits Tina Seaton & Megumi Beams

Incident Brief:

Date: October 16, 2023

Dispatch as: Smoke investigation:

Location: ramp-8 in the Harbor

Vessel name: Sand Island

Vessel Type and use: a steel hull research/dive vessel

At 12:39 on Monday, 10/16/23 Homer Fire was toned out to respond to a smoke investigation on a boat in the Homer boat harbor. HVFD responded with Engine-2 and crew of 2, Tanker-1 with a crew of 2, medic-3 with crew of 2 and Chief Kirko and Deputy Chief Kahles.

While in route we were receiving condition reports from Harbor-2 (Glidden) stating that he could see light to moderate black smoke coming from vents on the upper deck. Glidden also stated that the hull was getting hot to the touch below deck indicating potential fire in the engine room or support space below the main deck.

By radio, I asked Glidden to confirm if all crew members were off the boat. He quickly confirmed that they were. I then asked him the size of the boat and if it was tied to the dock or outside of another boat. He confirmed it was tied directly to the dock.

At this time I requested mutual-aid from WES and KESA to respond with an engine and personnel for assistance.

At this time the Harbor crew was setting up the fire cart near the boat, running and water available on the arrival of E-2 crew.

Engine-2 arrived at approximately 12:49 and went to the boat to assess and report conditions to the incoming crews. Chief Kahles and Kirko arrived at approximately 12:51. Chief Kirko assumed incident command and assigned DC Kahles as operations chief at the boat. As incident command I remained at the top of the ramp coordinating incoming resources and assuring crew accountability and safety.

While DC Kahles was preparing the attack team for entry, 3 Coastguardsman approached him offering assistance. One of the crew was a command officer and the other two were geared up in fire PPE and available to assist in firefighting efforts. The initial attack team, HVFD staff, firefighters Knowles and Lowe made entry with a hand-line below deck to aggressively attack the fire. Heat and thick black smoke were present in the engine room greatly reducing visibility. Using a thermal imaging device they were able to see that there was no fire in the engine room and continued to move aft to locate the fire. They opened a hatch which lead to a diver support area which contained a hyperbaric chamber and dive equipment and supplies. Once they opened the hatch the heat and smoke became more intense and fire was visible below the chamber. They quickly brought the fire under control and reported conditions to Command personnel.

Tanker-1 crew arrived at approximately 12:55 and they were initially assigned to water supply operations and then to report to DC Kahles to assist the initial attack team.



The Tanker crew was assigned to assist with ventilation efforts to relieve smoke and heat from the boat so overhaul operations could resume.

When DC Kahles announced the fire under control, I canceled any additional responding units.

When overhaul was complete all fire suppression crews were released to put their equipment back in service.

Chief Kirko, DC Kahles and firefighter Knowles (fire investigation student) again went aboard to investigate the fire. The point of origin was determined and the cause is believed to be electrical in nature.

All HVFD units cleared the scene and returned all equipment and apparatus back in to a service ready status.



Beluga Slough Trail-ADA approaches were installed at each entry point



Charles Way-Installed with water/sewer by contractor



Day view Trail-brush hogged sides, done in house



Spruceview Trail-brush hogged both sides, done in house





East Fairview & West Fairview-redone with new fabric and material by contractor



Lee Drive Trail-installed with new fabric and material by contractor



Karen Hornaday Park-fabric and material on numerous walkways leading to the playground, done in house w/some volunteers

Aaron Yeaton and Chad Felice did some on-site work and recon, looking into the possibility of adding a hiking trail North of the campground



Jack Gist-  
removed  
blown down  
trees on the  
disc golf  
course, done  
in house

Reber Trail-brush hogged 1-2 feet on each side, done in house







# WORK SESSION

## AGENDA CALENDAR 2023

<b>Council Meeting Dates</b>	<b>4:00 p.m. Worksession Topic</b>
<i>Monday, May 8</i>	
<i>Tuesday, May 22</i>	<i>Coast Guard ws 2 5 COW @ 4</i>
<i>Monday, June 12</i>	<i>2023 City of Homer Salary and Benefits Survey</i>
<i>Monday, June 26</i>	<i>FY24/25 Capital Budget</i>
<i>Monday, July 24</i>	<i>HDR-Homer Harbor Expansion Alternatives Screening and Next Steps</i>
<i>Monday, August 14</i>	<i>HERC &amp; Hazardous Materials Update – Economic Development Manager &amp; Recreation Manager</i>
<i>Monday, August 28</i>	<i>2024-2029 Capital Improvement Plan &amp; FY25 Legislative Priorities - Special Projects &amp; Communications Coordinator</i>
<i>Monday, September 11</i>	<i>HHE study funding and timeline status by the USACE Project Development Team</i>
<i>Monday, September 25</i>	<i>Ord 23-49 Amend Title 2 &amp; Re-Organization</i>
<i>Monday, October 9</i>	<i>HERC – Economic Development Manager &amp; Recreation Manager</i>
<i>Monday, October 18 (off cycle)</i>	<i>Joint Work Session with Planning Commission</i>
<i>Monday, October 23</i>	<i>Finance</i>
<i>Monday, November 13</i>	<i>Exempt Employee Wage Scale</i>
<i>Monday, November 27</i>	<i>Reso 23-027 Follow-Up Re: Recreation Funding Priority</i>



# City of Homer

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

Office of the City Manager

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## Memorandum

TO: Mayor Castner and Homer City Council  
FROM: Rob Dumouchel, City Manager  
DATE: November 8, 2023  
SUBJECT: City Manager's Report for October 23, 2023 Council Meeting

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### Pioneer Avenue Trick or Treat

Pioneer Avenue was bustling with trick-or-treaters for Halloween. The Homer Chamber of Commerce planned the event, and the City processed the special event permit and participated at two different locations: City Hall and the Fire Hall. The City also supported trick-or-treat operations in the Mountain View/Bayview neighborhood. Both Police and Fire crews worked to control the flow of traffic and keep everybody safe.



### Champion Work Plan Follow Up

At the October 23<sup>rd</sup> Council Meeting, Council picked out a number of projects/themes that they wanted to “champion.” I have been working with staff to follow up on the creation of these Council champion teams. I’ve been working my way through the list of topics and connecting with the teams.

- Harbor Expansion – Staff is working with Councilmembers Lord and Hansen to develop a resolution that will be before Council at your next meeting. An informational memo from the champions is included in the meeting packet.
- HERC Site/Recreation – Staff has been working on the requests in Resolution 23-118 related to alternative site analysis for a future recreation facility. We will be looking to get together soon with the Council Champions.

- Finance – Staff has been getting geared up to fulfill the requests in Resolution 23-120 related to finance. I have reached out the Champions and suggested a meeting to discuss vision for this topic once Councilmember Davis is available to meet.
- Business Licenses – I met with the Mayor, Councilmember Venuti, and Economic Development Chair Karin Marks to discuss the concept and vision. Once that is firmed up, I expect we'll bring a memo to Council to discuss the merits of the Champions' proposal.
- Stormwater – I have reached out to the Champions to let them know that I wanted to wait for the new Public Works Director to arrive before we start working on the knowledge download from Jan.
- Lands Policy – I've spoken individually with the Mayor and Councilmember Davis, but we haven't met as a team yet. On this topic, the annual Land Allocation Plan update should start making the rounds to Commissions in early 2024.

### **Siren Update from KPB**

Many may remember that the Kenai Peninsula Borough's Office of Emergency Management worked this year to replace tsunami notification sirens throughout the Borough. Technicians are making a final pass on each installation to test the system to ensure it is functioning correctly. Technicians are tentatively scheduled to conduct this work in Homer on November 14<sup>th</sup> and the testing will be done one pole at a time.

### **Landfill Fire Response**

On October 20<sup>th</sup>, Homer Volunteer Fire and Western Emergency Services (WES) responded as mutual aid to Kachemak Emergency Services (KESA) to assist in fire suppression operations at the construction and demolition cell of the Homer Landfill. Homer responded with seven personnel who operated an engine and two tankers. Upwards of 60,000 gallons of water was required to put out the fire.



### **Follow Up to Ordinance 23-21(S)(A)**

Ordinance 23-21(S)(A) was voted down by Council, however, there was support to revisit the topic and use recommendations provided by the Planning Commission as a way to move the core concept of the ordinance forward. City Planner Ryan Foster will be working on developing solutions in line with the recommendation

table that accompanied ordinance 23-21(S)(A) and will be collaborating with the original sponsors to get it ready for consideration by the full Council at a later date.

### **Harbor Parking and Camping Operations Update**

At the most recent Port & Harbor Commission meeting, Harbormaster Matt Clarke provided an update regarding the parking and camping operations for this past summer season. Parking revenues totaled approximately \$190,000 by the end of September. Camping on the Spit, management of which was reassigned this year from Public Works, generated approximately \$195,000 in revenues. There are still some operational and funding source questions to be worked out between the Enterprise and General Fund in the shift of Spit camping to the Harbor, but overall I'm seeing that experiment as a success. The Harbor operations team was very well equipped to take on the challenge and we able to maintain a higher level of control and satisfaction for internal and external stakeholders. The Harbormaster's full report is attached to this report. I will continue to work with the Harbor and Public Works to further dial in this change for the 2024 season.

### **KPEDD Visit**

On November 3<sup>rd</sup> I participated in a meeting with Kenai Peninsula Economic Development District (KPEDD) staff and City Managers from around the Kenai Peninsula to discuss local economic development topics as well as KPEDD-specific updates related to the retirement of Tim Dillon who will be replaced in 2024 by Cassidy Cameron. Tim and Cassidy will be visiting with the Council at your next regular meeting.

### **Attachments:**

November Employee Anniversaries  
General Fund Expenditure Report through October 2023  
Memorandum re: Grant Summary Update  
Harbormaster's Parking and Camping Report  
Alaska Small Business Development Quarterly Report



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## Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL  
FROM: Andrea Browning  
DATE: November 13, 2023  
SUBJECT: November Employee Anniversaries

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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>Dave Shealy</b>	<b>Police</b>	<b>26</b>	<b>Years</b>
<b>Jenna deLumeau</b>	<b>Finance</b>	<b>14</b>	<b>Years</b>
<b>Ian Overson</b>	<b>Police</b>	<b>12</b>	<b>Years</b>
<b>Cinda Nofziger</b>	<b>Library</b>	<b>2</b>	<b>Years</b>

General Fund  
Expenditure Report  
Actuals through October 2023  
33% Fiscal Year Elapsed

**Current Fiscal Analysis**

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<b>Revenues</b>				
Property Taxes	\$ 4,115,085	\$ 3,388,579	82%	
Sales and Use Taxes	8,939,282	3,554,945	40%	
Permits and Licenses	43,797	13,025	30%	
Fines and Forfeitures	10,303	130	1%	
Use of Money	0	76,227		
Intergovernmental	746,338	90,570	12%	
Charges for Services	396,890	197,521	50%	
Other Revenues	-	52,697		
Airport	198,448	76,551	39%	
Operating Transfers	1,728,989	-	0%	
<b>Total Revenues</b>	<b>\$ 16,179,131</b>	<b>\$ 7,450,244</b>	<b>46%</b>	
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 2,288,320	\$ 598,981	26%	
Clerks/Council	927,024	233,648	25%	
Planning	387,478	86,142	22%	
Library	1,079,132	351,868	33%	
Finance	898,578	243,623	27%	
Fire	1,881,175	567,048	30%	
Police	4,282,603	1,494,619	35%	
Public Works	3,512,438	1,056,952	30%	
Airport	229,618	56,663	25%	
City Hall, HERC	179,040	52,554	29%	
Non-Departmental	179,000	79,000	44%	
<b>Total Operating Expenditures</b>	<b>\$ 15,844,405</b>	<b>\$ 4,821,099</b>	<b>30%</b>	
Transfer to Other Funds				
Leave Cash Out	\$ 221,360	\$ -	0%	
Other	103,366	-	0%	
<b>Total Transfer to Other Funds</b>	<b>\$ 324,725</b>	<b>\$ -</b>	<b>0%</b>	
Transfer to CARMA				
General Fund Fleet CARMA	\$ -	\$ -	0%	
General Fund CARMA	-	-	0%	
Seawall CARMA	10,000	-	0%	
<b>Total Transfer to CARMA Funds</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>0%</b>	
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 16,179,131</b>	<b>\$ 4,821,099</b>	<b>30%</b>	
<b>Net Revenues Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 2,629,146</b>		

These numbers are preliminary and are subject to change

Water and Sewer Fund  
Expenditure Report  
Actuals through October 2023  
33% Fiscal Year Elapsed

**Current Fiscal Analysis**

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<b>Revenues</b>				
Water Fund	\$ 2,369,005	\$ 916,796	39%	
Sewer Fund	1,948,388	784,306	40%	
<b>Total Revenues</b>	<b>\$ 4,317,393</b>	<b>\$ 1,701,102</b>	<b>39%</b>	
<b>Expenditures &amp; Transfers</b>				
<u>Water</u>				
Administration	\$ 309,507	\$ 118,940	38%	
Treatment Plant	684,568	230,078	34%	
System Testing	33,000	10,917	33%	
Pump Stations	115,707	35,317	31%	
Distribution System	372,744	120,494	32%	
Reservoir	19,025	5,597	29%	
Meters	285,597	19,282	7%	
Hydrants	214,533	68,194	32%	
<u>Sewer</u>				
Administration	\$ 303,612	\$ 118,809	39%	
Plant Operations	836,304	253,322	30%	
System Testing	18,000	4,878	27%	
Lift Stations	216,060	63,909	30%	
Collection System	306,884	79,928	26%	
<b>Total Operating Expenditures</b>	<b>\$ 3,715,541</b>	<b>\$ 1,129,665</b>	<b>30%</b>	
Transfer to Other Funds				
Leave Cash Out	\$ 15,769	\$ -	0%	
GF Admin Fees	-	-	0%	
Other	22,945	-	0%	
<b>Total Transfer to Other Funds</b>	<b>\$ 38,714</b>	<b>\$ -</b>	<b>0%</b>	
Transfers to CARMA				
Water	\$ 309,001	\$ -	0%	
Sewer	254,138	-	0%	
<b>Total Transfer to CARMA Funds</b>	<b>\$ 563,138</b>	<b>\$ -</b>	<b>0%</b>	
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 4,317,393</b>	<b>\$ 1,129,665</b>	<b>26%</b>	
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 571,437</b>		



Port and Harbor Fund  
Expenditure Report  
Actuals through October 2023  
33% Fiscal Year Elapsed

**Current Fiscal Analysis**

	FY24		FY24 YTD	
	ADOPTED		ACTUAL	
	BUDGET		\$	%
<b>Revenues</b>				
Administration	\$ 614,164	\$ 297,522	48%	
Harbor	3,961,361	2,769,044	70%	
Pioneer Dock	307,804	130,815	42%	
Fish Dock	578,477	382,401	66%	
Deep Water Dock	182,426	39,230	22%	
Outfall Line	4,800	-	0%	
Fish Grinder	7,390	8,398	114%	
Load and Launch Ramp	130,000	57,063	44%	
<b>Total Revenues</b>	<b>\$ 5,786,422</b>	<b>\$ 3,684,472</b>	<b>64%</b>	
<b>Expenditures &amp; Transfers</b>				
Administration	\$ 1,143,305	\$ 494,034	43%	
Harbor	1,609,487	501,782	31%	
Pioneer Dock	86,345	29,417	34%	
Fish Dock	747,966	217,745	29%	
Deep Water Dock	104,705	35,759	34%	
Outfall Line	13,500	3,280	24%	
Fish Grinder	27,682	23,831	86%	
Harbor Maintenance	533,783	157,046	29%	
Main Dock Maintenance	51,393	15,189	30%	
Deep Water Dock Maintenance	61,893	17,515	28%	
Load and Launch Ramp	138,815	46,528	34%	
<b>Total Operating Expenditures</b>	<b>\$ 4,518,876</b>	<b>\$ 1,542,127</b>	<b>34%</b>	
<b>Transfer to Other Funds</b>				
Leave Cash Out	\$ 73,867	\$ -	0%	
GF Admin Fees	-	-	0%	
Debt Service	0	-	0%	
Other	375,092	-	0%	
<b>Total Transfer to Other Funds</b>	<b>\$ 448,959</b>	<b>\$ -</b>	<b>0%</b>	
<b>Transfers to Reserves</b>				
Harbor	\$ 818,588	\$ -	0%	
Load and Launch Ramp	-	-	0%	
<b>Total Transfer to Reserves</b>	<b>\$ 818,588</b>	<b>\$ -</b>	<b>0%</b>	
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 5,786,422</b>	<b>\$ 1,542,127</b>	<b>27%</b>	
<b>Net Revenues Over(Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ 2,142,345</b>		



# MEMORANDUM

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## City Manager Report: Grant Update

**Item Type:** Informational Memorandum  
**Prepared For:** Mayor and City Council  
**Date:** November 8, 2023  
**From:** Special Projects & Communications Coordinator Carroll  
**Through:** Rob Dumouchel, City Manager

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This is an informational memo to provide an update on Federal and State grant applications submitted or in process in support of City of Homer projects. New actions/information since the September 20, 2023 Grant Update are highlighted in yellow on the attached chart.

Highlights include:

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

MARAD has made its [2023 Port Infrastructure Development Program \(PIDP\) award selections](#). Unfortunately, Homer was not one of the projects selected. The winning projects in Alaska all serve underserved communities; three of the funded projects were submitted under PIDP last year and were not funded. Three were submitted under RAISE, were not funded and were resubmitted under PIDP this year. One project would have lost substantial state and other funding sources without being able to leverage a PIDP award this year.

After reviewing the winning projects, HDR consultants who assisted with the Homer FREIGHT application reported that Homer's project and application was equally as strong as those awarded. Staff will request a detailed debrief of the FREIGHT project to see if there are ways to better portray the project and to help inform a decision on whether to resubmit an application next year.

### Brownfield Multipurpose Grant Application

Economic Development Manager Engebretsen, with grant editing support from Special Projects Coordinator Carroll recently submitted a Brownfield Multipurpose grant application to the Environmental Protection Agency for Federal discretionary funds to continue hazardous materials assessment efforts, conduct remediation and development clean up alternatives for the HERC site. Two other Brownfield sites in Homer's downtown are included in the grant's scope (former gas station on Pioneer Avenue and the HEA property on Snowbird Street), through the priority site is the HERC site.

### Successful Awards

The City was recently awarded two grants through the Alaska Division of State Homeland Security and Emergency Management. Awards have been offered from the FY23 State Homeland Security Program for improvements to the City's public safety communication system and from the Hazard Mitigation Grant Program to replace the City's raw water transmission mains. Ordinances to accept these funds are on November 13, 2023 agenda. More information about these projects are provided in the Ordinances section of the meeting packet.

RAISE

Almost a year has passed since the City started developing a Federal RAISE application in support of non-motorized transportation planning and design; the RAISE program is anticipated to reopen for another round in late November (if the schedule is not delayed by a potential government shutdown). The City's FY23 REACH application received a High Merit rating. Staff is evaluating capacity to not only update and resubmit the REACH (Realizing Equitable, Accessible Connectivity in Homer) project application, but also to implement the project should it be funded.

Grant Activity Update 11/8/2023

FY23 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 (Kachemak 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 Trans Network (REACH Project)	\$ 1,500,000.00	Fed RAISE Planning Grant	\$ 1,500,000.00	\$ -	Submitted 2/28/2023 NOT FUNDED 6/28/23	HDR application support Reso 22-087 approved Project support Reso 23-012 approved Application made it to Secretary of Transportation Desk Not awarded but deemed a Merit Application; encouraged to apply again next FY.
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 (PEB) Awaiting DOT cost estimate (AK DOT&PF manages/constructs project)	HAPP sections in PW's 5-year road plan Project support Reso 23-011 approved Date of PEB Review pending Unknown award date; Perf period end date June '25 (\$500,000 set aside in HART for grant matching)
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: Public Evaluation Board (PEB) Awaiting DOT cost estimate (AK DOT&PF manages/constructs project)	Main St in 7-10 year horizon in PW Road Plan Project support Reso 23-011 approved Date of PEB Review pending Unknown award date; Perf period end date June '25 (\$500,000 set aside in HART for grant matching)
<b>Port &amp; Harbor</b>						
Float Systems 4 & 1 Replacement	\$ 59,289,547.00	Fed Port Infrastructure Development Projects (PIDP)	\$47,135,190	\$ 12,154,357.00 (20.5% match)	Submitted 4/28/2023 NOT FUNDED 11/1/2023	HDR application support Ord 23-12 approved Council approved project support Reso 4/24/2023 Could apply for PIDP or RAISE '24 if '23 unsuccessful Added to STIP as illustrative project Revenue bond or TIFIA loan for match
		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

Grant Activity Update 11/8/2023

FY23 Project Supported	TPC	Grant Fund	Grant Funds Req	Match/Local Cost	Status	Notes
Float Systems 4 & 1 Replace		Denali Commission Grant			Application not begun Due date 4/14/24	Can be used as non-Federal Match May not be competitive - \$1M max award Could apply in '24 for Design/Engineering
Fish Grinding Building Replace & Drainage Improvements	\$ 374,978.00	ADFG Dingle-Johnson	\$ 250,000.00 (preliminary)	\$ 93,744.50 (preliminary)	Submitted 7/12/2022 Preliminary award announced 7/7/2023	Finalizing project cost estimate and award amount \$100,000 allocated in FY23 City Capital Budget; for final design and partial match; additional match to meet 25% of construction cost may be necessary Ordinance to accept the grant forth coming
<b>Building Code Development</b>	\$ 587,500.00	State BRIC Sub-Grant (Building Resilient Infrastructure & Communities)	\$ 470,000.00	\$ 117,500.00 (covered by State of Alaska)	Submitted 12/21/2022 Accepted for further review Awaiting decision	Council Approved application Reso 22-086 As a sub-applic State covers local match
<b>Parks &amp; Recreation</b>						
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 Assessment & Remediation		EPA Multipurpose Brownfield Federal Discretionary Grant	\$1,000,000		Submitted 11/13/2023	Council Approved Resolution 23-117
<b>Utilities - Infrastructure Resilience</b>						
Spit Road Erosion Mitigation	\$ 1,812,052.00	Federal PROTECT Grant	\$ 1,812,052.00	-	Submitted 8/18/2023 Awaiting Decision	Application requested planning funds for Homer Spit Erosion Mitigation. City of Homer is project sponsor, but if awarded City will enter MOU with DOT to implement grant activities
Raw Water Transmission Main		FEMA Disaster Mitigation	\$ 1,988,650.00 (direct project costs)	-	Submitted 1/30/2020 Obligating Award Document Recd 11/3/2023	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 to be considered by City Council
<b>IT - Communications</b>						
Cybersecurity (City-wide Cybersecurity Assessment and Remote Backup System for Cybersecurity Response & Recovery)	\$ 252,794.00	AK Division of Homeland Security FY22 State & Local Cyberscurity Grant Program	\$ -	\$ 252,794.00	Submitted 8/31/2023 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 Announcement 9/18/2023 Obligating Award Document Recd	11/13 Ordinance to accept the grant to be considered by City Council

designates grants awarded

designates grants NOT awarded

designates updates since the 9/20/23 grant update

**2023 Ramp 1 - 4 Parking Revenue**

Marina Account #17770

	Memorial Day to Labor Day					Past Year Comparison																	
	Ramp 1	Ramp 2	Ramp 3	Ramp 4	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	
<b>May</b>	723.23	\$2,030.60	\$769.59	\$296.71	<b>\$3,820.13</b>	\$2,837.28	\$1,414.00	\$1,200.74	\$1,535.84	\$1,255.50	\$1,046.25	\$599.85	\$1,478.99	\$654.87	\$745.25	\$710.68	\$683.72	\$590.00	\$362.78	\$359.95	\$560.54	\$155.54	
No. of Sales:	78	219	83	32	<b>412</b>	612	305	254	331	270	225	129	237	132	144	136	130						
<b>June</b>	\$4,293.00	\$11,840.52	\$4,348.63	\$1,316.64	<b>\$21,798.79</b>	\$18,261.47	10416.32*	\$4,093.64	\$7,131.68	\$6,268.20	\$5,593.95	\$4,849.95	\$4,466.29	\$4,007.70	\$3,479.72	\$3,587.02	\$3,114.86	\$3,394.00	\$2,784.09	\$3,250.56	\$3,853.54	\$4,027.06	
No. of Sales:	463	1277	469	142	<b>2,351</b>	<b>3,939</b>	2,247	883	1,537	1,348	1,203	1,043	800	789	698	694	613						
				Subtotal	<b>\$25,618.92</b>	\$21,098.75	\$11,830.32	\$5,294.38	\$8,667.52	\$7,523.70	\$6,640.20	\$5,449.80	\$5,945.28	\$4,662.57	\$4,224.97	\$4,297.70	\$3,798.58						
<b>July</b>	\$5,961.98	\$17,913.77	\$7,297.17	\$3,356.51	<b>\$34,529.44</b>	\$22,735.27	\$23,880.39	\$7,723.68	\$10,982.88	\$10,629.90	\$9,048.90	\$8,579.25	\$8,414.81	\$8,643.86	\$6,368.68	\$6,268.65	\$8,041.97	\$7,783.75	\$5,891.39	\$6,185.02	\$7,324.48	\$7,893.35	
No. of Sales:	643	1932	787	362	<b>3,724</b>	4,904	5,151	1,666	2,367	2,286	1,946	1,845	1,545	1,655	1,253	1,230	1,575						
				Subtotal	<b>\$60,148.36</b>	\$43,834.02	\$35,710.71	\$13,018.06	\$19,650.40	\$18,153.60	\$15,689.10	\$14,029.05	\$14,360.09	\$13,306.43	\$10,593.65	\$10,566.35	\$11,840.55						
<b>August</b>	\$4,867.87	\$13,722.76	\$4,765.88	\$1,872.97	<b>\$25,229.49</b>	\$19,003.24	\$18,810.38	\$5,697.73	\$8,129.28	\$6,400.01	\$5,910.15	\$6,198.45	\$5,613.61	\$6,325.25	\$4,018.83	\$3,696.34	\$3,993.71	\$4,643.00	\$3,939.28	\$3,921.73	\$4,001.81	\$4,849.64	
No. of Sales:	525	1480	514	202	<b>2,721</b>	4,099	4,057	1,229	1,752	1,376	1,271	1,333	1,062	1,133	816	730	795						
				Subtotal	<b>\$85,377.84</b>	\$62,837.26	\$54,521.09	\$18,715.79	\$27,779.68	\$24,553.61	\$21,599.25	\$20,227.50	\$19,973.70	\$19,631.68	\$14,612.48	\$14,262.69							
<b>September</b>	\$361.61	\$1,168.29	\$370.89	\$101.99	<b>\$2,002.78</b>	\$2,475.66	\$2,800.19	\$1,010.67	\$250.56	\$753.49	\$702.15	\$855.60	\$812.60	\$144.19	\$123.71	\$203.72	\$374.65	\$395.00	\$449.28	\$421.38	\$538.02	\$521.10	
No. of Sales:	39	126	40	11	<b>216</b>	534	604	218	54	162	151	184	144	28	25	44	74						
				Year Total	<b>\$87,380.63</b>	\$65,312.92	\$57,321.28	\$19,726.46	\$28,030.24	\$25,307.10	\$22,301.40	\$21,083.10	\$20,786.30	\$19,775.87	\$14,736.19	\$14,466.41	\$16,208.91	\$16,805.75	\$10,642.73	\$14,138.64	\$16,278.39	\$17,446.69	
				Sales Total	<b>9,424</b>	14,088	12,364	4,250	6,041	5,442	4,796	4,534											
													2015-2016 xx% inc.	2014-2015 5% inc.	2013-2014 26% inc.	2012-2013 2% inc.	2011-2012 11% dec.	2010-2011 4% dec.	2009-2010 20% inc.	2008-2009 5% dec.	2007-2008 13% dec.	2006-2007 6% dec.	

\* June 2021, new paid parking area added between ramp 1 and 2, increase of \$5/per day paid parking by 70+ spaces

\*\*May 2023, parking per day increased from \$5 to \$10/per day

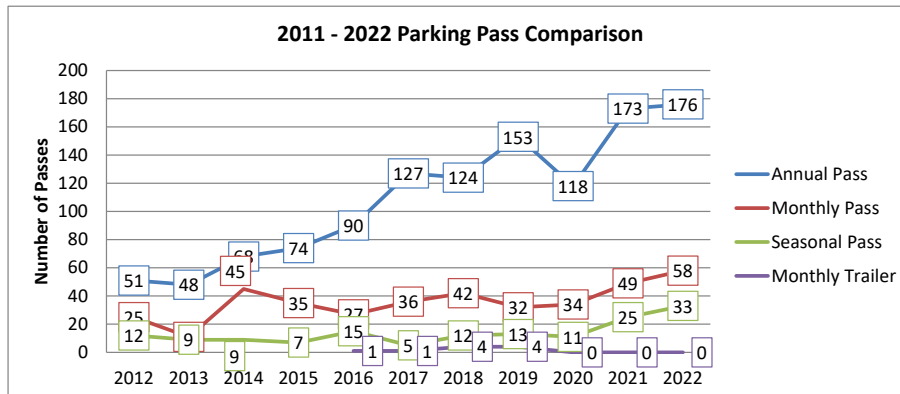
## 2023 Parking Pass Revenues

Marina Account #17770

\* Weekly Pass offered starting 6/15/19

	Vehicle Pass Revenue	Trailer Pass Revenue	Reg Long Term	RSV/TA Long Term	Monthly Less Than 20'L	Monthly Over 20'L	Weekly Long Term	Seasonal Pass	Seasonal Monthly	1 Hour Max Business Pass	Monthly Trailer	Month Total
January	\$5,290.30		26	4	2	0	0	0	0	0	0	32
February	\$1,313.51		5	4	0	0	1	0	0	0	0	10
March	\$1,658.97		9	0	0	0	0	0	0	0	0	9
April	\$4,424.49		7	8	0	0	4	10	0	0	0	29
May	\$12,231.75		27	15	10	2	10	21	0	0	0	85
June	\$9,296.31		20	6	20	1	10	15	0	0	0	72
July	\$2,569.75		7	2	7	2	21	0	0	0	0	39
August	\$633.42		0	0	2	2	15	0	0	0	0	19
September	\$479.55		1	2	1	0	2	0	0	0	0	6
October	\$0.00											0
November	\$0.00											0
December	\$0.00											0
<b>2023 Total</b>	<b>\$37,898.05</b>	<b>\$0.00</b>	<b>102</b>	<b>41</b>	<b>42</b>	<b>7</b>	<b>63</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>301</b>
2022 Total	\$40,756.65		134	42	53	5	73	29	4	0	0	340
2021 Total	\$35,714.31	\$0.00	118	55	45	4	54	18	7	0	0	301
2020 Total	\$28,554.78	\$0.00	106	31	36	3	46	11		0	0	233
2019 Total	\$28,628.08	\$651.00	98	55	31	1	32	11		2	4	234
2018 Total	\$25,435.23	\$700.00	85	39	42	0	N/A	10		2	4	182
2017 Total	\$23,019.12	\$70.00	82	45	36	0	N/A	5		N/A	1	169
2016 Total	\$18,968.12	\$140.00	56	34	27	0	N/A	15		N/A	1	133
2015 Total	\$15,256.04	n/a	48	26	35	0	N/A	7		N/A	n/a	116
2014 Total	\$15,804.91	n/a	47	21	39	6	N/A	9		N/A	n/a	122
2013 Total	\$10,358.26	n/a	33	15	10	1	N/A	9		N/A	n/a	68
2012 Total	\$10,511.70	n/a	32	19	25	0	N/A	12		N/A	n/a	88
2011 Total	\$12,372.16	n/a	40	28	n/a	n/a	N/A	10		N/A	n/a	78

\* July Seasonal Pass= 3 additional conversions from annual, rev already caught in annual + \$50x3



## 2023 Qualitative Analysis of Parking Management on the Homer Spit

### *Introduction*

In 2023, the Port & Harbor department acquired and implemented the UpSafety parking management software system. This marked a significant shift from manual and outdated parking management methods to a modern, cloud-based solution. The new system introduced various technological advancements, including the integration of existing Luke II pay kiosks, mobile pay & text-to-park options, wireless X-2 mobile enforcement devices, and ALPR license plate recognition technology, transforming the parking experience for customers, visitors and staff. This analysis focuses on the impact of these changes, challenges, and future trends in parking management on the Homer Spit.

### *Parking Technology Improvements*

The implementation of the UpSafety parking management software system represents a major step forward in parking management on the Homer Spit. The new system not only streamlines parking operations but also enhances the user experience. Customers can now conveniently pay for parking using various methods, including in-field Luke II pay kiosks, the flexibility mobile payment, and text-to-pay via cell phone, supporting digital permitting and phasing out tangible paper permits that were previously produced and obtained at the harbormaster's office and displayed on the vehicle. This transition to modern technology has reduced the reliance on manual record-keeping using 3-ring binders and Excel spreadsheets, increasing the efficiency and accuracy of parking management.

### *Enforcement and Compliance*

Parking enforcement on the Homer Spit has been significantly improved with the use of technology. Homer municipal code supports writing citations to vehicle license plates, phasing out previous citation methods requiring vehicle registered owner information. Parking enforcement staff equipped with X-2 mobile electronic enforcement devices can monitor vehicles in real-time, checking for compliance with daily fees and vehicle parking & camping permits. The advanced license plate recognition (ALPR) technology further enhances enforcement by scanning license plates to verify permit compliance and check for infractions. The system integrates GPS location and time-stamped photos to ensure accuracy of enforcement in parking lots with time sensitive limits or restrictions. Citations are generated on site by the parking enforcement officer using the X-2 device and its integrated thermal printer. All citation information generated in the field is automatically saved to UpSafety's cloud-based software and is immediately available to parking administration for processing. The convenience of online payment, appeals, and adjudication through a web-based portal has streamlined the citation process, reducing staff time and the need for in-person interactions at the harbormaster's office.

### *Parking Options and User Groups*

The Homer Spit accommodates a diverse range of parking user groups, including recreational boaters, commercial fishermen, commercial charter & passenger vessel crew and customers, upland businesses owners and employees, tourists, day-use recreators, across the bay residents, and regulatory entity personnel. Our variety of parking options caters to these groups' distinct needs, from short-term parking time limits to long-term parking permits without designating or reserving parking to any specific user group. In 2023, the port & harbor took over management of the Fishing Hole & Mariner Park



campgrounds which provide approximately 150 spaces for RV parking and camping. Additionally, we now manage parking enforcement and revenue collection at the Homer Airport terminal which provides parking for approximately 200 vehicles.

### *Challenges and Inefficiencies*

Several inefficiencies and challenges have been identified in the current parking management system on the Homer Spit. Maintaining sufficient parking lot space and mitigating vehicle congestion is our primary challenge. In April 2023, we created an additional “overflow” parking lot containing space for approximately 100 vehicles located at the intersection of Outer Dock Road & Homer Spit Road. This lot offers free parking for up to seven consecutive days.

One measure we currently use to deter demand and drive down congestion is the administration of daily fee parking which requires users to make cost-based decisions involving their parking needs. The affordability of daily fee parking is a financial challenge for many employees working on the Homer Spit.

A second method of congestion mitigation includes the implementation of time limits in high use areas creating greater vehicle turn over. In 2023, a section of the parking lot between the steel grid and Fish Dock Road was changed from 7-day parking to 3-hour parking in order to improve vehicle turnover and access adjacent to the businesses operating in the vicinity.

A significant inefficiency driving space availability for vehicle parking is the allowance of RV and oversized vehicles in the heavily utilized parking lots along Homer Spit Road between ramps 1 and 5. RVs and oversized vehicles require extra wide spaces and turning lanes which, in-turn, reduce available space for standard vehicle parking.

Other challenges include the inefficiencies associated with gravel parking lots. Many of our gravel parking lots have basic, above-grade, methods addressing drainage and run-off which foster potholes and puddles. Ramps 3 to 5 and the boathouse pavilion require drainage ditches bordering Homer Spit Road that consume potential usable parking space. Lack of permanent, uniform striping and delineation on gravel parking surfaces reduce efficient space utilization. Finally, some of our current parking lot time limits may not align with peak demand. All of these issues contribute to parking congestion and dissatisfaction among user groups, particularly represented among boat owners and employees of local business.

### *Revenue Generation and Budget Considerations*

The Port & Harbor generates revenue from the collection of parking and camping fees. These revenues should be used to support future parking lot improvements, growth and expansion of fee-based parking, and the required administration & enforcement. Parking and camping revenues also have the potential to support bond obligations for future capital projects. In April of 2023, the city manager assigned the port & harbor management responsibilities of the Fishing Hole, Mariner Park, and Tent Camp West campgrounds in order bolster enterprise revenues. Daily fee parking rates were increased from \$5/day to \$10/day and RV camping fees were increased from \$20/day to \$30/day. Parking revenues totaled approximately \$190,000 YTD in September. The port & harbor sold approximately 7,100 individual camping permits totaling \$195,000 YTD as of September. The assignment of Homer Spit campgrounds came quickly and without budget preparation. Campgrounds management require variety of basic operating expenses, including facilities maintenance, utilities, camp fee compliance enforcement,

general administration, grounds keeping, signage, refuse disposal and sanitation. It is imperative to strike a balance between revenue generation and sustainable management to meet these financial needs.

### *Future Trends and Diversification*

Several trends are driving the future diversification and use of parking lots on the Homer Spit. Trends in usage impacting demand for parking include the broad growth in the tourism & recreation sector, shore-based tour bus operations originating from other communities with destination on the Homer Spit, the increasing growth and presence of commercial passenger vessels in the small boat harbor, the vehicles associated with their crews and customers, and the need to streamline parking lot traffic flow involving passenger drop-off and pick-up, the multi-purpose use of the barge ramp terminal supporting cargo & passenger vessel operations and the need to accommodate cargo storage and lay-down operations combined with passenger vessel parking needs, growth in ridership and vehicle parking demand near ramp 7 associated with SVT's Kachemak Voyager, cruise ship lightering operations inside the small boat harbor, and event-based parking, such as festivals and special events.

Special consideration should be given to the east side of the Fishing Hole Campground and its dual-purpose use that includes our Marine Repair Facility supporting vessel haul-out and repair. What is the future of a campground that doubles over as a boat yard – or visa versa? Remember, there is only one place to haul-out and work on large vessels on the southern Kenai Peninsula and there are several campgrounds operating in the Homer area.

Near future improvements to parking lots to consider should include the paving of our high-use parking lots in order to improve space efficiency and the quality of the parking experience for the end-user in exchange for daily fee payments. Changes warranting reduction of boat trailer parking time limits and/or the implementation daily fee parking may be more aligned and reflective of current demand.

Finally, not-so-distant future issues to contemplate addressing congestion mitigation should include remote park & ride operations, public transit, and parking garages. These trends necessitate proactive planning and infrastructure improvements to accommodate the increasing demand for parking.

### *Conclusion*

The implementation of the UpSafety parking management software system represents a significant step forward in parking management, operations and growth on the Homer Spit. However, it also highlights various challenges and opportunities for improvement. Striking a balance between revenue generation, user satisfaction, and environmental responsibility will be crucial for the long-term success of parking management on the Homer Spit. Addressing inefficiencies, accommodating various user groups, and staying responsive to evolving trends will be essential in managing our unique parking needs.

# Business Analysis: Homer Spit Campground Operations

In 2023, the City Manager assigned the Port & Harbor responsibilities involving campground operations on the Homer Spit, including the Fishing Hole campground, Mariner Park campground, and the Tent Camp West beach site. This assignment comes with a complex array of responsibilities, staffing, equipment, budget considerations, and several challenges and concerns that need to be addressed. Let's analyze these components:

## Staffing Requirements:

1. **Parking Enforcement Officers:** Responsible for camp fee compliance, registration, servicing pay kiosks, and revenue collection.
2. **Harbor Assistants:** Responsible for grounds keeping and sanitation of the public fish cleaning station at the Fishing Hole campground.
3. **Port Maintenance:** Maintenance of gazebos, pavilions, and fish cleaning stations.
4. **Parks Staff:** Grounds keeping, brush removal, and lawn mowing.
5. **Public Works Equipment Operators:** Responsible for surface maintenance and drainage.
6. **Public Works Building Maintenance & Custodial:** Cleaning and maintenance of the Fishing Hole restroom.
7. **Campground Hosts:** Responsible for providing information to the general public.
8. **Port & Harbor Administrative Staff:** Responsible for revenue collection and expense tracking.
9. **Homer Police Department:** Enforcement as needed.
10. **Refuse & Sanitation Contractors:** Responsible for trash and sanitation services.

## Equipment Requirements:

1. **Parking Enforcement Vehicles**
2. **Pick-up Trucks & Carcass Trailers**
3. **Graders, Snow Plows & Sanders**
4. **Port Maintenance Trucks**
5. **Private Contractor Trash Dump Trucks**
6. **Luke II pay station kiosks & X-2 mobile enforcement devices**
7. **Lawn Mowers, Weed Whackers, Pressure Washers, and Paint Strippers**
8. **Signage & Delineation**
9. **Mariner Park Campground Host Trailer**
10. **Porta Potties & Handwash Stations**

11. **Trash Receptacles**
12. **Picnic Tables & Fire Rings**

### **Operating Expenses and Revenues:**

- **2023 YTD Camp Fee Revenues:** \$200,000 for RV & beach camping.
- **Estimated Total Operating Expenses:** \$63,700
- **Employee & Staffing Wages:** \$30,000
- **Utilities Expenses:** \$3,500
- **Vehicle Expenses:** \$4,000
- **Picnic Tables & Fire Rings:** \$3,000
- **Refuse, Sanitation, and Recycling:** \$5,000
- **Campground Hosts Stipends:** \$5,200
- **Cleaning Supplies:** \$2,000
- **T2 & UpSafety Software:** \$9,000
- **Signage:** \$2,000

### **Challenges and Concerns:**

1. **Land Designation:** Defining what land(s) are considered campgrounds and what land(s) are parks.
2. **Responsibilities:** Clarifying the responsibilities of Port & Harbor, Parks, and Public Works within campgrounds and parks.
3. **Tariff Updates:** Identifying campground land use, rules, and user fees/rates.

### **Budget:**

Developing a budget for Port & Harbor's campground operations, which should cover revenues, employee wages, equipment, operating and maintenance expenses, and fixed infrastructure and capital investments.

### **Capital Improvements:**

Consider the 2024 Homer Spit Campgrounds Renovations provided in the COH's capital improvement plan. This project was identified by Public Works and its Park's division.

Should future campground capital improvement projects be funded by the port & harbor enterprise?

### **Marine Repair Facility vs. Campground:**

Determining the future of the portion of the Fishing Hole (Pier 1 Theatre East) campground that also serves as the Marine Repair Facility.

### **Bottom Line Analysis:**

What is the minimum acceptable profit margin that justifies Port & Harbor's involvement in campground operations? The time and resources dedicated to campgrounds should be weighed against the core responsibilities of Port & Harbor.

In summary, the management of campgrounds on the Homer Spit involves a diverse set of interdepartmental responsibilities, resource allocation, and potential for revenue generation. To make this endeavor successful, it's crucial to address the challenges, establish clear departmental responsibilities, and determine the financial viability and impact on core Port & Harbor operations.



## Homer Spit Campground Renovations

**Project Description and Benefit:** The Mariner Park and Fishing Hole campgrounds are situated on the Homer Spit. Their waterfront locations and close proximity to recreational activities and visitor support services make the campgrounds very popular with both Alaskans and out-of-state visitors. City campgrounds are heavily used in the summer and shoulder seasons, hosting over roughly 20,000 campers annually and generating up to \$200,000 in revenue through camping fees.

The campgrounds are primitive. Campers use porta potties and have no means of hand washing. Campsites are pot holed, poorly marked and without tent pads. Many lack picnic tables and fire rings.

This renovation project greatly improves the camping experience and makes it easier to maintain the campgrounds to a higher standard of cleanliness and safety. Renovations include installing hand wash stations, grading campgrounds, delineating and labeling campsites, developing tent pads in tent camping areas and installing picnic tables and fire rings at sites that currently lack these basic amenities. Mariner Park Campground would also benefit from landscaping.

Completing these renovations bring the campgrounds to a minimum standard to keep them healthy, attractive and competitive. Visitors have a choice of where to stay on the Kenai Peninsula. We anticipate these upgrades will attract new visitors and motivate existing visitors to extend their stays or come back. Summer and shoulder season visitors contribute significantly to Homer's overall economy through their patronage of local businesses throughout their stay.

**Plans and Progress:** This project is 80% shovel ready.

**Total Project Cost:** \$95,000

Mariner Park Campground	\$50,000
Fishing Hole Campground	\$45,000

**Schedule:** 2025-2026

**Priority Level:** 2



Mariner Campground at the base of the Homer Spit.



October 24, 2023

City of Homer  
491 E. Pioneer Ave  
Homer, AK 99603

Dear Mayor Castner, City Council, and City Staff,

This letter serves as our quarterly report for the period July 1 to September 30, 2023. During the quarter, the Alaska SBDC received the results from the national SBDC accreditation, with Robert Green and the Homer office receiving exemplary marks and noted as a model that should be replicated across the country. This past year, 81% of Homer clients chose to meet in-person with Robert, indicating a strong preference from local business owners and entrepreneurs to have this service in their community. After the quarter, Robert remains on pace to log the most hours of advising by the SBDC to the Homer area in a year. Here is a summary of deliverables to the Homer community during the quarter (year):

Client Hours: 132.8 (498.3)	Jobs Supported: 56 (236)
Total Clients: 55 (108)	Capital Infusion: \$0 (\$293,000)
New Businesses Started or Bought: 2 (6)	Client Surveys: 100% positive (100% positive)

This report provides lists of the top advising topics and top industries obtaining technical assistance from the Alaska SBDC in Homer. Assistance to entrepreneurs looking to start new businesses and work supporting existing businesses were the top topics this quarter. There was a relatively even split among industries, with retailers moving into the top spot this quarter, followed by food services.

#### Topics

1. Start-up Assistance: 51.5 hrs (39%)
2. General Management: 40.1 hrs (30%)
3. Financing/Capital: 15.0 hrs (11%)
4. Business Planning: 8.8 hrs (7%)
5. Buy/Sell Business: 8.0 hrs (6%)

#### Industries

1. Retailers: 25.8 (19%)
2. Food Services: 22.4 hrs (17%)
3. Administrative: 14.8 hrs (11%)
4. Healthcare: 14.6 hrs (11%)
5. Fishing: 13.8 hrs (10%)

We would like to thank the City of Homer for their support of the Homer Business Advisor position. The \$10,000 funding provided by the mayor and city council is critical in retaining the Homer SBDC office in 2024. We greatly appreciate the knowledge, experience, and consistency Robert Green brings to efforts in Homer. Please do not hesitate to contact us if you have any questions.

Sincerely,

DocuSigned by:

98AFA012679B4D7...

Jon Bittner

Executive Director  
Alaska SBDC

# CITY OF HOMER NEWSLETTER



VOL. III - ISSUE III | NOVEMBER 2023

## WHAT'S INSIDE?

MONTHLY NEWSLETTER FROM THE OFFICE OF THE CITY MANAGER

### COUNCIL MEMBERS LORD AND VENUTI RE-ELECTED

Homer City Council certified the results of the October 3 Regular Municipal Election during their October 9 regular meeting. Council members Rachel Lord and Caroline Venuti were re-elected to Homer City Council after respectively earning 37% and 35% of the votes cast. They each began their third three-year terms after being officially sworn in to office at the meeting.



City Clerk Melissa Jacobsen administers the Oath of Office to the City's newly re-elected Council Members, Rachel Lord (top left) and Caroline Venuti (bottom right).

- Community Corner
- Public Works
- Parks
- Homer Public Library
- Homer Volunteer Fire Department
  - Statewide Emergency Response Exercise
  - Fire at Homer Landfill
  - Contained Spaces Safety Training
- Public Safety Corner
  - Fire Prevention Week
- City Clerks - Girl Scout Democracy Event
- Harbor Expansion Study Update
- Homer Police - November Charity Events
- Community Recreation - MountainFilm
- Meet City Contractor - AK Mindful Paws
- Municipal Art Collection
- Stay Connected with City Council

Discover something new today and see the latest City project updates! Learn about ways community members can get involved at City Hall and in the Homer community.

### Follow us on Social Media

- City Hall: [@cityofhomerak](#)
- Parks & Recreation: [@homerparksandrec](#)
- Homer Public Library: [@homerpubliclibrary](#)
- Homer Police: [@homerpolice](#)
- Fire Department: [@HomerVolFireDept](#)

### Subscribe to the Monthly Newsletter

[www.cityofhomer-ak.gov/citymanager/monthly-email-newsletter](http://www.cityofhomer-ak.gov/citymanager/monthly-email-newsletter)





## Call for Art!

The Consular Office of Japan in Anchorage recently announced a call for art for the "Japan-Alaska Sister Cities Town Pride Festa." The Town Pride Festa will feature a wide range of original "town pride" art pieces representing sister cities.

The art theme is "Works by citizens and organizations of the Japan-Alaska, that emphasize 'town pride' and introduce shopping streets, tourist attractions, traditional arts, culture, etc. of the town they live in," and there are no restrictions on the medium of the work.

The goal of the Festa is to cheer up the citizens and organizations of the Japan-Alaska sister cities and support the activities of local citizens and cultural groups.

Images of artwork, or videos of performance art can be submitted digitally now through Friday, January 19, 2024. [Click here](#) to read more and submit artwork.

A "judging event" will select the best works from among those submitted and award them luxurious prizes.

Last year, a video titled "[Sisters and Sea Messages](#)" locally produced by Homer's Park Planner, Matt Steffy and friend Stevie Drescher won second place honors from among the eleven videos submitted to the campaign.

A graphic for the Rotary Health Fair. It features a yellow sun with rays, a red stethoscope, and a red heart shape. The text reads: "IT'S YOUR LIFE TAKE A DAY TO BE WELL", "ROTARY HEALTH FAIR", and "Nov 5 9am-1pm | Homer High School".

### IT'S YOUR LIFE TAKE A DAY TO BE WELL

## ROTARY HEALTH FAIR

Nov 5 9am-1pm | Homer High School

## PEOPLE AND PEAT EVENT SERIES

### YOUTH PEATLAND EXPEDITION

Hands-on learning for the whole family with the Center for Alaskan Coastal Studies.  
Friday, October 27 10:00 - 12:00 at the Winn Nature Center.

### "THE PEATLANDS" ART INSTALLATION RECEPTION

Featuring talk by artist Kim McNett and refreshments, hosted by Bunnell Street Art Center and the City of Homer.  
Wednesday, November 8th 5:00 - 7:00 at the Homer Airport Terminal.

### PEOPLE AND PEAT: NATURE BASED SOLUTIONS AND GREEN INFRASTRUCTURE

Bring the whole family to learn about Homer's major new Green Infrastructure projects with partners Kachemak Heritage Land Trust, the City of Homer, and the Kachemak Bay National Estuarine Research Reserve.  
Thursday, December 7 at 5:00 pm at Island and Oceans.

### WALK ON THE WILD SIDE

Join a hands-on field walk of the City's Green Infrastructure Project on Kachemak Drive with the City of Homer and Kachemak Bay Conservation Society.  
Friday, December 8 at 4:00 pm; details TBD.

A row of logos for the event series partners: Bunnell Street Arts Center, KBCS, Kachemak Heritage Land Trust, Kachemak Bay National Estuarine Research Reserve, and Alaskan Coastal Studies.A graphic for Shop Local Weekend. It features a blurred background of a person's hands holding a sign that says "Come in we're OPEN". The text reads: "SHOP LOCAL WEEKEND", "Nov 24 - 26", and "[www.homeralaska.org/](http://www.homeralaska.org/)".

## SHOP LOCAL WEEKEND

Nov 24 - 26  
[www.homeralaska.org/](http://www.homeralaska.org/)

# PUBLIC WORKS

## TRANSPORTATION PLAN PUBLIC INPUT

Thanks to the over 40 who people turned out to comment on the Public Review Draft of the Transportation Plan at an Open House on held at the Kachemak Bay Campus of the Kenai Peninsula College on September 26.



Your participation and comments were greatly appreciated! The next step is for Kinney Engineering to work with and incorporate the public comments received into a revised draft of the Transportation Plan so it is ready for presentation to the Planning Commission. Stay tuned for the next draft near the end of the year or early 2024.

# PARKS

## END OF SEASON TRAIL WORK

Thanks to the dedicated work of the Public Works Administration and the City's Parks Maintenance Division, ten Homer trails and trail connections saw great improvements this summer, including brushing and resurfacing.

With winter about to set in, the City has been working with contractors to get as much work completed before the ground freezes. If you are out and about, you'll notice great new surfaces on the East and West Fairview Trail sections and the Lee Drive Trail as well!



*Improved East and West sections of the Fairview trail on a sunny, but brisk fall day.*

# LIBRARY

## STORY WALK TRAIL IMPROVEMENTS

The Friends of the Library have been working on various upgrades to the library lot, which will eventually include public benches, a play space, and informational signage in the woods to the west of the library. The first part of the project involves resurfacing the existing trail to make it more accessible to patrons with disabilities. The section of trail between the library and the Lucky Shot Trail was completed in October, and the portion between Lucky Shot and the Poopdeck Trail will be completed in 2024.



Contractors improved the surface of the Story Trail at Homer Public Library with new fabric and surface material.

The Western Lot Improvement Project was initiated in partnership with the National Park Service with the goal of creating a new community space in the 2.24 acre land parcel between the Library and Poopdeck Trail. The space will extend the library's mission beyond the limits of the physical building while maintaining the character of the landscape. To learn more about the improvements go to <https://www.cityofhomer-ak.gov/library/western-lot-project>.

### Homer Public Library

500 Hazel Street

907-235-3180

[circ@ci.homer.ak.us](mailto:circ@ci.homer.ak.us)

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



# LIBRARY EVENTS

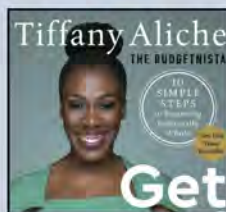
## VIRTUAL AUTHOR TALKS

Zoom in and listen to your favorite authors talk about their latest books. For a complete list of Upcoming Speakers, go to [libraryc.org/homerlibrary/upcoming](http://libraryc.org/homerlibrary/upcoming).



**November 1 at 4 pm**

Hollywood, Home, Heart and Healing:  
a conversation with actor John Stamos



**November 9 at 10 am**

Get Good with Money & Reach Your  
Financial Goals:  
with Tiffany "The Budgetnist" Aliche



**November 16 at noon**

An Afternoon Chat with Joy Harjo,  
Internationally Renowned Performer,  
Writer and Poet of the Muscogee (Creek)  
Nation.



**November 30 at 11 am**

Power of Women in Science Fiction:  
Naomi Alderman on Writing Dystopian  
Worlds.



**November 14**

Noon - 1 pm  
with Caroline Venuti

CHECK OUT MORE LIBRARY  
PROGRAMS AND EVENTS

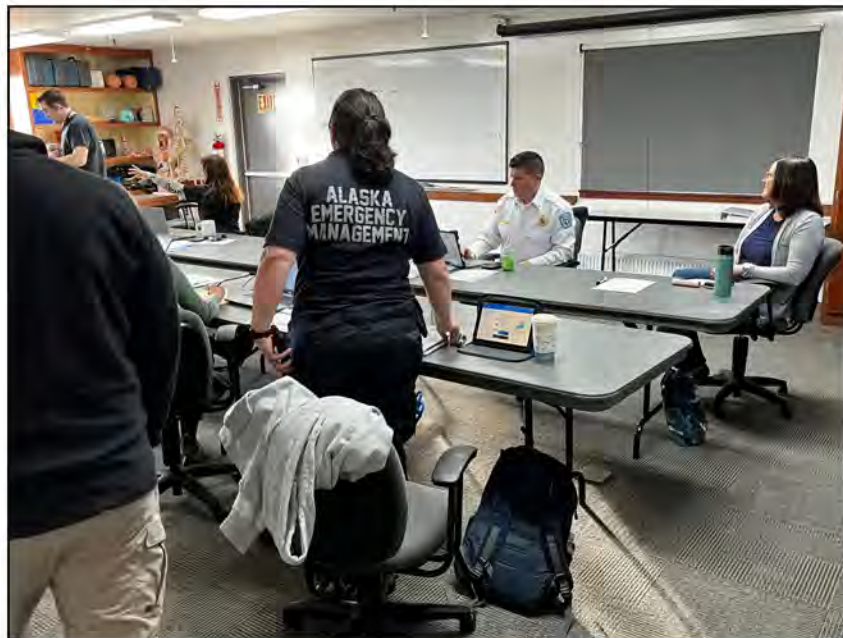


# FIRE DEPARTMENT

## STATEWIDE EMERGENCY RESPONSE EXERCISE

The Homer Volunteer Fire Department (HVFD) hosted members from the State Health Care Coalition who were conducting a large-scale, statewide emergency response exercise that kicked off in Homer on October 4. The exercise was centered around a mock incident at the Homer High School and was designed to test the organization and capabilities of local, state, and federal agencies in the event a mass casualty incident created a hospital surge and required movement of patients in overwhelming numbers.

As hosts, HVFD set up an Emergency Operations Center for the visiting team to work from throughout the exercise, and provided a staging location for volunteer “patients” who were called into action throughout the day to help make the exercise more realistic.



*Deputy Fire Chief Kahles assists State Health Care Coalition members in the EOC.*

City staff in attendance (Deputy Fire Chief Joe Khales and City Clerk Melissa Jacobsen) got the opportunity to learn more about the critical role first responder’s play in our community and the roles Homer’s EOC, as a partner, would be called upon to perform.

The State Health Care Coalition is comprised of groups of local health care and responder organizations that work together on challenges and find solutions that improve emergency preparedness and the health and safety of Alaskan communities. The work of Health Care Coalitions reflect the unique

needs and features of their local areas and assist health care facilities to plan, organize, equip, train, exercise, and evaluate regional health care system preparedness. Overall, the exercise was a success. Participants were impressed by the communication and collaboration among the members of the Coalition and our team in Homer.



*Moulage kits were put to good use to make up student volunteers to simulate different wounds and trauma in order to prepare responders for what they could experience in the field, practice triage skills and lessen psychological trauma.*

# FIRE DEPARTMENT

## BUSY FALL FOR THE FIRE DEPARTMENT

On Friday, October 20, Homer Fire responded as mutual aid to Kachemak Emergency Services (KESA) to assist in suppression operations at a fire at the construction and demolition cell at Homer Landfill. Homer responded to the scene with seven personnel that manned an engine, two tankers and provided two chief officers. Western Emergency Services (WES) was also dispatched and responded with a tanker to support operations. An estimated 60,000 gallons of water (collected from a hydrant located at West Hill and Robert Avenue) was used in the response.

Personnel were on scene for seven hours managing the fire. Many thanks to personnel from KESA, WES and the Homer Fire Department for controlling and extinguishing the fire. This could have gone very differently if it was not for their hard work.

October 28 was National Responder Appreciation Day. Time to show a lot

of appreciation for the dedication of all career and volunteer fire response personnel who respond when needed. It is no small task. For example, during the 24-hour period around the time of the landfill fire response, HVFD responders were dispatched to emergency calls during the landfill response and during the two-hour equipment clean up and restoration process required afterward, followed by responding to a house fire at 1:30 am, during which personnel were called to another medical emergency. ❤️ Thank you for taking time away from your job and family, and for getting up in the middle of the night (and in the early morning hours) to help your community in this very important way. ❤️



## CONFINED SPACE SAFETY TRAINING



MHVFD's confined space class provided important safety training to City staff and other emergency responders who work in and responding to incidents in confined spaces such as tanks, manholes, ship compartments, etc.

The week of October 25, HVFD hosted a hands-on confined space rescue class for personnel in three departments within the City of Homer as well as emergency responders from around the area.

During the week, HVFD visited different areas in the city to train personnel who must access and work in confined spaces and those who supervise these activities. Confined spaces include tanks, storage vessels, bins, furnaces, sumps, manholes, trenches, and compartments in ships and barges.

The emphasis of the training was safe entry to confined spaces and techniques for safe removal of workers from a controlled space clear of air, gas or fire hazards.



# PUBLIC SAFETY CORNER



In this section, we aim to keep readers informed about the latest developments in public safety in the community. Whether it's news about crime prevention, emergency preparedness, or updates on local law enforcement activities, we've got you covered. Our goal is to promote a safe and secure environment for all community members and visitors of Homer, and we believe that staying informed is a crucial part of achieving that. Read on to learn more about what's happening in public safety in Homer.

## FIRE PREVENTION WEEK, OCT 8-14

Homer Volunteer Fire Department was out and about last month during Fire Prevention Week engaging the community about fire prevention.

With chilly weather setting in and lots of holiday cooking on tap, this is the perfect time for some fire safety reminders.

Did you know? According to the National Fire Protection Association, cooking was the leading cause of reported home fires and home fire injuries in 2017-2021; home heating was the second leading cause. Winter months are also the peak time for fire-related deaths; more than half of reported home structure fires occur November through March.

### Cook with Caution Tips

- Avoid unattended cooking. Stay in the kitchen while you are frying, boiling, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- If you are simmering, baking, or roasting food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking.
- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop.

### Home Heating Safety Tips

- Keep anything that can burn at least three feet away from heating equipment like space heaters, fireplaces, wood-burning stoves and furnaces.
- Turn portable heaters off when leaving the room or going to bed.
- Plug space heaters directly into an outlet, not a power strip or multi-plug.
- Inspect heating equipment and clean chimneys every year. HVFD loans chimney brushes!
- Do not overload extension cords or outlets and do not place an electrical cord under a rug. Dispose of older, fraying extension cords.



For Fire Prevention Week, HVFD hosted Connections Home School students from pre-K to 3rd grade for a tour of the station, and joined Kachemak Emergency Services at Spenard Builders Supply. Big shouts out and thanks to Connections families and the community for spending time with HVFD and learning more about Fire Safety!

### Facts About Smoke Alarms



In the U.S., **62%** of home fire deaths resulted from fires in homes with inoperable smoke alarms or no smoke alarms.

In the reported home fires in which the smoke alarms were present but did not operate:



**50%** of the smoke alarms had missing or disconnected batteries. Nuisance alarms were the leading reason for disconnected smoke alarms.



**23%** of the smoke alarm failures was due to dead batteries.



Daylight Savings Time ends November 5th.



When you change your clocks back, change the batteries in your smoke alarms and carbon monoxide detectors, and remind your friends and family to do the same!

# CITY CLERKS

## GIRL SCOUT DEMOCRACY EVENT

On October 13th the City hosted the Girl Scouts for a Democracy Event in the Cowles Council Chambers. The event gave the scouts an in-depth, hands on understanding of how local government works, with the goal of preparing them to become civically engaged citizens who create lasting impact and make the world a more equitable and inclusive place.

Ginny Espenshade of Homer Youth Court led the group through a Bill of Rights activity where they learned about the three branches of government. Then a series of guest speakers discussed the duties of each branch with the group.

Presenters included City Council Member Caroline Venuti and Jenny Martin, Staff to Senator Gary Stevens who discussed duties of the legislative branch of Government, Mayor Ken Castner and City Clerk Melissa Jacobsen who discussed the executive branch; and Homer Superior Court Judge Bride Seifert and Ginny Espenshade who discussed the judicial branch.

The Scouts held an election on the best Girl Scout cookie using the Rank Choice voting system. Thin Mint was selected, but not by a thin margin!

They also conducted a mock City Council meeting where the agenda was to prioritize three capital improvement projects. After taking public comment and hearing staff reports on the three projects, the Girl Scout Councilmembers voted and ranked the City Hall Accessibility project as their top choice, followed by Pioneer Avenue sidewalks and Karen Hornaday Park Improvements. The afternoon was fun and educational for all.



*Homer Girl Scouts participating in the Democracy Event pose for a photo with City Clerk Jacobsen.*



*Ginny Espenshade introduces the Bill of Rights.*



*Scouts held a mock City Council meeting, complete with public testimony, staff reports and a Council vote.*

# PORT & HARBOR



## HOMER HARBOR EXPANSION STUDY UPDATE

At the **Monday, October 23 Committee of the Whole meeting**, City Council discussed the current status of the Homer Harbor Expansion General Investigation (the “study”) and began considering next steps. The United States Army Corps of Engineers (USACE) Project Development Team (PDT), upon reaching the Alternatives & Measures Milestone, recalculated the tasks to be completed in the study and added geotechnical analysis and ship simulation. These tasks were added so that the PDT would have sufficient data to produce a more accurate design and more reliable cost estimate on which to base decisions regarding advancement of the Homer Harbor Expansion. These new elements increase the study’s cost to \$4.15M. The PDT is seeking concurrence on the revised plan from their headquarters, and from the City of Homer.

Concurrently, the study is facing a Federal funding gap and, consequently, a work slow down and potential pause. Due to misunderstandings on the Federal level about the source of Federal continuation funding for the study, it was not included in the USACE FY24 Workplan or President’s FY24 Budget. The USACE is pursuing funding in the President’s FY25 Budget, which, if successful would allow the study to resume in October 2024.

During the Committee of the Whole conversation, City Council discussed these matters, potential sources of additional match funds (should Council decide to continue with the study), and they assigned two City Council Champions, Rachel Lord and Storm Hanson. The Council Champions are working with Mayor Castner and administrative staff on a Resolution outlining next steps to be considered at an upcoming Council meeting.

The USACE PDT indicated that if concurrence with the amended plan is approved, they would continue to advance study efforts at a much reduced pace during a study reduction of work period at the beginning of the next calendar year. They would continue their work related to economic, environmental and geotechnical data collection, including approval of an economic survey, preparations and permits necessary for environmental field work and development of a Geotechnical Drilling Plan.

# POLICE

## NOVEMBER CHARITABLE EVENTS

To help make the holiday season a bit brighter for families in need of a little extra support, the Police Department is participating in two charitable events: No-Shave November and a Toy Drive.

No-Shave November is a fundraiser that encourages participants to donate the money they’d normally spend on grooming supplies, such as razor blades and shaving cream, to a local charity. Participating HPD personnel will each pay \$25 per week in November. The final proceeds will be donated, while the winner with the most hair growth will get bragging rights for the year!

HPD is also partnering with the Homer Chamber of Commerce for a toy drive. Community members can drop off new, unwrapped gifts of toys for families in need at the Homer Chamber or Police Department to be given to area families in need. The event kicks off on Shop Local Weekend and will run through December 15. Call the Chamber at 907-235-7890 or [visit their website](http://www.homerchamber.com) for more information.





# COMMUNITY RECREATION

## CROSS OVER EVENT KICKS OFF UPCOMING WINTER RECREATION SEASON

Join Homer Community Recreation on Wednesday November 8th at Homer High School for a fun night of community connection, bargain shopping, film, food and good times. The event starts at 5:30 pm and concludes with the Mountainfilm Fest at 7 pm!

### SKI & WINTER GEAR SWAP

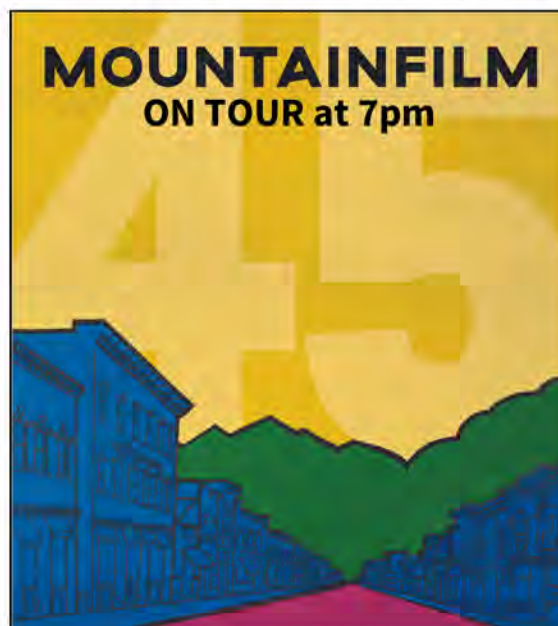


Bring your winter gear to barter, sell or give away! Find the equipment and/or gear you need. Winter clothing, winter gear, skates, snowboards, and of course skis, are welcome. This is free event; no businesses please.

Bring all of your skis and snowboards to get them waxed by the Homer High Cross Country Ski Team for a small fee; this is one of their important fundraisers.

### THEN KICK BACK AND RELAX IN THE MARINER THEATER TO WATCH AMAZING DOCUMENTARY FILMS.

Mountainfilm showcases nonfiction stories about environmental, cultural, climbing, political and social justice issues that matter. Mountainfilm goes beyond exceptional film medium by bringing together world-class athletes, change makers and visionary artists for a multi-dimensional celebration of indomitable spirit, aiming to inspire audiences to create a better world.



### DINNER & DESSERT FUNDRAISERS



Plan to stay for dinner and support a great cause!

Homer Wilderness Leaders (HoWL) will be selling four different delicious soups and bread as a fundraiser to support outdoor adventure programs for youth.

Fantastic dessert selections provided by the Homer Middle School "AK to DC Annual Trip" fundraising group will also be available for purchase.

Mountainfilm is hosted by Homer Community Recreation.

Tickets are available for purchase at the Homer Mariner Theater door for \$10.

[Click HERE](#) to read descriptions of the nine short films being featured this year.

## CITY STAFF OCTOBER ANNIVERSARY

Charles Lee completed his third year with the Homer Police Department last month. Thank you for the dedication, commitment, and service you've provided the City and taxpayers of Homer over the years. You all are an integral part of what makes the City of Homer a great place to work.

# SHOUT OUT TO HOMER ANIMAL SHELTER

National Animal Shelter Appreciation Week is November 5-11, a time to recognize often unsung heroes in our communities--local animal shelters. Shelter organizations work tirelessly to provide care, love, and a second chance to countless animals in need. This newsletter issue shines a spotlight on Homer's very own Alaska Mindful Paws, honoring their incredible work at the Homer Animal Shelter, their contributions to the welfare of animals, and commitment to making our world a better place for all.

At the heart and soul of Alaska Mindful Paws is a team of dedicated staff and volunteers who devote time and resources and outstanding service to the public and to animals, providing shelter, medical care, and socialization.



Mindful Paws staff  
from left,  
Jillian Rogers,  
Carly Ott and  
Rebecca Bartee

Since January 2023, more than 70 animals (of all kinds!) found new adoptive homes and nearly 80 dogs and cats were returned to their owners. Staff have responded to a whopping 240 animal control calls to assist with public safety. And that's just through mid-October! They have also had to euthanize six animals, and while that decision is never taken lightly, helping animals cross over the Rainbow Bridge is sometimes a necessary last act of kindness. The shelter's save-rate remains high at just over 96 percent.

Mindful Paws' mission goes beyond providing a temporary home for animals. They work closely with City of Homer staff, City Council and the fine folks at the Homer Police Department to raise awareness and implement policies supporting responsible pet ownership. This summer, they worked with Councilmember Rachel Lord and City Clerk Melissa Jacobson to revise Title 20 in City Code. With guidance from the city's attorney and police chief, the City now has an updated, more effective animal control code.

Shelter staff also hosted national representatives from the Society for the Prevention of Cruelty to Animals who were in Alaska visiting municipal shelters. Homer Animal Shelter received rave reviews for up-to-date policies and procedures, cleanliness, outreach programs and overall daily functions.



Staff have also resumed education and outreach – post covid – at various community events. Homer Animal Friends, the non-profit that helps support the shelter, is as involved as ever helping with spay and neuter costs and clinics.



## SHOW YOUR APPRECIATION!

As National Animal Shelter Appreciation Week approaches, we encourage our community to show their support for Homer's Animal Shelter. Whether through donating, adopting, or simply stopping in to socialize with the animals during open business hours, every small effort makes a big difference!

### Donate to the Shelter

Donations, whether monetary or in-kind, are always welcome. Items such as pet food, cat beds and litter, enrichment toys, and cleaning supplies like paper towels, bleach and disinfecting wipes are welcome. Monetary donations can help defray care costs or sponsor an animal's adoption fee. To donate go to <https://www.alaskamindfulpaws.org/>.

### Adopt an Animal

If you're considering adding a furry member to your family, consider adoption. Adopting from the shelter gives an animal a second chance at a loving home.

# CITY OF HOMER ROSTER

**Mayor** - Ken Castner (2024)

## City Council

Donna Aderhold (2024)  
Jason Davis (2025)  
Shelley Erickson (2024)  
Storm P. Hansen-Cavasos (2025)  
Rachel Lord (2026)  
Caroline Venuti (2026)

## City Staff Leadership

Rob Dumouchel, City Manager  
Melissa Jacobsen, MMC, City Clerk/Deputy Director of Administration  
Mark Robl, Chief of Police  
Bill Jirsa, Chief Technology Officer  
Julie Engebretsen, Economic Development Manager  
Elizabeth Walton, Finance Director  
Mark Kirko, Fire Chief  
Dave Berry, Library Director  
Andrea Browning, Personnel Director  
Bryan Hawkins, Port Director  
Jan Keiser, Public Works Director/City Engineer  
Ryan Foster, City Planner  
Mike Illg, Community Recreation Manager

## Commissions and Boards

ADA Advisory Board  
Economic Development Advisory Commission  
Library Advisory Board  
Parks, Art, Recreation and Culture Advisory Commission  
Planning Commission  
Port and Harbor Advisory Commission

# MUNICIPAL ART COLLECTION



*Green Trees*, a water color painted by Diana Tillion graces the wall of Cowles Chambers at City Hall.

Learn more about the municipal art collection at:  
[www.cityofhomer-ak.gov/prac/city-homer-municipal-art-collection](http://www.cityofhomer-ak.gov/prac/city-homer-municipal-art-collection)

## STAY CONNECTED TO CITY COUNCIL

Go to [cityofhomer-ak.gov/cityclerk/stay-connected-city-council](http://cityofhomer-ak.gov/cityclerk/stay-connected-city-council) to find instructions on how to listen, provide testimony, and participate in the meetings via Zoom.

### November UPCOMING MEETINGS

1	5:30 pm	Planning Commission Worksession
1	6:30 pm	Planning Commission Regular Meeting
8	5:30 pm	Port & Harbor Advisory Commission Regular Meeting
9	5 pm	ADA Advisory Board Regular Meeting
10	6 pm	Economic Dev. Advisory Commission Regular Meeting
13	5:00 pm	City Council Committee of the Whole
13	6:00 pm	City Council Regular Meeting
14	6:0 pm	Economic Dev. Advisory Commission Regular Meeting
16	4:30 pm	Parks, Art, Rec & Culture Commission Worksession
16	5:30 pm	Parks, Art, Rec & Culture Commission Regular Meeting
21	5:30 pm	Library Advisory Board Regular Meeting
27	4 pm	City Council Worksession - Recreation
27	5 pm	City Council Committee of the Whole
27	6 pm	City Council Regular Meeting

147

## JOIN OUR TEAM

- Find current job listings for the City of Homer
- Sign up for Job Alerts
- Apply Online at:  
[cityofhomerak.applicantpro.com/jobs](http://cityofhomerak.applicantpro.com/jobs)

### CURRENT JOB LISTINGS

- [Assistant or Associate Planner](#)
- [Building Custodian](#)
- [Harbor Officer I](#)



### ABOUT THIS NEWSLETTER

The City of Homer Newsletter is published monthly. For questions or comments, please contact the Office of the City Manager at [citymanager@ci.homer.ak.us](mailto:citymanager@ci.homer.ak.us).

### City of Homer

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