



## Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

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

# City of Homer Agenda

**Port & Harbor Advisory Commission Regular Meeting**

**Wednesday, April 27, 2022 at 5:00 PM**

**Cowles Council Chambers In-Person & via Zoom Webinar**

**Webinar ID: 954 2610 1220 Password: 556404**

**Dial: 346-248-7799 or 669-900-6833; (Toll Free) 888-788-0099 or 877-853-5247**

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

**AGENDA APPROVAL**

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

**RECONSIDERATION**

**APPROVAL OF MINUTES**

A. March 23, 2022 Regular Meeting Minutes

**Page 3**

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

A. Update on Workforce Housing Issue – Julie Engebretsen, Economic Development Manager

**STAFF & COUNCIL REPORT / COMMITTEE REPORTS**

A. Port & Harbor Staff Report for April 2022

**Page 9**

B. Port & Harbor Budget/Financial Report

**Page 11**

C. Homer Marine Trades Association Report

**Page 14**

**PUBLIC HEARING**

**PENDING BUSINESS**

A. Homer Spit Parking Plan Discussion

**Page 16**

i. Updated/Revised HDL Parking Study Final Report

**Page 18**

ii. Current Spit Parking Map

**Page 44**

**NEW BUSINESS**

A. Annual Review of Strategic Plan & PHC Policies/Bylaws

**Page 45**

i. 2021-2022 PHC Strategic Plan

**Page 46**

ii. PHC Bylaws - Adopted November 8, 2021

**Page 48**

## INFORMATIONAL MATERIALS

- [A.](#) Memo 22-045 Bruce Friend Appointment to PHC Info **Page 52**
- [B.](#) Ordinance 22-19(A) Engaging R&M Consultants for Port Infrastructure Development Program (PIDP) Grant Application Assistance for Float Replacement Project **Page 57**
- [C.](#) Resolution 22-028 Approving Copper River Seafoods' Amended Property Development Plan **Page 59**
- [D.](#) Port & Harbor Monthly Stats for March 2022 **Page 61**
- [E.](#) Water/Sewer Bills Report **Page 62**
- [F.](#) Ice & Crane Report **Page 63**
- [G.](#) Dock Activity Report **Page 64**
- [H.](#) PHC 2022 Meeting Calendar **Page 67**

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

## COMMENTS OF THE CITY STAFF

## COMMENTS OF THE COMMISSION

## ADJOURNMENT

Next Regular Meeting is **WEDNESDAY, MAY 25, 2022 at 6:00 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.

Session 22-03, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Crisi Matthews at 5:00 p.m. on March 23, 2022 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. Commissioner Erickson submitted his resignation February 24, 2022.

**PRESENT:** COMMISSIONERS ZEISET, MATTHEWS, SIEKANIEC, SHAVELSON, ULMER, PITZMAN, STUDENT REPRESENTATIVE STONOROV

**STAFF:** PORT DIRECTOR/HARBORMASTER HAWKINS  
DEPUTY CITY CLERK TUSSEY

The Port and Harbor Advisory Commission held a worksession from 4:03 p.m. to 4:57 p.m. prior to the meeting and was facilitated by Finance Director Walton on the Port and Harbor Budget.

#### **AGENDA APPROVAL**

ULMER/ZEISET MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

#### **PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**

Doug Van Patten, city resident, spoke to Homer Spit parking issues and shared some of his concerns and solutions to remedy the problems.

Jackie Eisenberg introduced herself as the Fleet Manager for Copper River Seafoods and was available for questions regarding their development proposal.

#### **RECONSIDERATION**

#### **APPROVAL OF MINUTES**

A. February 23, 2022 Regular Meeting Minutes

ULMER/ZEISET MOVED TO APPROVE THE FEBRUARY 23<sup>RD</sup> REGULAR MEETING MINUTES.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

#### **VISITORS/PRESENTATIONS**

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

A. Port & Harbor Staff Report for March 2022

Port Director Hawkins spoke to his written staff report, highlighting notable meetings with State representatives, his trip to Juneau to lobby for Port Expansion Project funding, and answered questions regarding the matching funds at the federal level for the Harbor Expansion Project and operational events that took place in the harbor.

B. Homer Marine Trades Association Report

Commissioner Zeiset reported on an article First National Bank of Alaska issued out that spotlighted Northern Enterprise Boat Yard's recent expansion and captures what marine trade businesses are doing here in Homer. Marine classes are still going on at the college.

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

- A. Copper River Property Development Proposal & Lease Amendment
- i. 2022 Copper River Property Development Proposal
  - ii. Exhibit E – Copper River's Current Property Development Plan per Lease

Chair Matthews introduced the item by reading the title and deferred to Port Director Hawkins, who provided a brief overview of the proposal. Chair Matthews clarified with Deputy City Clerk Tussey that a motion to suspend the rules was needed to allow Ms. Eisenberg to speak.

ULMER/ZEISET MOVED TO SUSPEND THE RULES TO ALLOW THE APPLICANT TO SPEAK.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Jackie Eisenberg, Fleet Manager, explained Copper River Seafood's property development plan and what improvements to the buildings on the property they have made so far. Mr. Hawkins responded to questions from commissioners regarding the original lease, whether the rent will change, if the amendments meet the requirements of the prior lease, and how according to the lease any structures would become City property once a lease ends and the tenant has the option to take any of their property with them.

SIEKANIEC/ULMER MOVED TO APPROVE COPPER RIVER SEAFOOD'S LEASE AMENDMENT AND PROPERTY DEVELOPMENT PLAN PROPOSAL AND RECOMMEND ADOPTION BY CITY COUNCIL.

Commissioner Shavelson inquired with Ms. Eisenberg if there was any consideration for worker housing. She responded that living quarters was not allowed out there, only a nightly watchman, but the bathhouse/restroom/laundry facilities was critical for their fishermen and crew with the added benefit of not having to rely on the City's public bathrooms.

Discussion ensued between staff and the commissioners on how housing on the Homer Spit is a zoning and code issue. Mr. Hawkins opined that this topic will become more critical and not just for the summer season but for workers who work late midnight shifts and should not drive due to safety

reasons. Deputy City Clerk Tussey suggested they could have the topic on a future agenda to make a recommendation to the Planning Commission and City Council.

VOTE: YES: ZEISET, PITZMAN, ULMER, SIEKANIEC, SHAVELSON, MATTHEWS

Motion carried.

Chair Matthews provided a point of protocol regarding how she and the staff liaison set the agenda, and that if any commissioner wishes to have an item on the agenda they can reach out to either of them.

B. Port & Harbor Budget

Chair Matthews introduced the item by reading the title, recapped what took place at their earlier worksession with Finance Director Walton, and opened the floor for discussion.

Commissioners discussed their takeaways from the worksession and shared what other items they would like to see at their monthly meetings. Items include:

- The same monthly financial reports that Port Director Hawkins receives included in their meeting packets; a new running agenda item under staff reports could be established for said reports and for any budget/financial updates as they come up.
- Continuation of budget training opportunities such as the worksession they just had.
- Provide copies of the complete City budget that commissioners can bring with them to each meeting.

The commission unanimously requested to have another budget worksession at 4:00 pm before the April regular meeting. In response to Chair Matthews, Deputy City Clerk Tussey recommended commissioners forward their questions or budget items they would like more information on to Mr. Hawkins the Friday before the next agenda deadline to give staff time to compile everything.

C. Port Infrastructure Development Grant Program (PIDP) for Float Replacement

- i. Port of Homer Asset Sheet for Float Systems
- ii. R&M Proposal for PIDP Grant Development & Submission Management

Chair Matthews introduced the item by reading the title and deferred to Port Director Hawkins.

Mr. Hawkins explained the results from the harbor float asset assessment. While they have been talking about a replacement plan for years they're still a ways away from making those repairs possible due to the floats getting worse faster than the Harbor Enterprise is able to save up the replacement costs in reserves. Chair Matthews spoke to the work harbor staff accomplished to get the grant and R&M hiring proposal together that was currently in front of the commission and City Council. She explained the time restrictions that they need to meet to make the grant and budget cycles/deadlines and what action would be needed from the commission at this time.

SHAVELSON/ULMER MOVED TO RECOMMEND TO CITY COUNCIL THAT R&M BE HIRED FOR PORT INFRASTRUCTURE DEVELOPMENT GRANT PROGRAM GRANT DEVELOPMENT AND SUBMISSION MANAGEMENT ON HOMER'S BEHALF.

Commissioner Shavelson commented on how vital it is that we stay ahead of the float replacement improvements, and how this proposal sounds like an opportunity to do so.

Discussion ensued between commissioners and Mr. Hawkins on the following:

- How it is a great funding opportunity that has not been offered by other grant programs.
- The grant application process itself and if they get the grant what that would mean for funding repairs.
- Importance of all the photos; when commissioners talk to public it's good to have visual references to show how bad the floats have gotten.
- The need to take care of our existing infrastructure, especially in the face of all this planning to build an expanded harbor.
- What the float replacement priorities are if they receive the funding and if it included other floats like the Fish Dock; there are no limitations to the funding source but the focus would be on the float and mooring systems since they're the most foundational of the harbor.
- How much funding the Enterprise has now and how other kinds of funds (i.e. federal, state, other grants) can be used for matching.

VOTE: YES: SIEKANIEC, MATTHEWS, ZEISET, SHAVELSON, PITZMAN, ULMER

Motion carried.

Chair Matthews commented on how this grant proposal will be before City Council at their March 29<sup>th</sup> regular meeting, and encouraged the commissioners to attend and voice their support. Commissioner Siekaniec inquired with Mr. Hawkins regarding his spending authority per the City's Procurement Policy.

- D. Parking – HDL Homer Spit Parking Final Technical Report
- i. September 2021 PHC Meeting Minutes Excerpt
  - ii. HDL Homer Spit Parking Final Technical Report

Chair Matthews introduced the item by reading the title. She recapped when the commission had last reviewed HDL Engineering's Spit Parking Study and what changes they made by comparing the new study and the older one from September 2021.

Port Director Hawkins explained how the study will be going before Council in April and this is the commission's opportunity to make additional comments or recommendations. He spoke to Port and Harbor staff's suggested parking implementations for spring 2022, outlined in his memo, that are based on the study results and what harbor staff has already implemented.

Discussion ensued on ways to go about implementing a parking plan, what commissioners would like to see happen, and the timeline they would like to see those changes take place on.

SHAVELSON/ZEISET MOVED TO SUPPORT PORT AND HARBOR STAFF'S SUGGESTED PARKING IMPLEMENTATION PLAN FOR SPRING 2022 AND RECOMMEND CITY COUNCIL AUTHORIZE THE IMPLEMENTATION OF SAID PLAN AND ITS NECESSARY FUNDING FROM PORT AND HARBOR RESERVES.

Commissioner Ulmer voiced concerns that merchants on the Spit need parking in front of their businesses. Commissioner Zeiset concurred and shared his experiences as a business owner.

There was discussion on the motion and if it meets staff's parking implementation plan. Mr. Hawkins shared his plan to work with other departments, such as Public Works, to pull financial resources together for the funding of the implementation plan. They would then go to City Council to acquire additional funds from the harbor reserves.

Commissioner Siekaniec wished to make a motion to implement a paid parking plan as identified in HDL's parking study; Deputy City Clerk Tussey noted there was a motion already on the floor and verified that he was not making an amendment. She reiterated harbor staff's request for support for the spring 2022 implementation plan and how the current motion accomplishes that.

Commissioner Pitzman opined how these three steps recommended by staff will create new parking in two different areas and somewhat alleviate the parking situation, and voiced his support.

VOTE: YES: MATTHEWS, SIEKANIEC, ULMER, SHAVELSON, ZEISET, SHAVELSON

Motion carried.

SIEKANIEC/ULMER MOVED TO RECOMMEND CITY COUNCIL APPROVE FUNDING TO IMPLEMENT A PAID PARKING PROGRAM IN THE GRAVEL LOT BETWEEN RAMPS 3 AND 4 AS OUTLINED IN HDL'S PARKING STUDY BY JULY 1, 2022.

Commissioner Pitzman voiced his support for the concept and his concerns. He believes the timeline is too quick and referenced a past comment made by Mr. Hawkins to plan it for 2023, but he understands where they are coming from and is in support of the concept.

Chair Matthews suggested that if this recommendation was to go forward and it became paid parking, that they have enough time to establish provisions for stall lessees such as an annual paid parking pass.

Discussion ensued on planning out parking provisions for various harbor user groups, how the plan could be implemented, and what would work and what isn't feasible by July 1<sup>st</sup>. Commissioners agreed to stay with the current recommendation and have the topic on the next meeting agenda to continue working out the details. There was further discussion on the historical aspect of paid parking implementation on the Spit and what past decisions have progressed us to this point, current rates and some of their suggested rates/changes to the parking kiosks, and the timeline that this study will be going before Council.

Commissioner Pitzman commented that they are putting this recommendation to Council because of the timing, and the commission will then flesh out the feasibility. His only concern is with the timing, not the motion itself, but he is fine with supporting it under the circumstances.

Commissioner Siekaniec clarified with Mr. Hawkins that if Council approves the appropriation but during detail planning the commission determines they don't need it, then they would need to explain to Council why.

VOTE: YES: ULMER, SHAVELSON, ZEISET, MATTHEWS, PITZMAN, SIEKANIEC

Motion carried.

### **INFORMATIONAL MATERIALS**

- A. Letter & Certificate of Recognition for Commissioner Erickson
- B. Port & Harbor Monthly Stats for February 2022
- C. Water/Sewer Bills Report
- D. Ice & Crane Report
- E. Dock Activity Report

F. PHC 2022 Meeting Calendar

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

Port Director Hawkins thanked everyone for a great meeting, their patience, and leadership.

Deputy City Clerk Tussey noted the PHC vacancy due to Commissioner Erickson's resignation and that the Clerk's Office had received appointment applications. The selected person happened to be in the audience and their appointment is expected to be confirmed at the upcoming Council meeting.

**COMMENTS OF THE COMMISSION**

Student Representative Stonorov thanked the commission for having her.

Commissioner Zeiset thanked Port Director Hawkins for all the hard work that went into the packet. He commented the more parking area pictures the better as they are awesome references for when discussing the parking issues. He commended Chair Matthews for a nice job running the meeting.

Commissioner Siekaniec thanked everyone.

Commissioner Pitzman apologized to the commission for missing the last meeting as he was in Kodiak for emergency repairs after his vessel the Kona Kai ran aground. He was happy to report that they pulled into the Homer Harbor repaired early this morning. He thanked everyone for the good meeting.

Commissioner Shavelson voiced his appreciation for having Ms. Stonorov there as their student representative. He noted that while this is only his second meeting, he is impressed with how professional and knowledgeable staff is, and thanked Chair Matthews for running a wonderful meeting. He reiterated his request that worker housing be on the next PHC agenda.

Commissioner Ulmer thanked Student Representative Stonorov for being a willing representative and Chair Matthews for a really well job done. In response to her request for the new PHC appointee's name, Bruce Friend briefly introduced himself from the audience.

Chair Matthews thanked everyone for their patience with the full agenda. She cannot promise they won't be this full going forward but she opined they need to get some things in order for this Port Expansion Project and their budget goals.

**ADJOURNMENT**

There being no further business to come before the Commission, Chair Matthews adjourned the meeting at 6:40 p.m. The next regular meeting is scheduled for Wednesday, April 27, 2022 at 5:00 p.m. and a Worksession at 4:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

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





## **APRIL 2022 PORT & HARBOR STAFF REPORT**

### **1. Administration**

Staff met with:

- Rob Dumouchel, City Manager and other Dept. Head staff- leadership team/dept. head meetings
- Homer staff and Council members- Council Visioning/planning sessions
- John Daley, R&M Consulting- Re New Fish Grinder building engineered drawings/plans
- Bruce Lambert, MARAD (videoconference)- Re AAHPA topics, Alaska DOT support, and AMH Program
- Jacob Caldwell, Kenai Aviation, Mayor Castner, and Rob Dumouchel, City Manager- Re Airport leasing matters
- Crisi Matthews, Port Commission Chair- Re planning for next PHC meeting agenda
- Elizabeth Walton, Finance director- Re Port finance discussion
- John Daley, R&M (videoconference)- Re Homer grant support
- Abbie Lyons, staff member for Senator Murkowski (teleconference)- Re legislative update, upcoming grant symposium information, and Port Expansion Project
- Jenny Carroll, Homer Economic Development and other Municipal government attendees- Attendance of Murkowski hosted Alaskan grant symposium in Anchorage
- Jenny Carroll, Homer Economic Development- Re Homer transportation projects
- Devin O'Brien and Cassidy Hobbs, staff from Senator Murkowski's office- Re discussion on homeland security and judicial topics

### **2. Operations**

**Ramps 1-4 & 8:** Operations staff commenced work on the paved parking lots that provide access to the float systems above ramps 1 through 4 and ramp 8 during the last week of March. Vehicles were removed from the lots, allowing for a thorough sweeping, by equipment operator Brody Jones, and the removal of two years of sand and gravel accumulation. To take advantage of the clean surfaces and warming temperatures, the port & harbor contracted with Dutch Boy Landscaping for paint striping and stenciling services improving vehicle-space delineation and visibility for ADA dedicated parking spaces. East Road Services installed a drywell at the entrance to the ramp three parking lot which will greatly improve surface water accumulation and run-off in the affected area.

**Gravel Parking Lot Grading:** During the first week of April, operations staff closed off approximately 10 acres of gravel parking lots on the along Homer Spit and Freight Dock Roads to traffic. Once the vehicles were removed, Public Works equipment operators Paul Raymond and Joe Inglis graded the surfaces, filled the potholes, and provided improved direction for surface water run-off.

**Lots 9 & 10 and Outer Dock Road:** Recognizing the intent of the Port & Harbor Advisory Commission to increase public parking capacity on the port facility and the direction of the harbormaster, operations staff commenced on the reorganization of lots 9 & 10, located adjacent to Fish Dock Road. These lots, which have traditionally served as commercial fishing gear storage and lay-down, will now be split into two uses. The northern 1/3 of

the lot will be dedicated to commercial gear storage, while the southern 2/3 of the lot will be dedicated to public parking. Given the reduction of commercial gear storage space in the area of Fish Dock Road, operations staff measured and delineated approximately 10,000 square feet of space along Outer Dock Road, adjacent to the deep water dock cargo storage yard, which will provide an alternate site for commercial gear storage. Permanent signage and parking lot delineation is pending. Public awareness notices have been sent to affected customers with recent commercial gear storage agreements.

**Winter King Salmon Tournament:** Year-long planning and coordination with the Homer Chamber of Commerce is key to facilitating a successful salmon tournament. With 400 vessels and 1,500 anglers, the WKT kicked-off on Sunday, April 10, one day later than scheduled due to postponement for inclement weather. Now more than ever, the event signifies the beginning of the summer recreational boating season as many of the participants arrive for the tournament, but leave their vessels moored for the duration of the summer. It should be noted that port & harbor employees, Mark Whaley, Ricky Borland, and Matt Clarke registered their vessels and fished in the tournament. Matt Clarke's vessel, Mountain Momma, caught an 11.4 lb. king, placing 32nd overall in the tournament. Ricky Borland's vessel, Gondola (owned by brother Randy), caught a 20 lb. king, placing 2nd in the tournament. The fish was caught by Joe Inglis, the equipment operator who helped to grade our parking lots in preparation of hosting the tournament. Congratulations to Joe & Ricky on a successful tournament!

### **3. Ice Plant**

Halibut and Black Cod are continuing arrive at the fish dock this month. There is a steady stream of Charter operations and Tenders loading out for the summer seasons around Western and South Central Alaska. The good weather has the Ice Plant crew doing outside clean up. Finding a summer temp has been hard due to low applicant turnout, but we managed to find a good candidate. We also:

- Returned water service to the Northeastern and Southwestern end of the dock.
- Started our annual Crane Maintenance Program
- Replaced comm wire on Crane #6 due to intermittent problems
- Welcomed New Temp Colby Dimick to the Fish Dock.
- Installed new Ice Plant air compressor.

### **4. Port Maintenance**

From mid-March to mid-April, Port Maintenance was busy with routine maintenance tasks and:

- Gathering, storing, and dispersing items for the City surplus sale
- De-mobilizing snow removal and sanding equipment
- Troubleshooting and repairing electrical issues
- Working with Clarke Management to locate utilities for new HEA lines
- De-winterizing restrooms for Winter Kind Derby
- Gathering additional information for R&M regarding Pioneer Dock damage
- Assisting Operations with boat moves
- Assisting Ice Plant with crane maintenance
- Glidden attended the PCC spring conference

**FUND 400 - PORT & HARBOR ENTERPRISE FUND**  
**REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE**

A/C Num.	Revenue Categories & Descriptions	FY20	FY21	FY22 YTD		FY22	FY23
		1/1/20 - 12/31/20	1/1/21 - 6/30/21	ACTUAL		7/1/21 - 6/30/22	7/1/22 - 6/30/23
		ACTUAL	ACTUAL	\$	%	BUDGET	BUDGET
<b>0600</b>	<b>HARBOR ADMINISTRATION</b>						
4515	Ferry Lease	18,000	9,000	18,000	100.0%	18,000	18,000
4650	Rents & Leases	463,319	211,259	406,511	88.4%	460,000	460,000
	<b>Operating Revenue - Admin</b>	<b>481,319</b>	<b>220,259</b>	<b>424,511</b>	<b>88.8%</b>	<b>478,000</b>	<b>478,000</b>
4527	PERS Revenue	90,217	-	-	0.0%	-	-
4634	Port Storage Fee	99,125	50,537	86,319	94.8%	91,076	92,002
4635	Port Impound Fee	-	-	-	0.0%	-	-
4705	Business Licenses	45	10	10	31.6%	32	34
4801	Interest On Investments	37,796	(3,078)	(10,647)	-45.4%	23,461	24,531
4901	Surplus Property	-	8,767	-	0.0%	3,355	8,014
4902	Other Revenue	-	573	-	0.0%	986	883
	<b>Non-Operating Revenue - Admin</b>	<b>227,184</b>	<b>56,809</b>	<b>75,681</b>	<b>63.6%</b>	<b>118,909</b>	<b>125,464</b>
<b>0601</b>	<b>HARBOR</b>						
4245	Waste Oil Disp	1,139	503	603	46.4%	1,301	1,564
4249	Oil Spill Recovery	109	-	-	0.0%	155	296
4318	Parking Revenue	115,747	80,508	105,521	105.1%	100,418	117,134
4319	Electrical Supplies	2,726	1,554	1,972	96.0%	2,053	2,298
4624	Berth Transient Monthly	587,406	296,811	408,684	67.4%	606,202	625,600
4625	Berth Reserved	1,443,635	752,979	1,552,659	101.0%	1,537,910	1,587,123
4626	Berth Transient Annual	271,277	113,854	278,875	99.6%	279,956	288,914
4627	Berth Transient Semi Annual	127,456	88,268	79,614	60.5%	131,533	135,742
4628	Berth Transient Daily	126,018	74,230	82,157	63.2%	130,049	134,210
4629	Metered Energy	101,891	79,370	147,239	171.2%	86,007	91,546
4644	Pumping	222	-	-	0.0%	237	339
4645	Wooden Grid	4,773	3,959	2,501	42.2%	5,921	6,185
4646	Commerical Ramp	60,233	35,441	33,215	55.4%	60,000	60,000
4647	Berth Wait List	13,309	12,012	10,753	88.9%	12,097	12,055
4648	Steel Grid Fees	8,302	6,512	2,382	25.8%	9,232	9,121
4663	Trans Energy 110v	39,723	14,468	34,516	82.1%	42,063	44,355
4664	Trans Energy 220v	20,310	6,011	7,903	25.3%	31,268	28,194
4665	Trans Energy 208v	196,756	105,604	164,773	112.0%	147,173	153,840
4666	Commerical Ramp Wharfage	44,483	15,310	31,563	75.8%	41,651	44,666
	<b>Operating Revenue - Harbor</b>	<b>3,165,514</b>	<b>1,687,393</b>	<b>2,944,930</b>	<b>91.3%</b>	<b>3,225,225</b>	<b>3,343,182</b>
4802	Penalty/Int	6,265	2,263	4,858	34.0%	14,279	13,598
4902	Other Revenue	70,073	36,259	64,026	88.2%	72,596	71,241
	<b>Non-Operating Revenue - Harbor</b>	<b>76,338</b>	<b>38,523</b>	<b>68,883</b>	<b>79.3%</b>	<b>86,875</b>	<b>84,838</b>
<b>0602</b>	<b>PIONEER DOCK</b>						
4631	USCG Leases	37,087	18,808	35,067	96.9%	36,205	36,808
4637	Seafood Wharfage-PD	-	-	-	0.0%	-	-
4638	PD Fuel Wharfage	169,379	75,257	170,840	73.6%	232,023	232,477
4639	Pioneer Dock - Wharfage	-	-	-	0.0%	-	-
4641	PD Water Sales	16,269	5,652	10,916	111.2%	9,816	9,569
4642	PD Docking	47,906	24,626	34,941	66.4%	52,602	52,285
	<b>Operating Revenue - Pioneer Dock</b>	<b>270,641</b>	<b>124,344</b>	<b>251,765</b>	<b>76.1%</b>	<b>330,646</b>	<b>331,140</b>
<b>0603</b>	<b>FISH DOCK</b>						
4620	Ice Sales	224,991	82,463	210,718	81.7%	258,010	266,797
4621	Cold Storage	21,314	21,724	25,930	149.8%	17,306	17,705
4622	Crane Rental	162,314	88,510	136,205	70.0%	194,544	197,594
4623	Card Access Fees	7,102	3,722	4,975	59.2%	8,398	8,748
4637	Seafood Wharfage	11,890	5,013	13,107	79.5%	16,482	16,795
4700	Other Wharfage Fish Dock	25,812	-	6,694	44.0%	15,206	9,843

**FUND 400 - PORT & HARBOR ENTERPRISE FUND**  
**REVENUE DETAIL BY LINE ITEM, SORTED BY TYPE**

A/C Num.	Revenue Categories & Descriptions	FY20	FY21	FY22 YTD ACTUAL		FY22	FY23
		1/1/20 - 12/31/20	1/1/21 - 6/30/21			7/1/21 - 6/30/22	7/1/22 - 6/30/23
		ACTUAL	ACTUAL	\$	%	BUDGET	BUDGET
	<b>Operating Revenue - Fish Dock</b>	<b>453,422</b>	<b>201,431</b>	<b>397,629</b>	<b>78.0%</b>	<b>509,946</b>	<b>517,482</b>
4206	<b>Fish Tax</b>	<b>71,970</b>	<b>0</b>	<b>66,865</b>	<b>120.9%</b>	55,296	54,760
<b>0604</b>	<b>DEEP WATER DOCK</b>						
4633	Stevedoring	6,245	2,794	8,112	66.4%	12,225	14,080
4637	Seafood Wharfage	-	-	-	0.0%	419	558
4640	Deep Water Dock Wharfage	116,271	18,675	-	0.0%	33,245	37,314
4643	Deep Water Dock Docking	96,863	63,859	94,340	98.3%	96,000	100,000
4668	Dwd Water Sales	20,547	15,454	27,957	139.8%	20,000	25,000
4672	Port Security Revenues	-	-	-	0.0%	-	-
	<b>Operating Revenue - DW Dock</b>	<b>239,926</b>	<b>100,782</b>	<b>130,409</b>	<b>80.6%</b>	<b>161,889</b>	<b>176,953</b>
<b>0605</b>	<b>OUTFALL LINE</b>						
4704	<b>Outfall Line</b>	<b>7,200</b>	<b>2,400</b>	<b>4,800</b>	<b>100.0%</b>	4,800	4,800
<b>0606</b>	<b>FISH GRINDER</b>						
4706	<b>Fish Grinder</b>	<b>6,360</b>	<b>1,040</b>	<b>7,018</b>	<b>97.6%</b>	7,191	7,998
<b>0615</b>	<b>LOAD AND LAUNCH RAMP</b>						
4653	L & L Ramp Revenue	128,259	74,855	67,983	53.7%	126,483	126,663
	<b>Operating Revenue - L &amp; L Ramp</b>	<b>128,259</b>	<b>74,855</b>	<b>67,983</b>	<b>53.7%</b>	<b>126,483</b>	<b>126,663</b>
	<b>Total Revenues</b>	<b>5,128,133</b>	<b>2,507,836</b>	<b>4,440,474</b>	<b>87%</b>	<b>5,105,259</b>	<b>5,251,279</b>
	<b>Net Surplus (Deficit)</b>	<b>768,733</b>	<b>521,089</b>	<b>1,808,440</b>		<b>0</b>	<b>0</b>

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

A/C Num.	Expenditure Categories & Descriptions	FY20	FY21	FY22 YTD		FY22	FY23
		1/1/20 - 12/31/20	1/1/21 - 6/30/21	ACTUAL		7/1/21 - 6/30/22	7/1/22 - 6/30/23
		ACTUAL	ACTUAL	\$	%	BUDGET	BUDGET
	Salaries and Benefits						
5101	Salary and Wages	1,170,091	538,123	863,024	77.8%	1,108,734	1,210,211
5102	Fringe Benefits	277,587	318,951	450,976	66.1%	682,023	737,330
5103	Part-time Wages	59,170	43,425	70,385	51.5%	136,721	146,292
5104	Part-time Benefits	7,953	5,054	8,162	51.8%	15,742	16,844
5105	Overtime	29,013	11,473	25,918	68.6%	37,762	37,766
5107	Part-time Overtime	1,120	142	843	21.7%	3,879	3,879
5108	Unemployment Benefits	13,405	3,465	348	0.0%	-	-
5112	PERS Relief	90,217	-	-	0.0%	-	-
	Total Salaries and Benefits	1,648,557	920,633	1,419,656	71.5%	1,984,860	2,152,322
	Maintenance and Operations						
5201	Office Supplies	2,668	1,472	2,173	51.7%	4,200	4,200
5202	Operating Supplies	17,131	8,783	13,087	50.3%	26,000	26,000
5203	Fuel and Lube	33,044	21,026	28,227	80.0%	35,300	36,300
5204	Chemicals	2,983	6,060	1,341	22.3%	6,000	6,000
5207	Vehicle and Boat Maintenance	27,030	(1,710)	15,358	61.4%	25,000	25,000
5208	Equipment Maintenance	51,852	20,729	22,968	36.5%	63,000	63,000
5209	Building & Grounds Maintenance	30,380	14,304	19,902	32.1%	62,000	62,000
5210	Professional Services	15,560	15,245	11,201	64.0%	17,500	17,500
5211	Audit Services	22,668	5,450	24,751	67.5%	36,686	38,520
5213	Survey and Appraisal	4,850	-	-	0.0%	33,000	12,500
5214	Rents & Leases	6,570	1,375	2,391	34.2%	7,000	7,000
5215	Communications	7,875	3,381	11,727	146.6%	8,000	8,000
5216	Freight and Postage	5,070	68	2,561	46.6%	5,500	5,500
5217	Electricity	607,698	309,842	231,858	39.2%	591,546	650,701
5218	Water	87,092	23,147	55,648	55.9%	99,581	99,581
5219	Sewer	10,612	4,071	9,730	69.4%	14,018	14,018
5220	Refuse and Disposal	49,062	27,326	29,643	46.8%	63,300	63,300
5221	Property Insurance	54,891	30,344	64,722	100.0%	64,722	71,194
5222	Auto Insurance	10,558	5,105	10,007	107.1%	9,341	10,275
5223	Liability Insurance	16,095	29,030	63,433	135.2%	46,918	51,610
5227	Advertising	3,833	432	5,510	78.7%	7,000	7,000
5228	Books and Subscriptions	-	-	26	0.0%	-	-
5231	Tools and Equipment	10,876	5,595	6,877	43.8%	15,700	15,700
5235	Membership Dues	4,089	3,710	5,093	72.8%	7,000	7,000
5236	Transportation	3,888	-	4,098	44.5%	9,200	9,200
5237	Subsistence	2,485	285	5,080	87.0%	5,837	5,837
5238	Printing and Binding	1,342	178	-	0.0%	3,500	3,500
5248	Lobbying	-	10,500	17,500	79.5%	22,000	22,000
5249	Oil Spill Response	1,338	-	990	99.0%	1,000	1,000
5250	Camera Area Network	1,651	214	8,584	47.7%	18,000	18,000
5252	Credit Card Expenses	81,339	24,727	55,820	62.7%	89,000	89,000
5256	Waste Oil Disposal	36,526	17,976	11,225	24.9%	45,000	45,000
5258	Float and Ramp Repairs	17,421	5,661	8,289	33.2%	25,000	25,000
5287	Electrical Supplies	2,937	914	2,326	110.8%	2,100	2,100
5601	Uniform	6,714	3,198	6,311	66.4%	9,500	9,500
5602	Safety Equipment	7,278	1,552	4,703	31.4%	15,000	15,000
5603	Employee Training	1,235	100	7,483	83.1%	9,000	9,000
5606	Bad Debt Expenses	9,709	40,151	13,864	46.2%	30,000	30,000
5608	Debt Payment-Interest	111,830	66,650	11,700	0.0%	-	-
5627	Port Security	1,000	-	-	0.0%	2,500	2,500
5635	Software	-	-	-	0.0%	4,000	4,000
5637	Diving Services	10,269	-	4,350	51.2%	8,500	8,500
5638	Signage Parking Delineation	12,781	14,897	5,939	38.3%	15,500	15,500
	Total Maint. and Operations	1,392,232	721,788	806,495	51.6%	1,562,949	1,616,536
	C/O and Transfers						
5106	Leave Cash Out	31,457	20,620	66,243	100.0%	66,243	62,025
5241	GF Admin Fees	579,038	-	-	0.0%	-	-
5990	Transfers To	708,116	323,705	335,718	22.5%	1,491,207	1,420,397
	Total Others	1,318,611	344,325	405,882	26.1%	1,557,450	1,482,422
	Total	4,359,400	1,986,747	2,632,034	51.6%	5,105,259	5,251,279

**Homer Marine Trades Association  
Regular Board Meeting  
March 22, 2022  
Moore Residence**

Call to Order: The meeting was called to order by President Aaron Fleenor at 6:24 p.m.

Officers/Directors present: Aaron Fleenor, Cinda Martin, Jen Hakala, Kate Mitchell, Bruce Friend and Claire Neaton. Mark Zeiset, Eric Engebretsen, Matt Alward and Josh Hankin-Foley were absent/excused. A quorum was established.

No guests present.

Harbor Master's Report – Bryan emailed an update on the harbor expansion project; stating that we did not make it into the 2022 Corps budget, pushing to get in the 2023 budget; he is heading back to Juneau next month to lobby for our share of GI study funding into the State's 2022 DOT budget; turning attention to the fed infrastructure funding for a large harbor float replacement grant which will be on the next council agenda.

Approval of Agenda: Added Back to the Bay report and Mitsubishi Lunch & Learn to the Agenda. Kate Mitchell moved to accept the Agenda as amended, 2<sup>nd</sup> and carried.

Approval of Minutes of the February 8<sup>th</sup> meeting: Motion by Claire Neaton to approve the minutes as written, 2<sup>nd</sup> and carried.

Treasurer's Report: Jen presented a current Statement of Financial Position and A/Rs, copies attached for the record. She stated that she continues to have issues with the Quick Books online A/Rs. AP is \$4,800 which is the remainder of Fish Expo 22. Two 100-Ton course reimbursements have been paid to date @ \$1,400 total.

Committee Reports:

- Advertising – Kate presented the two ads in print for the year; NEBY is featured in Fisherman's News! She submitted a request to the City of Homer for the magazine ads and received payment. Will update the logo in the next issue of Pacific Fishing.
- Website/Social Media – Josh continues to update member information as an admin of the site; Grady also has agreed to update our site and social media but will need content ready to post
- Workforce Development –
  - FOLs – Paul Fleenor is on the schedule for 3/23; Aaron is working on field trips and will schedule 3/30 with Walter for the boat yard, Jen will do a field trip at NOMAR on 4/6, Salmon Sisters will take 4/27. Bruce will talk to Eric at Bay Welding to see if he'll take either 4/13 or 4/20. Aaron will check with Josiah at Bulletproof Nets.
  - KPC Courses – no report
- Scholarship – Cinda reported a total of \$1,594 in KPC scholarships issued year to date with a request for an online 100-Ton course reimbursement that just came in. The remaining balance, between HMTA Budget and Rotary funds (not yet requested), is \$1,965. We also have 1 request from Filip Reutov who is attending a Marine Survey certification course in FL. Discussion on how to assist. Could come from Rotary funds, request Aleutian Harvester funds and/or spring

scholarship. Will wait to see how many applications are received in April before deciding how to proceed.

- Back to the Bay – Kate reported that the wooden sail boat will set sail from the Homer Harbor on July 5<sup>th</sup>, 2022. A send-off party is being planned.

#### Old Business:

- Anchorage Boat Show recap – great showing for Homer, could have been the Homer Boat Show; attendance was steady but not overwhelming. Space was half of normal and advertising seemed light. HMTA broke even on the cost of the show once participating members pay their invoices. Motion by Jen Hakala to reimburse Bruce for the cost of tables/chairs and curtains @ \$450, 2<sup>nd</sup> and carried.
- PME – Advertising Committee will contact advertisers early for the banner advertising and video
- Future Round Haul – NOMAR considering, will decide at next meeting

#### New Business:

- Mitsubishi Lunch and Learn – Aaron reported that Mitsubishi is hosting a Lunch & Learn on April 20<sup>th</sup> and 21<sup>st</sup> at the boat yard. They are a new member and would like to utilize our membership list to get their flyers out. They are a dealer through In Demand Marine.
- Homer Marine Trades Show – hosted by Eric Sloth on April 23<sup>rd</sup> and 24<sup>th</sup> at the boat yard. Booth space is available. Given the two events back to back, could advertise to membership as Homer Marine Week...

Next Meeting: Tuesday, April 26<sup>th</sup> at 6pm at NOMAR breakroom

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Cinda Martin  
HMTA Secretary





# City of Homer

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## Memorandum

TO: PORT AND HARBOR ADVISORY COMMISSION  
FROM: BRYAN HAWKINS, PORT DIRECTOR  
DATE: APRIL 20, 2022  
SUBJECT: HOMER SPIT PARKING PLAN DISCUSSION

At the PHC's March 23<sup>rd</sup> meeting, staff presented their identified Priority Areas pulled from HDL's Homer Spit Parking study. Brief summary of areas are laid out below:

### Priority Areas



1) Lots 9 & 10 (timeline=now) work has begun with shifting gear storage from Lots 9 and 10 to alternate locations, in preparation for the spring conversion of these lots to additional parking.

2) New Parking Area (timeline= spring planning, fall 2022 to 2023 implementation) Needs: Drawings/Plans, coordination with public works, materials, funding , build season consideration/ limited windows when ground is not frozen but also low tourists.

3) The areas of parking at seafarer's and between ramps 4 and 5 (timeline= unknown, perhaps fall 2022 to 2024) These are shared lots with DOT right of way and coordination with DOT is needed to discuss any possible changes, fees, funding, and revenue allocation and spending between agencies before change can be implemented.  
Needs: coordination with DOT and develop an agreement that outlines agency responsibilities and revenue sharing, pricing/sourcing pay kiosks and/or other planned changes, funding.

### Priority Areas



*\*Will require coordination/discussion with DOT&PF*



During the March meeting the PHC made a motion to support Port and Harbor staff's suggested parking implementation plan for spring 2022 and to recommend City Council authorize the implementation of said plan and its necessary funding from Port and Harbor reserves, and it was requested that parking be placed back on the agenda for the April meeting to delve more into the long-term planning aspect of an overall parking plan using the HDL final Parking Study report.

**Staff Recommended Discussion Topics:**

- Long term planning on repairs, development, and creation of parking space on the Homer Spit.
- Make a plan on where you want to begin implementing fees, with the consideration:
  - That drivers will try to “find” free parking wherever available, especially if free parking and paid parking are in close proximity which creates congestion as vehicles “cruise”.
  - That creation of more fee lots may impact private business vehicle congestion/parking if private businesses continue to offer “free” parking.
  - For clear messaging, including public notices and signage, on when and where the City will implement fees.
  - To the existing parking passes already sold for the season under the existing parking rules.
- Using the parking study report, the balance of revenue sources vs. repair/implementation costs for any proposed changes.
  - Brainstorm possible additional revenue sources to close the gap between planned improvements vs. expected parking revenues

**Recommendation**

For discussion.

Attached: Updated/Revised HDL Parking Study Final Report  
Current Spit Parking Map

# MEMORANDUM

**Date:** April 8, 2022

**To:** Bryan Hawkins, Port Director/Harbormaster  
Janette Keiser, PE, Director of Public Works, City of Homer

**From:** Stephanie Mormilo, PE  
Senior Civil Engineer, HDL Engineering Consultants, LLC

**Subject:** **REVISED** Homer Spit Parking Study  
Phase 1 – South Side of Harbor

## Introduction

In May 2021, representatives from the City of Homer Public Works and Port & Harbor Departments met with HDL Engineering Consultants, LLC (HDL) to discuss the goals of increasing available parking on the Homer Spit. The primary focus of this effort is on increasing revenue during the peak season of Memorial Day to Labor Day. The purpose of this Memorandum is to summarize HDL's findings and analysis.

Historically, parking was free and largely unmanaged on the Spit. In 2006, to help better manage the limited asset of parking, specifically during the peak season, time limits (an underlying limit of 7 days) and fees were implemented. Over the years, various improvements have been made on the Spit, including paving the parking at Ramps 1 through 4, improved signage, barriers along the roadway to restrict access to beach areas where parking is prohibited, etc. However, the Port & Harbor Commission recognizes that additional improvements are necessary to manage the increased seasonal demand and generate revenue.

A typical vehicle is used for about an hour a day and then parked for the remaining 23 hours. Storing these unused vehicles requires space. Many communities have three to six parking spaces per vehicle (one at home, one at work, plus spaces at various destinations such as stores, schools, and parks). These parking spaces come at a cost, yet most parking facilities are unpriced, with their costs being borne indirectly through taxes, rents, higher prices for retail goods, and lower employee benefits. These hidden costs mean that parking is never really free, and the choice is between paying directly or indirectly for parking. Charging users directly for parking tends to be more equitable and efficient and generates revenues to finance new services or reduce taxes. However, unpaid parking is so well established that implementing direct fees requires overcoming various political, institutional, and technical obstacles. Public outreach is needed to communicate the benefits and address potential problems.

## Parking Authority

Currently, a large portion of the parking available along the Spit falls within the Homer Spit Road right-of-way (ROW), which is owned by the State of Alaska Department of Transportation and Public Facilities (DOT&PF). We understand that to begin charging for parking in many of the existing parking areas will require consultation with DOT&PF and possibly the Federal Highway Administration because Homer Spit Road is part of the interstate system and has used Federal funds to make improvements.

This determination will be paramount in evaluating improvement costs and potential parking fee revenues. To the general public, it is unclear where the ROW and property lines are located. Trying to delineate between parking on the parcel and within the ROW would require installing some form of physical separation. In addition, if fees are only allowed on the parcel, users will likely try to park within the public ROW to avoid paying fees, resulting in congestion and possible safety issues directly adjacent to Homer Spit Road.

To help clarify the issue, the table below shows the amount of parking in each area, then breaks that down based on the parcel's spaces alone versus the spaces within the ROW. This summary does not include the angled and parallel parking that occurs directly adjacent to the roadway because that all falls within the public ROW.

Parking Area	Total Parking	Parking on Parcel	% of Total	Parking in ROW	% of Total
Between Ramps 3 & 4	216	126	58%	90	42%
Past Ramp 4	214	120	56%	94	44%
Long Term Parking	88	45	51%	43	49%
<b>Totals</b>	<b>518</b>	<b>291</b>	<b>56%</b>	<b>227</b>	<b>44%</b>

### Recommendation

Early coordination with DOT&PF is recommended to reduce the complexity of implementing additional fee-paid parking areas. Public confusion and lack of consistency on where fees are required for parking will be significant barriers to overcome if this issue is not resolved.

## Evaluation of Construction Improvements

Based on feedback from the Harbormaster, the existing unpaved parking areas are difficult to maintain due to the lack of uniformity in the native material. In addition, when crews have tried to maintain the surface to remove potholes and rutting, they encounter large cobbles and stones that create large holes that require bringing in additional fill. As such, we evaluated two alternatives for each parking area. The first alternative keeps the lots unpaved but removes 4 inches of the native material and replaces it with compacted leveling course. The second alternative also removes 4 inches of the native material and

replaces it with 2 inches of compacted leveling course and 2 inches of asphalt pavement. Construction cost estimates for each alternative are attached for reference.

Additional Assumptions:

- For the Pavilion parking estimates, signage costs were included in both options as the existing signs will have to be removed for improvements to be constructed. The cost of T2 Pay Station have also been added because no new pay stations were installed with the 2021 improvements. Information provided by the Harbormaster and staff indicate that the pay station at Ramp 2 was relocated to move it closer to the Pavilion parking. However, to provide more convenient and additional payment locations and to encourage better payment compliance, we recommend adding one to two new pay stations in the Pavilion parking area.
- All other alternatives include signage and T2 Pay Station installation.
- Paving improvements trigger the need for striping and drainage improvements in the form of drywells.
- Striped parking layouts use perpendicular dimensions of 9-foot-wide by 20-foot-long spaces with 24-foot-wide two-way drive aisles.

## Parking Occupancy

Parking occupancies are based on the average (not peak) seasonal revenue data provided by the Harbormaster at Ramps 1 through 4 during the years 2018, 2019, and 2021. We compared the actual revenue of the entire season to the estimated revenues if each space was paid for each day of the season and rounded down to the nearest 5%. Parking revenue was abnormally low in 2020 due to the significant reduction in tourist activities related to COVID-19, so 2020 data was not used to calculate seasonal averages.

Parking occupancies near Ramps 1 and 2 peaked during the 2019 season, while revenues were greater in 2021 due to the addition of paid parking in the Pavilion area (discussed below). Additionally, parking occupancies increased significantly at Ramps 3 and 4 in 2021. This is likely due to drivers prioritizing the use of the unpaid parking outside of the core retail area, which increased the occupancy of the unpaid parking areas and resulted in more drivers having to pay for parking at Ramps 3 and 4 than in previous years. With the expansion of fee paid parking on the Spit, it is likely that the projected occupancies used in this memorandum are lower than what will be experienced due to the reduction in free parking availability. While conservative, we think these occupancy and revenue estimations account for often unpredictable fluctuations and are better at guiding long-term investments because they are not based solely on peak activity levels.

## Pavilion Parking (Area between Ramp 1 and Ramp 2)

At the beginning of the 2021 season, fees were implemented in the Pavilion Parking Area between Ramp 1 and Ramp 2. Signage was installed and the pay station at Ramp 2 was shifted closer to the Pavilion

parking. No paving or surfacing improvements have been completed, to date. The photo on the next page shows this area for reference.

Based on an evaluation of the aerial photography, a little less than 80 vehicles can park in this area without additional delineation. The estimated cost to make unpaved improvements is \$96,000. Assuming a parking fee of \$5/day, an 85% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$33,320.

If the area was paved and striped, approximately 89 vehicles could park here, which is an increase of about 10%. The estimated cost to make paved improvements is \$365,250. Assuming a parking fee of \$5/day, an 85% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$37,069.

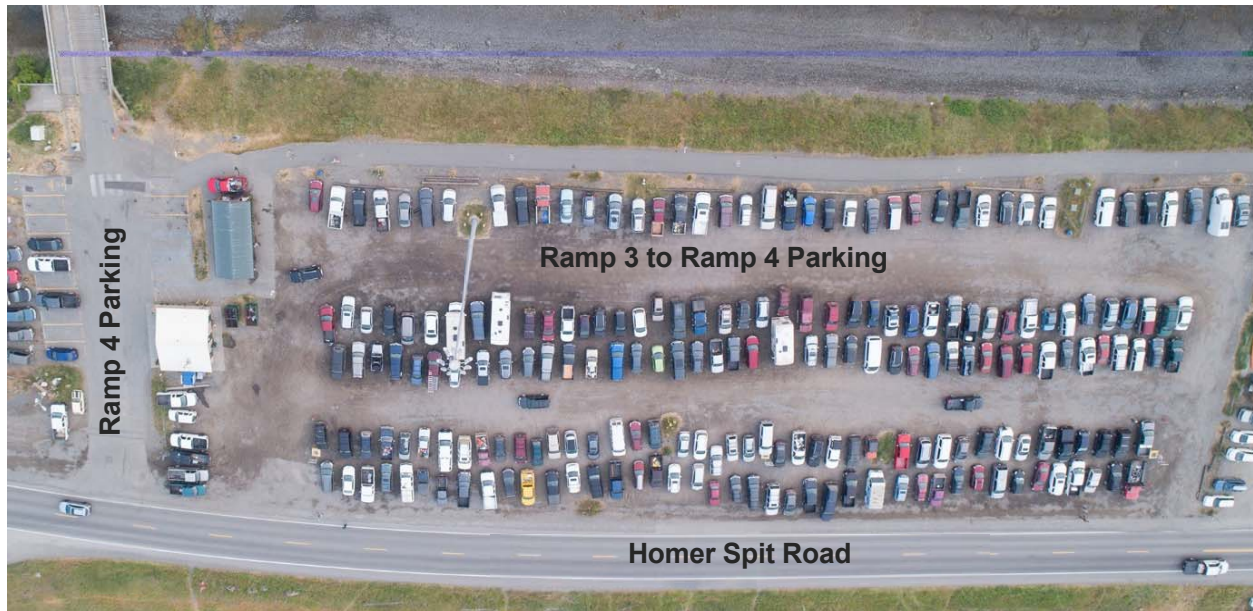


### **Parking Between Ramp 3 and Ramp 4**

Based on an evaluation of the aerial photography, approximately 216 vehicles can park in this area as-is. The estimated cost to make unpaved improvements is \$243,800. Assuming a parking fee of \$5/day, a 65% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$68,796.

If the area was paved and striped, approximately 230 vehicles could be accommodated, which is less than a 10% increase. The total estimated cost of improvements to pave this area is \$768,950. Assuming a parking fee of \$5/day, a 65% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$73,255.





## Parking Beyond Ramp 4

Based on an evaluation of the aerial photography, approximately 214 vehicles can park in this area as-is. The estimated cost to make unpaved improvements is \$278,800. Assuming a parking fee of \$5/day, a 50% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$52,430.

If the area was paved and striped, approximately 250 vehicles could be accommodated, which is nearly a 20% increase. The total estimated cost of improvements to pave this area is \$849,150. Assuming a parking fee of \$5/day, a 50% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$61,250.



## Long Term Parking (Adjacent to Seafarer's Memorial)

Based on an evaluation of the aerial photography, approximately 88 vehicles can park in this area as-is. The estimated cost to make unpaved improvements is \$120,800. Assuming a parking fee of \$5/day, an 85% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$36,652.

If the area was paved and striped, approximately 100 vehicles could be accommodated, which is about a 10% increase. The total estimated cost of improvements to pave this area is \$419,400. Assuming a parking fee of \$5/day, an 85% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$41,650.



## **Lots 9 and 10 (Adjacent to Fish Dock Road)**

These lots are currently used to store of trailers, boats, and other materials but are being considered for conversion to fee-paid parking due to their proximity to the tourist activities.

Based on our observations of the parking patterns on the Spit, without delineation, there is approximately a 10% loss of overall parking when compared to fully delineated parking. As such, we estimate approximately 108 parking spaces could be accommodated in this area without delineation. The estimated cost to make unpaved improvements is \$147,500. Assuming a parking fee of \$5/day, an 85% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$44,982.

If the area was paved and striped, approximately 120 vehicles could be accommodated (see attached Figure 1 for conceptual layout). The total estimated cost of improvements to pave this area is \$457,300. Assuming a parking fee of \$5/day, an 85% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$49,980.





### New Parking Area (Behind Bait Shop)

This lot is currently used to store dredged materials once they have been dried. It is being considered to provide additional parking outside of the core retail area. We believe it will primarily support guests of people launching their boat, since the launch fee includes parking of a vehicle and trailer, but additional guests/boat passengers must find parking elsewhere.

We estimate approximately 155 parking spaces could be accommodated in this area without delineation. The estimated cost to make unpaved improvements is \$178,800. Assuming a parking fee of \$5/day, a 50% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$37,975.

If the area was paved and striped, approximately 175 vehicles could be accommodated (see attached Figure 2 for conceptual layout). The total estimated cost of improvements to pave this area is \$623,650. Assuming a parking fee of \$5/day, a 50% occupancy level during the 14 weeks from Memorial Day to Labor Day, seasonal revenue parking will be an estimated \$42,875.





## Improvement Comparisons

The table below summarizes the estimated improvement costs for each area.

LOCATION	ALTERNATIVE	ESTIMATED IMPROVEMENT COSTS	ESTIMATED SEASONAL REVENUES
Pavilion	Unpaved	\$96,000	\$33,320
	Paved	\$365,250	\$37,069
Ramp 3 to Ramp 4	Unpaved	\$243,800	\$68,796
	Paved	\$768,950	\$73,255
Past Ramp 4	Unpaved	\$278,800	\$52,430
	Paved	\$849,150	\$61,250
Long Term	Unpaved	\$120,800	\$36,652
	Paved	\$419,400	\$41,650
Lots 9 & 10	Unpaved	\$147,500	\$44,982
	Paved	\$457,300	\$49,980
New Lot	Unpaved	\$178,800	\$37,975
	Paved	\$623,650	\$42,875

Based on these conceptual costs and revenue estimates, paving is approximately three times the cost of unpaved improvements and only accounts for roughly a 10% increase in potential revenue. In addition, unpaved improvements will pay for themselves, on average, in approximately four to five years, while paving improvements will take well over 10 years to repay.

Based on the existing fee parking data provided by the Harbormaster, occupancies and parking turnover are higher in the areas directly adjacent to the restaurants and shops. Hence, investments in those areas are likely to be of the highest value.

Additional considerations should be given to annual maintenance for each option. Whether unpaved or paved improvements are desired, there will be increased maintenance due to the addition of signage, pay stations, and T2 annual fees. For unpaved areas, annual maintenance will likely include regular regrading. For paved areas, annual maintenance will likely include re-stripping, snow removal, and sweeping and will significantly impact stormwater runoff. Therefore, before moving forward with paving improvements, it is recommended to conduct a stormwater analysis to identify systemic improvements.

## Evaluation of Parking Fees

To evaluate the parking fees in Homer, HDL began their research by determining comparable ports and harbors in Alaska. While every locale is unique in its geography and services available, there are a few ports/harbors in Alaska that are similar to Homer in that they:

- serve as economic centers for their communities, providing services for Alaskan residents, locals, and visitors;
- are located in proximity to destinations and activities that do not directly involve the port/harbor but share the limited parking;
- have nearby recreational (e.g., camping, hiking, etc.) opportunities available,
- are connected to the roadway system, or
- are also a part of the Marine Highway System.

Two such locations are Seward and Whittier. Both communities are smaller than Homer, but their ports/harbors are integral to locals' and visitors' experiences. Both Seward and Whittier have a limited amount of free short-term (2 hours or less) parking areas but charge for most parking.

The following table shows the daily, seasonal, and annual charges for each location.

Location	Daily Rate	Seasonal Rate	Annual Rate
Homer, AK	\$5 for paved parking lots at Ramps 1, 2, 3 & 4 (for vehicles up to 20-ft long)	Valid Memorial Day to Labor Day \$250 (only vehicles less than 20-ft)	Only applies to vehicles in the port facility. \$200 – Regular \$100 – Stall or Moorage Users
Seward, AK	\$10 (for vehicle up to 24-ft long) \$20 (for truck and trailer or RV)	May 1 – September 30 \$100 – Visitor \$200 – Vehicle & Trailer \$50 – Slip Holder \$50 – Harbor Area Employee \$350 – Commercial	n/a
Whittier, AK	\$11 (for vehicle up to 24-ft long) \$22 (for truck and trailer)	n/a	\$250 (per vehicle)

By comparison, Homer is charging less for daily parking but is similarly priced for seasonal/annual parking.

Another similarity between Seward and Whittier is that they limit the size of vehicles in many of the lots. For example, RVs and trailers are only allowed in certain areas and, if they take up more than one parking space, they must pay for the additional spaces they occupy.

Seward uses the same manufacturer for their pay stations (T2), and they also offer T2 MobilePay, which is discussed further in the "Parking Technology."

Additional considerations when evaluating fees are the impact of inflation and tax rates. Homer began charging a fee for parking in 2006, and that rate has not been increased since implementation. When adjusting for annual inflation, a \$5 parking fee in May 2006 would need to be \$6.71 to be of equal dollar value today using the CPI Inflation Calculator provided by the U.S. Bureau of Labor Statistics. In addition, the parking rate has not been adjusted to account for the increases in the local tax rates. The Kenai Peninsula Borough (KPB) has a 3% sales tax, and Homer has a 4.85% sales tax for a total tax rate of 7.85%. Data dating back to 2015 shows the KPB rate was 3%, while the Homer tax rate was 4.5%, for a total tax rate of 7.5%. This means there has been an increase in the tax rate and thus a decrease in local revenue since the implementation of the parking fees.

### **Recommendation**

Consider increasing daily parking fees to account for inflation and increases in taxes, limiting the size/style of vehicles in specific parking areas, and/or charging more for vehicles that take up more than one space. Also, consider providing a limited amount of time-restricted parking in the higher-turnover areas.

The following table shows the estimated revenues based on the same occupancies as above, but with the fees increased to \$7.50/day and \$10/day, respectively. As expected, increasing the daily parking rate increases the revenue potential and decreases the number of years it takes to payoff improvement costs.

<b>LOCATION</b>	<b>ALTERNATIVE</b>	<b>ESTIMATED SEASONAL REVENUES (\$5/day)</b>	<b>ESTIMATED SEASONAL REVENUES (\$7.50/day)</b>	<b>ESTIMATED SEASONAL REVENUES (\$10/day)</b>
Pavilion	Unpaved	\$33,320	\$49,980	\$66,640
	Paved	\$37,069	\$55,604	\$74,138
Ramp 3 to Ramp 4	Unpaved	\$68,796	\$103,194	\$137,592
	Paved	\$73,255	\$109,883	\$146,510
Past Ramp 4	Unpaved	\$52,430	\$78,645	\$104,860
	Paved	\$61,250	\$91,875	\$122,500
Long Term	Unpaved	\$36,652	\$54,978	\$73,304
	Paved	\$41,650	\$62,475	\$83,300
Lots 9 & 10	Unpaved	\$44,982	\$67,473	\$89,964
	Paved	\$49,980	\$74,970	\$99,960
New Lot	Unpaved	\$37,975	\$56,963	\$75,950
	Paved	\$42,875	\$64,313	\$85,750

## Parking Technology

Homer currently uses T2 Systems pay stations for their fee-paid parking lots and will be implementing similar pay stations at several City-owned campgrounds. Feedback from Harbormaster, Bryan Hawkins, indicates that they are very satisfied with the quality of the products and service provided by T2 Systems and would like to continue to use the same equipment to minimize disparities in operations and maintenance.

T2 Systems currently offers both solar-powered and direct-powered (A/C) units. Based on recent quotes from the T2, each solar-powered unit is approximately \$11,000, including all accessories, and each A/C unit is roughly \$10,250. In addition, you must purchase their Iris software to manage the units, which costs an additional \$70/month/unit.

An additional option available to collect fee payment is T2 MobilePay. It is a pay-by-phone system that does not require a smartphone app, but instead uses SMS texting or a QR code to access an online payment portal that connects to the T2 Iris software to manage transactions in a single system. It has a \$250 implementation fee (including five signs and the account set-up) and an \$83/month subscription fee. The subscription includes the first 100 transactions, and after 100, each transaction has a \$0.30 fee. In addition, convenience fees can be added so that users cover these additional costs if desired. Before implementation, T2 recommends confirming that cellular service is available and reliable in the desired areas.

### Recommendation

Consider adding T2 MobilePay to collect fees. The more options you provide for paying fees, the more convenient it is for the different types of users. Thus the more successful you will be at collecting fees.

## Additional Considerations

As with any change, there will be an adjustment period after implementing new fee areas or increased fees. This section will discuss some of the common obstacles and potential solutions.

### *Inconvenience*

Paying for parking adds additional time to a trip and requires motorists to prepay for a limited time. Providing more payment options (cash, credit, and telephone/internet) reduces that inconvenience. Additionally, pay-by-phone options have the added convenience of allowing users to add additional time without returning to the vehicle as long as they have cellular service.

### *Spillover Impacts*

Motorists may begin to park illegally, create parking in areas not intended for parking, or cause parking congestion in areas where parking is unpriced. This concern is especially important along the Spit, as most of the convenient parking for the local shops and restaurants is free but not enforced with a time limit. Both Seward and Whittier do have a limited amount of short-term free parking. Homer should consider implementing time limits on the parking areas for short-term usage (2 to 3 hours). This change will likely require additional signage and increase enforcement needs. Additionally, as more areas are converted to fee-paid parking, enforcement will need to identify and monitor any areas that are being impacted by spillover and ensure that the spillover is not creating any safety concerns (e.g., limited sight distance, blocking pedestrian corridors, etc.).

*Concerns with Reduction in Economic Activity*

Many retailers object to parking pricing out of the fear that it will discourage customers. However, industry experience indicates that customers will pay for parking in areas with attractive businesses and comfortable pedestrian environments. The Homer Spit is a destination for many users, and a parking fee will not likely drive these customers away, especially because there is no nearby competition. Additionally, fee parking provides benefits, including ensuring that motorists can regularly find convenient parking, reducing delivery costs, and creating revenues to finance additional services.

*Inequity*

Because most parking is free, it often seems unfair to charge for parking in limited locations and only during certain times. However, fee parking is fairer than financing parking facilities indirectly (such as via bonds) as the users bear the parking costs. In addition, the locations where there is fee parking tend to be where the cost of providing parking and accommodating vehicular traffic has the greatest impact.

*Increase in Enforcement Needs*

As more areas are converted to fee-paid parking or time limits are implemented, it will require additional enforcement to ensure correct fees are being paid and that there is adequate turnover. Many entities do not account for these ongoing personnel costs, but enforcement is the key to maximizing revenues, regulating user expectations, and safeguarding public safety.

**Attach:**           Conceptual Cost Estimates  
                  Conceptual Parking Layouts

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
PAVILLION PARKING  
UNPAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	1,100	\$ 20.00	\$ 22,000.00
A-2	206	Leveling Course per Ton	720	\$ 40.00	\$ 28,800.00
A-3	401	Asphalt Pavement per Ton			\$ -
A-4	402	Painted Traffic Markings per LS			\$ -
A-5	707	Furnish & Install Standard Sign per EA	20	\$ 200.00	\$ 4,000.00
A-6	XX	Constuct Drywell per EA			\$ -
A-7	XX	Install T2 Pay Station per EA	2	\$ 11,000.00	\$ 22,000.00

Subtotal \$ 76,800.00

Contingency (25%) \$ 19,200.00

Total \$ 96,000.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
PAVILLION PARKING  
PAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	1,100	\$ 20.00	\$ 22,000.00
A-2	206	Leveling Course per Ton	360	\$ 40.00	\$ 14,400.00
A-3	401	Asphalt Pavement per Ton	380	\$ 200.00	\$ 76,000.00
A-4	402	Painted Traffic Markings per LS	1	\$ 3,750.00	\$ 3,750.00
A-5	707	Furnish & Install Standard Sign per EA	20	\$ 200.00	\$ 4,000.00
A-6	XX	Constuct Drywell per EA	2	\$ 75,000.00	\$ 150,000.00
A-7	XX	Install T2 Pay Station per EA	2	\$ 11,000.00	\$ 22,000.00

Subtotal \$ 292,150.00

Contingency (25%) \$ 73,100.00

Total \$ 365,250.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
RAMP 3 TO RAMP 4  
UNPAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	3,400	\$ 20.00	\$ 68,000.00
A-2	206	Leveling Course per Ton	2,200	\$ 40.00	\$ 88,000.00
A-3	401	Asphalt Pavement per Ton			\$ -
A-4	402	Painted Traffic Markings per LS			\$ -
A-5	707	Furnish & Install Standard Sign per EA	30	\$ 200.00	\$ 6,000.00
A-6	XX	Constuct Drywell per EA			\$ -
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 195,000.00

Contingency (25%) \$ 48,800.00

Total \$ 243,800.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS



**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
RAMP 3 TO RAMP 4  
PAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	3,400	\$ 20.00	\$ 68,000.00
A-2	206	Leveling Course per Ton	1,100	\$ 40.00	\$ 44,000.00
A-3	401	Asphalt Pavement per Ton	1,150	\$ 200.00	\$ 230,000.00
A-4	402	Painted Traffic Markings per LS	1	\$ 9,150.00	\$ 9,150.00
A-5	707	Furnish & Install Standard Sign per EA	30	\$ 200.00	\$ 6,000.00
A-6	XX	Constuct Drywell per EA	3	\$ 75,000.00	\$ 225,000.00
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 615,150.00

Contingency (25%) \$ 153,800.00

Total \$ 768,950.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
BEYOND RAMP 4  
UNPAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	4,000	\$ 20.00	\$ 80,000.00
A-2	206	Leveling Course per Ton	2,600	\$ 40.00	\$ 104,000.00
A-3	401	Asphalt Pavement per Ton			\$ -
A-4	402	Painted Traffic Markings per LS			\$ -
A-5	707	Furnish & Install Standard Sign per EA	30	\$ 200.00	\$ 6,000.00
A-6	XX	Constuct Drywell per EA			\$ -
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 223,000.00

Contingency (25%) \$ 55,800.00

Total \$ 278,800.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
BEYOND RAMP 4  
PAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	4,000	\$ 20.00	\$ 80,000.00
A-2	206	Leveling Course per Ton	1,300	\$ 40.00	\$ 52,000.00
A-3	401	Asphalt Pavement per Ton	1,360	\$ 200.00	\$ 272,000.00
A-4	402	Painted Traffic Markings per LS	1	\$ 11,250.00	\$ 11,250.00
A-5	707	Furnish & Install Standard Sign per EA	30	\$ 200.00	\$ 6,000.00
A-6	XX	Constuct Drywell per EA	3	\$ 75,000.00	\$ 225,000.00
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 679,250.00

Contingency (25%) \$ 169,900.00

Total \$ 849,150.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
LONG TERM  
UNPAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	1,550	\$ 20.00	\$ 31,000.00
A-2	206	Leveling Course per Ton	990	\$ 40.00	\$ 39,600.00
A-3	401	Asphalt Pavement per Ton			\$ -
A-4	402	Painted Traffic Markings per LS			\$ -
A-5	707	Furnish & Install Standard Sign per EA	20	\$ 200.00	\$ 4,000.00
A-6	XX	Constuct Drywell per EA			\$ -
A-7	XX	Install T2 Pay Station per EA	2	\$ 11,000.00	\$ 22,000.00

Subtotal \$ 96,600.00

Contingency (25%) \$ 24,200.00

Total \$ 120,800.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
LONG TERM  
PAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	1,550	\$ 20.00	\$ 31,000.00
A-2	206	Leveling Course per Ton	500	\$ 40.00	\$ 20,000.00
A-3	401	Asphalt Pavement per Ton	520	\$ 200.00	\$ 104,000.00
A-4	402	Painted Traffic Markings per LS	1	\$ 4,500.00	\$ 4,500.00
A-5	707	Furnish & Install Standard Sign per EA	20	\$ 200.00	\$ 4,000.00
A-6	XX	Constuct Drywell per EA	2	\$ 75,000.00	\$ 150,000.00
A-7	XX	Install T2 Pay Station per EA	2	\$ 11,000.00	\$ 22,000.00

Subtotal \$ 335,500.00

Contingency (25%) \$ 83,900.00

Total \$ 419,400.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
LOTS 9 10  
UNPAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	1,750	\$ 20.00	\$ 35,000.00
A-2	206	Leveling Course per Ton	1,150	\$ 40.00	\$ 46,000.00
A-3	401	Asphalt Pavement per Ton			\$ -
A-4	402	Painted Traffic Markings per LS			\$ -
A-5	707	Furnish & Install Standard Sign per EA	20	\$ 200.00	\$ 4,000.00
A-6	XX	Constuct Drywell per EA			\$ -
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 118,000.00

Contingency (25%) \$ 29,500.00

Total \$ 147,500.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
LOTS 9 10  
PAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	1,750	\$ 20.00	\$ 35,000.00
A-2	206	Leveling Course per Ton	560	\$ 40.00	\$ 22,400.00
A-3	401	Asphalt Pavement per Ton	580	\$ 200.00	\$ 116,000.00
A-4	402	Painted Traffic Markings per LS	1	\$ 5,400.00	\$ 5,400.00
A-5	707	Furnish & Install Standard Sign per EA	20	\$ 200.00	\$ 4,000.00
A-6	XX	Constuct Drywell per EA	2	\$ 75,000.00	\$ 150,000.00
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 365,800.00

Contingency (25%) \$ 91,500.00

Total \$ 457,300.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS

**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
NEW LOT (BAIT SHOP)  
UNPAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	2,250	\$ 20.00	\$ 45,000.00
A-2	206	Leveling Course per Ton	1,500	\$ 40.00	\$ 60,000.00
A-3	401	Asphalt Pavement per Ton			\$ -
A-4	402	Painted Traffic Markings per LS			\$ -
A-5	707	Furnish & Install Standard Sign per EA	25	\$ 200.00	\$ 5,000.00
A-6	XX	Constuct Drywell per EA			\$ -
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 143,000.00

Contingency (25%) \$ 35,800.00

Total \$ 178,800.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS



**CITY OF HOMER  
PUBLIC WORKS DEPARTMENT  
NEW LOT (BAIT SHOP)  
PAVED**

ITEM NO.	SPEC. NO.	WORK DESCRIPTION	EST QTY	UNIT BID PRICE	TOTAL BID PRICE
A-1	204	Excavation per CY	2,250	\$ 20.00	\$ 45,000.00
A-2	206	Leveling Course per Ton	730	\$ 40.00	\$ 29,200.00
A-3	401	Asphalt Pavement per Ton	770	\$ 200.00	\$ 154,000.00
A-4	402	Painted Traffic Markings per LS	1	\$ 7,650.00	\$ 7,650.00
A-5	707	Furnish & Install Standard Sign per EA	25	\$ 200.00	\$ 5,000.00
A-6	XX	Constuct Drywell per EA	3	\$ 75,000.00	\$ 225,000.00
A-7	XX	Install T2 Pay Station per EA	3	\$ 11,000.00	\$ 33,000.00

Subtotal \$ 498,850.00

Contingency (25%) \$ 124,800.00

Total \$ 623,650.00

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COSTS



**HDL** ENGINEERING  
Consultants, Inc.

- CIVIL ENGINEERING
- SURVEYING
- GEOTECHNICAL
- ENVIRONMENTAL

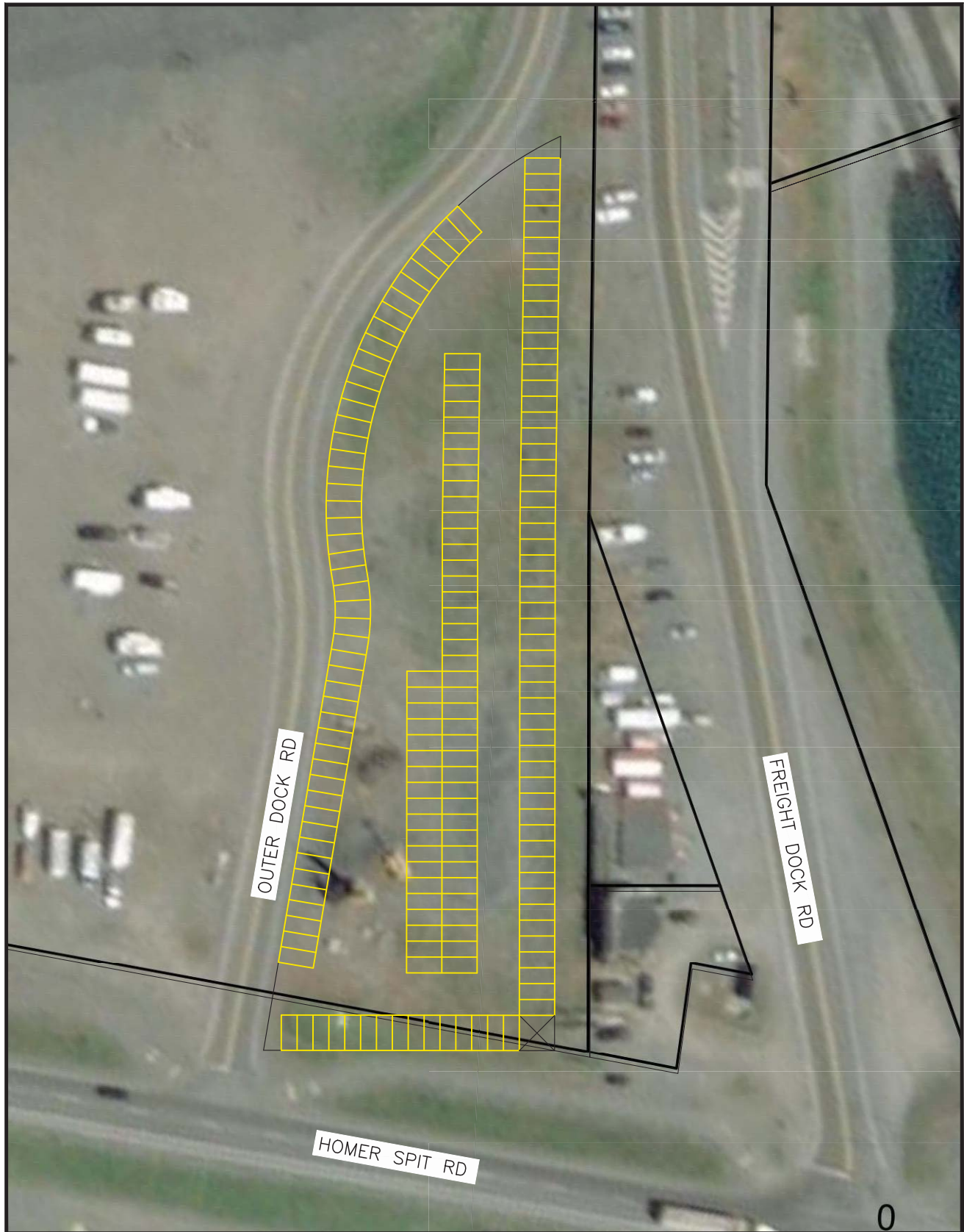
3335 Arctic Blvd., Suite 100  
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(907) 564-2120  
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AECL861

CITY OF HOMER

HOMER SPIT PARKING STUDY

LOT 9 & 10  
CONCEPTUAL PARKING LAYOUT

FIGURE 1



**HDL ENGINEERING**  
Consultants, Inc.

- CIVIL ENGINEERING
- SURVEYING
- GEOTECHNICAL
- ENVIRONMENTAL

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CITY OF HOMER

HOMER SPIT PARKING STUDY

NEW PARKING AREA  
CONCEPTUAL LAYOUT

FIGURE 2



# City of Homer Port & Harbor Facilities Vehicle Parking



## Port Parking Regulations

Day Parking: Space at the top of Ramps 1-4 are fee parking. \$5 per calendar day- Memorial Day through Labor Day

7 Day Parking: No parking over 7 consecutive calendar days

Long Term Vehicle Parking: Over 7 consecutive calendar days. By permit only, see Harbormaster's Office

Long Term Boat Trailer Parking: By permit only, see Harbormaster. Lot located across the street from Harbormaster's office.

## Legend

### Parking

- 7 Day Parking- **NO** trailers
- \* Long term **Vehicle** Parking Allowed w/Permit
- 7 Day/Boat/Trailer/and Vehicle Parking
- Long Term Trailer Parking
- No Parking over 7 Days
- Day Parking **ONLY**, vehicle with trailer **ONLY**
- Day Parking \$\$\$ FEE of \$5.00



# City of Homer

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

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: PORT AND HARBOR ADVISORY COMMISSION

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: APRIL 20, 2022

SUBJECT: ANNUAL REVIEW OF STRATEGIC PLAN & PHC POLICIES/BYLAWS

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Per the PHC's calendar, every year at the April meeting the commission reviews their strategic plan/goals for the upcoming year and their policies, rules, and regulations (aka the bylaws). A copy of the current 2021-2022 PHC Strategic Plan goals and PHC Bylaws (last revised in 2021) are attached.

### Strategic Plan Update for 2022-2023

#### **HOMEWORK: Review the current goals and come to the meeting with your proposed changes.**

Plan to roundtable-discuss everyone's proposed amendments, I can share screen to actively make edits as we work through the document, and then make a motion approving the amended strategic plan for 2022-2023.

### Policy/Bylaw Review

The commission recently updated their Bylaws in 2019 and 2021. While there may not be any necessary amendments at this time, it's still good to do an annual review and ensure you understand them. It also provides an opportunity for the commission to ask any questions or bring up changes they would like to see.

What are bylaws? Bylaws are rules established by an organization to regulate itself. They prescribe how the group functions, and include rules that are so important that they can't be changed unless the members get previous notice of a proposed change, and a 2/3<sup>rd</sup> vote is required to enact any changes. Bylaws cannot be suspended, even by a unanimous vote. In the case of the City advisory bodies, it goes one step further and bylaw amendments have to be approved by City Council. Bylaws require two commission meetings before they go to Council, and then are adopted by resolution. Bylaws should include only fundamental rules governing the commission, some of which are established by Homer City Code (such as the commission's purpose). Information that is likely to change frequently should not be included. These are better suited for documents related to strategic planning documents or calendars.

### RECOMMENDATIONS

Make a motion to approve the amended Port and Harbor Advisory Commission Strategic Plan for 2022-2023.

Review the bylaws; make any recommended amendments by way of motion. If action is taken, make a motion to hold a final reading on the Proposed Port and Harbor Advisory Commission Bylaw Amendments at the next regular meeting.

**PORT AND HARBOR ADVISORY COMMISSION**  
**2021-2022 STRATEGIC PLAN**

Approved April 28, 2021

Annually, the PHC prioritizes a list of ongoing, short, medium and long-term goals to aid the commission in charting a general course for the year and keeping on-task.

<b>Ongoing Goals</b>	1. Provide timely, relevant comment to the City Council on Port and Harbor issues.
	2. Harbor Budget: Gain a better understanding of the process, have more communication on budget/projects between City and Harbor Staff, and review it at least annually at meetings.
	3. Establish committees when needed to work on specific tasks.
	4. Maintain the Port and Harbor Marketing Plan, continue lobbying efforts to City Council to maintain marketing funds and working closely with the Homer Marine Trades Association.
<b>Short Term Goals</b> By End of 2021	1. Continue working with City Council and City Manager to lower administrative costs to the Harbor Enterprise.
	2. Develop more paid parking on the Spit.
	3. Continue identifying other sources of revenue.
	4. Establish a goal for reserves and continue to understand the budget, include setting fees, and dedication of sales tax.
<b>Mid Term Goals</b> 1 - 3 Years (2022 – 2024)	1. Create a 5-year Float Replacement Plan for the Small Boat Harbor.
	2. Seek funding to construct the Large Vessel Haul-out and Repair Facility.
	3. Develop a Homer Spit Parking Lot Improvement Plan.
	4. Promote and support the new Large Vessel Port Expansion Project
<b>Long Term Goals</b> 5 Years or More (2026+)	1. Work with Federal and State agencies to develop long-term erosion control measures for the Spit



## **OVERALL PHC DUTIES & RESPONSIBILITIES**

The purpose of the PHC is to act in an advisory capacity to the City Manager and the City Council on the problems and development of the City's Port and Harbor facilities. Consideration may include the physical facilities, possible future development, and recommendations on land use within the port and harbor areas. Duties and responsibilities are outlined in the PHC's Bylaws and under Homer City Code 2.64.

The Port of Homer Terminal Tariff No. 1 is used for the purpose of naming rates, charges, rules and regulations for wharfage, terminal storage, demurrage, and other terminal services and privileges. Links to online info:

- Homer City Code 2.64: [www.codepublishing.com/AK/Homer](http://www.codepublishing.com/AK/Homer)
- Homer Port and Harbor Website: [www.cityofhomer-ak.gov/port](http://www.cityofhomer-ak.gov/port)
- Port of Homer Terminal Tariff No. 1: [www.cityofhomer-ak.gov/port/port-homer-terminal-tariff-no-1](http://www.cityofhomer-ak.gov/port/port-homer-terminal-tariff-no-1)
- City of Homer Adopted Budget: [www.cityofhomer-ak.gov/finance/budgets](http://www.cityofhomer-ak.gov/finance/budgets)

## **DUTIES OF COMMISSION/STAFF**

### **Staff**

- Gathering and disseminating information, preparing meeting packets, drafting resolutions and reports, etc.
- Provide yearly information about the budget.
- Inform the Commission of City Council actions and discussion of Harbor issues.

### **Commission**

- Attend City Council meetings as assigned.
- Attend worksessions and training opportunities.
- Come prepared to make a motion for action at meetings, or ask staff before the meeting for more information.
- Ask questions about the budget process; request information from the Harbormaster.
- Invite City Council members to visit the Port and Harbor to view progress on various projects.
- Ways the commission (as a whole) can communicate with Council:
  - Work with the City Manager/Staff Person to keep Council informed while developing initiatives.
  - Send memos to Council periodically so they have a written report of what's going on; these are written by staff and are likely to be part of the City Manager Report.
  - Have a Commissioner speak at a Council Meeting under Commission Reports; you don't have to do it every month, but it could be quarterly or when the Commission is working on a hot topic. It is best to rotate Commission members so Council gets to see and hear from each of you over time. Pay attention to feedback from Council; the Commission may need to change direction, or come up with more support for the topic.

### **Clerks**

- Helps with packet preparation and dissemination
- Records meetings and prepares meeting minutes
- Makes sure meetings are properly advertised
- Helps members understand and comply with City policies and procedures governing advisory bodies
- Help the Commission learn to better communicate with the City Council (Memorandums vs Resolutions and Ordinances)

**CITY OF HOMER PORT & HARBOR ADVISORY COMMISSION  
BYLAWS**

**ARTICLE I – NAME AND AUTHORIZATION**

This organization shall be called the Port and Harbor Advisory Commission, established via Ordinance 73-1, existing by virtue of the provisions of Chapter 2.64 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on November 8, 2021 and shall be in effect and govern the procedures of the Port and Harbor Advisory Commission.

**ARTICLE II – PURPOSE**

Section 1. Act in an advisory capacity to the City Manager and the City Council on the problems and development of the City port and harbor facilities. Consideration may include the physical facilities, possible future development and recommendations on land use within the port and harbor areas.

Section 2. Direct recommendations regarding the operation and maintenance of the facilities to the City Manager via memorandum from the Port and Harbor Advisory Commission.

Section 3. Consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

**ARTICLE III – MEMBERSHIP**

Section 1. The Commission shall consist of seven members comprised of at least five (5) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on February 1<sup>st</sup> of designated years.

Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member's appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting



members. The Mayor, City Manager, and Port Director/Harbormaster may serve as non-voting, consulting members.

#### **ARTICLE IV – OFFICERS**

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular February meeting of the Commission.

Section 2. Officers shall serve a term of one year from the February meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

#### **ARTICLE V – CITY STAFF ROLES**

Section 1. The Port Director/Harbormaster shall serve as a staff liaison to the commission. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Commission and serve as the Commission's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

#### **ARTICLE VI – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the fourth Wednesday of January, February, March, April, September, and October at 5:00 p.m.; the fourth Wednesday of May, June, July, and August at 6:00 p.m.; and the second Wednesday of December at 5:00 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Special meetings and Worksessions may be called by the Port Director/Harbormaster, Chair, or a majority of the Commission. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted.

Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO

NOTICE OF MEETING  
REGULAR MEETING AGENDA  
NAME OF BODY

DEPT. CONTACT INFO  
(City Clerk's Office)

DAY OF WEEK, DATE, AND TIME OF MEETING  
PHYSICAL LOCATION OF MEETING & MEETING ROOM

1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE COMMISSION (includes Comments of the Chair since they are part of the commission.)
16. ADJOURNMENT Next regular meeting is scheduled for \_\_\_\_\_. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

## **ARTICLE VII – GENERAL OPERATING PROCEDURES**

Section 1. The Commission shall abide by the current edition of Robert's Rules of Order insofar as it is consistent with the Commission's bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.64 Port and Harbor Advisory Commission; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member's absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Commission.

## **ARTICLE VIII – COMMITTEES**

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of its meetings.

## **ARTICLE IX – BYLAW AMENDMENTS**

The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Commission meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council via resolution.



# 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

## Memorandum 22-045

TO: HOMER CITY COUNCIL

FROM: MAYOR CASTNER

DATE: MARCH 22, 2022

SUBJECT: REAPPOINTMENT OF KATE FINN & MARCIA KUSZMAUL TO THE LIBRARY ADVISORY BOARD, JAY CHEROK & DEBORAH BROWN TO THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION, & APPOINTMENT OF BRUCE FRIEND TO THE PORT & HARBOR ADVISORY COMMISSION

Kate Finn and Marcia Kuszmaul are reappointed to the Library Advisory Board. Their new terms expire April 1, 2025.

Jay Cheroк and Deborah Brown are reappointed to the Economic Development Advisory Commission. Their new terms expire April 1, 2025.

Bruce Friend is appointed to the Port and Harbor Advisory Commission to fill the seat vacated by Jeff Erickson and complete the remaining term, which expires February 1, 2023.

### Recommendation

Confirm the reappointment of Kate Finn and Marcia Kuszmaul to the Library Advisory Board, Jay Cheroк and Deborah Brown to the Economic Development Advisory Commission, and appointment of Bruce Friend to the Port & Harbor Advisory Commission



## Advisory Body Application For Appointment to Committees, Commissions, Board & Task Forces

Office of the City Clerk  
491 East Pioneer Avenue  
Homer, Alaska 99603  
Phone: (907) 235-3130  
Fax: (907) 235-3143  
[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

The Information provided on this form will provide the basic information to the Mayor and City Council on your interest in serving on the selected Advisory Body. It is considered public and will be included in the City Council meeting packet. This information will be published in the City Directory and within city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council.

### Applicant Information

Full Name: BRUCE FRIEND

Physical Address Where you Claim Residency: 5015 SLAVIN DRIVE HOMER, AK 99603

Mailing Address: PO Box 103

City: HOMER State: AK Zip: 99603

Phone Number(s): 907 250-4033

Email: bruce.friend@gmx.com

### Advisory Body You Are Requesting Appointment To

- ☐ **Planning Commission** – Meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 p.m. and Worksessions at 5:30 p.m. prior to each meeting. No first meeting in July or second meetings in November and December.
- ☐ **Parks, Art, Recreation & Culture Advisory Commission** – Meetings held on the 3<sup>rd</sup> Thursday of February through June and August through November at 5:30 p.m.
- ☒ **Port & Harbor Advisory Commission** – Meetings held on the 4<sup>th</sup> Wednesday of January, February, March, April, September, and October at 5:00 p.m.; the 4<sup>th</sup> Wednesday of May, June, July, and August at 6:00 p.m.; and the 2<sup>nd</sup> Wednesday of December at 5:00 p.m.
- ☐ **Economic Development Advisory Commission** – Meetings held on the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m.
- ☐ **Library Advisory Board** – Meetings held on the 3<sup>rd</sup> Tuesday of each month, excluding June and July, at 5:30 p.m.
- ☐ **ADA Compliance Committee** – Meetings held on the 2<sup>nd</sup> Thursday in the months of April, May, June, July, October, November, and as needed.
- ☐ **Other** – Please Indicate \_\_\_\_\_

### Please Answer the Following

Are you a City Resident? ☒ Yes ☐ No If yes, how long have you been a City resident? 7 years

How long have you been a resident of the South Peninsula? 5 years, Kenai. 7 years, Homer



## Background Information

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

5 years AK DNR - Division of Parks Statewide Trails advisory board

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

Board member of Homer Marine Trades Association

Owner of Whaly Boats of Alaska and Safe Docks of Alaska

Please list any special training, education, or background you may have which is related to your selection(s):

12 years - FARCO Inc (Seafood Processing + Distribution) 25 years -  
Owner - Skyline Sales Inc. (Statewide Corp. Rep Firm) 15 years, Polaris Ind Rep.

Why are you interested in serving on the selected Advisory Body? This may include information on future goals or projects you wish to see accomplished or any additional information that may assist the Mayor in the decision making process. You may attach an additional page if needed.

As a Homer resident I feel privileged to share the benefits that our port and harbor provides to the city.

As a marine business owner I take great pride in seeing the improvements that are being made to facilitate business growth on the spit.

I wish to offer my time and experience to assist in that continuing development.

### FOR PLANNING COMMISSION ONLY:

Have you ever developed real property other than a personal residence? If yes, briefly explain:

### FOR PORT & HARBOR ADVISORY COMMISSION ONLY:

Do you use the Homer Port and/or Harbor on a regular basis? ☒ Yes ☐ No

If yes, what is your primary use? ☐ Commercial ☒ Recreational ☐ Other: Boat Sales-Demo



## City of Homer

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

## Office of the Mayor

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Homer, Alaska 99603

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

(p) 907-235-3130

(f) 907-235-3143

March 30, 2022

Bruce Friend  
P.O. Box 103  
Homer, AK 99603

Dear Bruce,

Congratulations! City Council confirmed and approved your appointment to the Port and Harbor Advisory Commission during their March 29, 2022 Regular Meeting via Memo 22-045. You will fill the seat vacated by Jeff Erickson and complete the remaining term, which expires February 1, 2023.

Included is the 2021-2022 Public Official Conflict of Interest Disclosure Statement. Please complete this form and return it to the City Clerk's Office at your earliest convenience. The Public Official Conflict of Interest Disclosure Statement is a public document that may be requested by a member of the public. In the event it is requested, you will be notified of the requestor's name.

Also included is your PHC Orientation Packet which provides important guidelines and information for your role as a commissioner.

Thank you for your willingness to serve the City of Homer on the Port and Harbor Advisory Commission. There certainly are exciting times ahead!

Cordially,

Ken Castner, Mayor

Enclosed: Memorandum 22-045

Certificate of Appointment

2021-2022 Public Official Conflict of Interest Disclosure Statement

PHC Orientation Packet

Cc: Port and Harbor Advisory Commission

**City of Homer**  
**Homer, Alaska**  
**Mayor's Certificate of Appointment**

**Greetings**  
**Be It Known That**

***Bruce Friend***

**Has Been Appointed to Serve As**  
**“Commissioner”**

**On The**  
**“Port & Harbor Advisory Commission”**

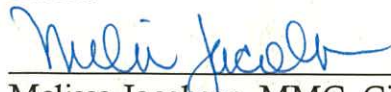
*This appointment is made because of your dedication to the cause of good government, your contributions to your community, and your willingness to serve your fellow man.*

*In Witness whereof I hereunto set my hand*  
*this 29<sup>th</sup> day of March 2022.*



Ken Castner, Mayor

Attest:



Melissa Jacobsen, MMC, City Clerk





**CITY OF HOMER  
HOMER, ALASKA**

Erickson/Port

**ORDINANCE 22-19(A)**

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE FY22 CAPITAL BUDGET BY APPROPRIATING FUNDS IN THE AMOUNT OF \$ 56,450. FROM THE PORT RESERVES FUND FOR THE PURPOSE OF ENGAGING R&M CONSULTANTS' GRANT ASSISTANCE AND ENGINEERING SUPPORT TEAMS TO DEVELOP AND SUBMIT A 2022 PORT INFRASTRUCTURE DEVELOPMENT PROGRAM GRANT APPLICATION FOR HOMER HARBOR'S FLOAT REPLACEMENT PROJECT.

WHEREAS, The State of Alaska sold Homer harbor to the City in 1999 and it was recognized that much of the vessel mooring systems were due to be replaced at that time; and

WHEREAS, It's an accepted industry standard that vessel float systems have a 30 year engineered life expectancy and at this time 71% of our vessel mooring floats are older than 30 years and some are nearly 60 years old; and

WHEREAS, The Department of Transportation Port infrastructure Development Grant Program (PIDP) supports projects that improve facilities directly related to operations of intermodal connections to coastal seaports, river ports, and Great Lake ports; and

WHEREAS, Many federal grants offer a standard 50% local/50% federal match. These Federal Transportation Development dollars have a 20% local/80% federal match requirement which creates a great fiscal opportunity for Homer to modernize our vessel mooring systems in the harbor; and

WHEREAS, To capitalize on this opportunity the City reached out to R&M Consultants, Inc. who is one of our city contracted engineering firms, for pricing to engage them for grant submission development assistance and engineering support, with the end goal being a 2022 grant submission to PIDP and/or any other grant opportunities that they believe that Homer would qualify for; and

WHEREAS, The City has received a quote from R&M Consultants, Inc. in the amount of \$56,450 for engineering support, project benefit cost analysis, and PIDP grant assistance, development and submission for the homer harbor float replacement project; and

WHEREAS, The benefit cost analysis, float replacement cost analysis, and engineering support components needed for the PIDP grant submission will also be required elements for any other grant opportunities that may be open to us in the future, and R&M's work can be re-utilized for such opportunities; and



WHEREAS, Homer harbor maintenance staff have done an excellent job of maintaining our float facilities over the years, but for a majority of these systems time is running out and as the owners and stewards of this valuable public resource that our community relies on we must work to develop a plan for re-capitalization that takes advantage of grant funding and local share dollars.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1: The FY22 Capital budget is hereby amended by appropriating funds in the amount of \$56,450 from the Port Reserve Fund for the purpose of engaging R&M Consultants' grant assistance and engineering support teams to develop and submit a 2022 Port Infrastructure Development Program Grant Application for Homer harbor's float replacement project, as follows:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
456-0380	R&M Consulting Grant Services- Float Replacement	\$56,450

Section 2: This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 11<sup>th</sup> day of April, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES: 5

NO: 0

ABSTAIN: 0

ABSENT: 1

First Reading: 3.29.22

Public Hearing: 4.11.22

Second Reading: 4.11.22

Effective Date: 4.12.22





**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 22-028**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
APPROVING AN AMENDMENT TO THE PROPERTY DEVELOPMENT  
PLAN OF THE COPPER RIVER SEAFOODS LEASE FOR A PORTION  
OF LOT 13B, CITY OF HOMER PORT INDUSTRIAL SUBDIVISION  
NO.2, ACCORDING TO PLAT NO. 80-92, CONTAINING 15,300 SQ FT,  
ALSO KNOWN AS KPB PARCEL # 18103425.

WHEREAS, Copper River Seafoods entered into a 20 year lease with the City on May 16  
2019 that included a property development plan to build a new 42' by 47' office structure; and

WHEREAS, On February 4 2022 the City received a letter from Copper River Seafoods  
stating that they are requesting an amendment to the proposed property development  
requirement, listed in Exhibit D, E, and F of the lease; and

WHEREAS, Exhibit D listing the proposed use of the property and the property  
development completion date of December 31 2022 would remain the same; and

WHEREAS, The proposed amendment would replace Exhibit E and Exhibit F of the lease,  
changing the current site plan and floor plans from the construction of a 42'x47' building to a  
plan that places 3 portable buildings onto the existing concrete foundation pad located on site;  
and

WHEREAS, On March 23 2022, the Port and Harbor Advisory Commission discussed the  
proposed change and moved to recommend that Council approve the Copper River Seafoods' lease  
amendment and new property development plan; and

WHEREAS, HCC 18.08.160(e) States that any significant changes in the terms (use) of the  
existing lease must be reviewed by the Port and Harbor Commission and approved by City  
Council by resolution as an amendment to the lease; and

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby approves the  
amendment of the Copper River Seafoods lease Exhibit D to include the new proposed  
development plan for a portion of Lot 13B, City of Homer Port Industrial Subdivision No. 2,  
according to Plat No. 80-92, containing 15,300 square feet, Also known as KBP Parcel  
#18103425, and authorizes the City Manager to execute the appropriate documents.

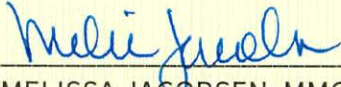
PASSED AND ADOPTED by the Homer City Council on this 11<sup>th</sup> day of April, 2022.

CITY OF HOMER



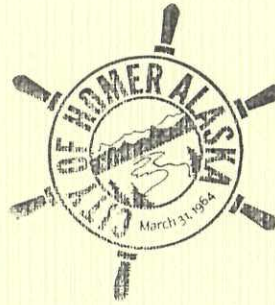
KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: Lease revenue



# Port & Harbor Monthly Statistical & Performance Report

For the Month of: **March 2022**

<b><u>Moorage Sales</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>Stall Wait List</u></b>		
Daily Transient	60	81	No. on list at Month's End	<b><u>2022</u></b>	<b><u>2021</u></b>
Monthly Transient	76	74	20' Stall	12	22
Semi-Annual Transient	2	2	24' Stall	58	46
Annual Transient	5	8	32' Stall	185	129
Annual Reserved	38	29	32'A Stall	13	7
			40' Stall	70	53
			50' Stall	31	29
			60' Stall	4	2
			75' Stall	4	1
			Total:	377	289
<b><u>Grid Usage</u></b>			<b><u>Docking &amp; Beach/Barge Use</u></b>		
1 Unit = 1 Grid Tide Use	<b><u>2022</u></b>	<b><u>2021</u></b>	1 Unit = 1 or 1/2 Day Use	<b><u>2022</u></b>	<b><u>2021</u></b>
Wood Grid	2	5	Deep Water Dock	14	24
Steel Grid	1	5	Pioneer Dock	3	6
			Beach Landings	2	4
			Barge Ramp	136	56
<b><u>Services &amp; Incidents</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>Marine Repair Facility</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Vessels Towed	1	0	Vessels Hauled-Out	2	0
Vessels Moved	6	9	Year to Date Total	2	0
Vessels Pumped	4	3	Vessels using facility uplands	3	3
Vessels Sunk	0	0	<b><u>Wharfage (in short tons)</u></b>		
Vessel Accidents	0	0	In Tons, Converted from Lb./Gal.	<b><u>2022</u></b>	<b><u>2021</u></b>
Vessel Impounds	0	0	Seafood	394	258
Equipment Impounds	0	0	Cargo/Other	238	85
Vehicle Impounds	0	0	Fuel	8,641	25,119
Property Damage	0	0			
Pollution Incident	1	10			
Fires Reported/Assists	0	0			
EMT Assists	0	2			
Police Assists	0	0			
Public Assists	6	7			
Thefts Reported	0	0			
<b><u>Parking Passes</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>Ice Sales</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Long-term Pass	12	7	For the Month of March	66	23
Monthly Long-term Pass	2	0			
Seasonal Pass	4	1	Year to Date Total	66	23
<b><u>Crane Hours</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>Difference between</u></b>		
	135.3	75.5	<b><u>2021 YTD and 2022 YTD:</u></b>	<u>43 tons more</u>	

# Port & Harbor Water/Sewer Bills

Service Period: March , 2022

Meter Reading Period:2/15/22-3/14/22

Meter Address - Location	Acct. #	Meter ID	Service/ Customer Charge	Water Charges	Sewer Charges	Total Charges	Previous Reading	Current Reading	Total Usage (gal)
810 FISH DOCK ROAD - Fish Grinder	1.0277.01	84810129	\$7.00	\$0.00	\$0.00	\$7.00	1,399,800	1,399,800	-
4244 HOMER SPIT RD - SBH & Ramp 2	1.0290.02	84872363	\$7.00	\$0.00	\$0.00	\$7.00	4,090,100	4,090,100	-
4166X HOMER SPIT RD - SBH & Ramp 4	1.0345.01	70291488	\$7.00	\$0.00	\$0.00	\$7.00	25,806,100	25,806,100	-
4166 HOMER SPIT RD- SBH Restrooms	1.0346.01	38424734	\$14.00	\$1.07	\$2.43	\$17.50	834,500	834,600	100
4171 FREIGHT DOCK RD - SBH & Ramp 6	1.0361.01	71145966	\$7.00	\$0.00	\$0.00	\$7.00	4,963,000	4,963,000	-
4690C HOMER SPIT RD - Pioneer Dock	1.0262.01	70315360	\$14.00	\$82.39	\$0.00	\$96.39	4,883,000	4,890,700	7,700
4690A HOMER SPIT RD - Pioneer Dock	1.0261.01	70315362	\$14.00	\$0.00	\$0.00	\$14.00	1,346,100	1,346,100	-
4666 FREIGHT DOCK RD - Deep Water Dock	1.0357.01	70564043	\$14.00	\$218.28	\$0.00	\$232.28	12,510,600	12,531,000	20,400
4448 HOMER SPIT RD - Steel Grid	1.0230.01	80394966	\$7.00	\$0.00	\$0.00	\$7.00	-	-	-
795 FISH DOCK ROAD - Fish Dock/Ice Plant	1.0180.01	70291512	\$14.00	\$729.74	\$0.00	\$743.74	-	-	68,200
4147 FREIGHT DOCK RD - SBH & Ramp 6 Restroom	1.4550.01	70315668	\$14.00	\$16.05	\$36.45	\$66.50	515,100	516,600	1,500
4147X FREIGHT DOCK RD - Ramp 6 Fish Cleaning	1.0457.01	80856895	\$7.00	\$0.00	\$0.00	\$7.00	764,700	764,700	-
4001 FREIGHT DOCK RD - L&L Ramp Restrooms	10.4550.01	70364713	\$14.00	\$28.89	\$65.61	\$108.50	534,500	537,200	2,700
4667 HOMER SPIT RD L - Port Maintenance	1.0109.01	70257255	\$14.00	\$27.82	\$63.18	\$105.00	156,100	158,700	2,600
4667 HOMER SPIT RD - Bldg Near Water Tank	1.0100.02	70315820	*utility meter currently assigned to lessee						
4667 FREIGHT DOCK RD - DWD Restroom	1.0495.01	84920900	\$14.00	\$21.40	\$48.60	\$84.00	168,000	170,000	2,000
4311 FREIGHT DOCK RD - Port & Harbor Office	5.1020.01	83912984	\$14.00	\$22.47	\$30.03	\$66.50	109,000	111,100	2,100
4000 HOMER SPIT RD - Ramp 5 Restroom	5.1250.01	86083228	\$14.00	\$22.47	\$30.03	\$66.50	552,200	554,300	2,100
4425 FREIGHT DOCK RD - Sys 5 & Ramp 8	5.1050.01	86094861	\$14.00	\$82.39	\$0.00	\$96.39	2,137,300	2,145,000	7,700
<b>Overall Charges:</b>						<b>\$1,739.30</b>	<b>Overall Water Usage:</b>		<b>117,100</b>

Water/Sewer Monthly Comparison CY 2018 to Current										
	2018		2019		2020		2021		2022	
January	\$1,458.89	83,400	\$1,485.10	79,100	\$3,419.82	217,800	\$1,640.36	85,300	\$2,236.49	166,800
February	\$2,500.97	144,800	\$1,458.19	74,100	\$2,308.87	140,600	\$1,743.64	109,000	\$921.44	45,700
March	\$2,271.05	138,300	\$1,809.53	96,700	\$1,715.03	97,800	\$1,854.70	128,800	\$1,739.30	117,100
April	\$2,766.11	272,300	\$4,105.23	206,800	\$4,032.71	245,300	\$3,186.73	245,400		
May	\$3,951.58	304,600	\$7,349.43	450,700	\$4,577.16	288,700	\$4,810.68	328,600		
June	\$16,995.43	1,349,200	\$11,917.20	756,800	\$17,557.33	1,176,500	\$13,982.13	999,200		
July	\$18,540.31	1,391,400	\$15,669.89	973,600	\$18,256.51	1,222,700	\$16,420.44	1,096,200		
August	\$19,055.83	1,449,800	\$23,879.39	1,553,500	\$16,763.25	1,162,000	\$18,452.04	1,247,500		
September	\$16,345.46	1,328,800	\$22,850.15	1,425,100	\$16,454.55	1,131,800	\$14,777.10	1,117,300		
October	\$8,965.86	728,200	\$16,025.77	744,900	\$8,669.03	589,000	\$6,265.73	366,300		
November	\$2,967.17	195,100	\$7,391.65	338,900	\$2,418.11	139,300	\$1,511.37	93,300		
December	\$1,294.53	69,100	\$2,691.44	170,800	\$1,575.72	87,900	\$2,613.09	193,500		
YTD Total	\$97,113.19	7,455,000	\$116,632.97	6,871,000	\$97,748.09	6,499,400	\$87,258.01	6,010,400	\$4,897.23	329,600

2022 Ice & Crane Report						
Date To	Crane Weekly	Crane Month	YTD Crane	Ice Weekly	Ice Month	YTD Ice
1/2/2022	6.8			shut down for maintenance		
1/9/2022	4.3			shut down for maintenance		
1/16/2022	25.3			shut down for maintenance		
1/23/2022	27.6			shut down for maintenance		
1/30/2022	25.8			shut down for maintenance		
		89.8	89.8		0	0
2/6/2022	43.5			shut down for maintenance		
2/13/2022	20.2			shut down for maintenance		
2/20/2022	47.4			shut down for maintenance		
2/27/2022	20.8			shut down for maintenance		
		131.9	221.7		0	0
3/6/2022	50.4			14		
3/13/2022	29.9			18		
3/20/2022	26.1			22		
3/27/2022	28.9			12		
		135.3	357		66	66
4/3/2022	12.2			36		
4/10/2022	27.1			47		
4/17/2022	44.5			22		
4/24/2022						
		83.8	440.8		105	171
5/1/2022						
5/8/2022						
5/15/2022						
5/22/2022						
5/29/2022						
		0	440.8		0	171
6/5/2022						
6/12/2022						
6/19/2022						
6/26/2022						
		0	440.8		0	171
7/3/2022						
7/10/2022						
7/17/2022						
7/24/2022						
7/31/2022						
		0	440.8		0	171
8/7/2022						
8/14/2022						
8/21/2022						
8/28/2022						
		0	440.8		0	171
9/4/2022						
9/11/2022						
9/18/2022						
9/25/2022						
		0	440.8		0	171
10/2/2022						
10/9/2022						
10/16/2022						
10/23/2022						
10/30/2022						
		0	440.8		0	171
11/6/2022						
11/13/2022						
11/20/2022				shut down for maintenance		
11/27/2022				shut down for maintenance		
		0	440.8		0	171
12/4/2022				shut down for maintenance		
12/11/2022				shut down for maintenance		
12/18/2022				shut down for maintenance		
12/25/2022				shut down for maintenance		
12/31/2022				shut down for maintenance		
		0	440.8			

## Deep Water Dock 2022

Date	Vessel	LOA	Times	Billed	\$ Dock	Srv Chg
1/6	ENDEAVOR		1100/1350	CISPRI	\$506.00	\$52.00
1/10	PERSEVERANCE		0900/1325	CISPRI	\$788.00	\$25.00
1/17	ENDEAVOR		1015/1345	CISPRI	\$506.00	\$52.00
1/24	PERSEVERANCE		0630/1335	CISPRI	\$788.00	\$52.00
1/26	PERSEVERANCE		0815/	CISPRI	\$788.00	\$52.00
1/27	PERSEVERANCE		/	CISPRI	\$788.00	--
1/28	PERSEVERANCE		/1815	CISPRI	\$788.00	--
2/2	ENDEAVOR	181	1015/1147	CISPRI	\$506.00	\$52.00
2/8	PERSEVERANCE	207	1500/1650	CISPRI	\$788.00	\$52.00
2/11	PACIFIC WOLF	395	1000/?	KIRBY	\$1,206.00	\$52.00
2/14	PERSEVERANCE	207	1732/	CISPRI	\$788.00	\$52.00
2/14	ENDEAVOR	181	0830/	CISPRI	\$506.00	\$52.00
2/15	PERSEVERANCE	207	/1215	CISPRI	\$788.00	--
2/19	BILL GOBEL	111	1210/1329		\$506.00	\$52.00
2/28	ENDEAVOR	181	1000/1350	CISPRI	\$506.00	\$52.00
3/7	perseverance	207	0825/1340	CISPRI	\$788.00	\$52.00
3/14	endeavor	181	0955/1400		\$506.00	\$52.00
3/28	endeavor	181	1125/1330		\$506.00	\$52.00
3/30	sovereign	180	0900/1225		\$506.00	\$52.00
3/31	REDOUBT	332	1600/	CISPRI	\$1,005.00	\$52.00
				<b>Year to Date Totals:</b>	\$13,857.00	\$857.00
04/21/22						



## Pioneer Dock 2022

Date	Vessel	LOA	Times	Billed	\$ Dock	Srv Chg
1/21	PACIFIC WOLF		0850/2200		1,206.00	52.00
1/27	BOB FRANCO		1228/1531		506.00	52.00
1/31	CISPRI ENDEAVOR		0835/1905		506.00	52.00
2/2	PACIFIC WOLF	395	1430/?	KIRBY	1,206.00	52.00
2/15	PACIFIC WOLF	395	1115/1640	KIRBY	1,206.00	52.00
2/22	PERSEVERANCE	207	0800/1530	CISPRI	788.00	52.00
3/17	PETRO ALASKAN	300		Olympic Tug & Barge	788.00	52.00
3/21	PERSEVERANCE	207	0815/1625	CISPRI	788.00	52.00
<b>04/21/22</b>				<b>Year to Date Totals:</b>	<b>\$6,994.00</b>	<b>\$416.00</b>

## Ferry Landings 2022

	Pioneer Dock	Deep Water Dock
January	2	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Pioneer Dock - 2022 Water Usage							Deep Water Dock - 2022 Water Usage						
Date	Vessel	Beg. Read	End Read	Gal.	Charged	Conx Fee	Date	Vessel	Beg. Read	End Read	Gal.	Charged	Conx Fee
1/6	ENDEAVOR	12472000	12479750	7,750	\$ 300.78	\$ 102.00	1/31	CISPRI ENDEAVOR	04879575	04883075	3500	\$ 194.05	\$ 102.00
1/10	PERSEVERANCE	12479000	12485300	6,300	\$ 244.50	\$ 102.00	2/14	ENDEAVOR	12502490	12510650	8160	\$ 316.69	\$ 102.00
1/17	ENDEAVOR	12485290	12488290	3,000	\$ 194.05	\$ 102.00	2/19	BILL GOBEL	12510620	12514080	3460	\$ 194.05	\$ 102.00
1/24	PERSEVERANCE	12488290	12497200	8,910	\$ 345.80	\$ 102.00	2/27	BOB FRANCO	12514080	12519130	5050	\$ 195.99	\$ 102.00
1/26	BOB FRANCO	12497200	12502500	5,300	\$ 205.69	\$ 102.00	2/28	ENDEAVOR	12519120	12523950	4830	\$ 194.05	\$ 102.00
2/22	PERSEVERANCE	4883075	4890740	7,665	\$ 297.48	\$ 102.00	3/7	perseverance	12523930	12528230	4300	\$ 194.05	\$ 102.00
3/21	PERSEVERANCE	1346145	1361645	15,500	\$ 601.56	\$ 102.00	3/12	Bob franco	12528230	12531500	3270	\$ 194.05	\$ 102.00
<b>Year to Date Totals:</b>				<b>54,425</b>	<b>\$ 2,189.86</b>	<b>\$ 714.00</b>	3/14	endeavor	12530150	12534000	3850	\$ 194.05	\$ 102.00
<u>Notes:</u>							3/27	Bob franco	12534000	12536670	2670	\$ 194.05	\$ 102.00
Washing down dock results in missing begin/end reads							3/28	endeavor	12536670	12546820	10150	\$393.92	\$102.00
\$194.05 Min Charge													
\$102.00 CONX													
							<b>Year to Date Totals:</b>						
											<b>3,500</b>	<b>\$ 194.05</b>	<b>\$ 102.00</b>
<u>Notes:</u>							<u>Notes:</u>						
							Washing down dock results in missing begin/end reads						
							\$194.05 Min Charge						
							\$102.00 CONX						

## PORT & HARBOR ADVISORY COMMISSION 2022 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>	Wednesday 1/19 5:00 p.m.	Wednesday 1/26 5:00 p.m.	Monday 2/14 6:00 p.m. <a href="#">[Siekaniec]</a>	<ul style="list-style-type: none"> <li>• Clerk Reappointment Notices Sent Out</li> </ul>
<b>FEBRUARY</b>	Wednesday 2/16 5:00 p.m.	Wednesday 2/23 5:00 p.m.	Tuesday 2/28 6:00 p.m. <a href="#">[Matthews]</a>	<ul style="list-style-type: none"> <li>• Terms Expire February 1<sup>st</sup></li> <li>• Election of PHC Officers</li> <li>• Annual Training Worksession</li> </ul>
<b>MARCH</b>	Wednesday 3/16 5:00 p.m.	Wednesday 3/23 5:00 p.m.	Tuesday 3/29** 6:00 p.m. <a href="#">[Matthews]</a>	
<b>APRIL</b>	Wednesday 4/20 5:00 p.m.	Wednesday 4/27 5:00 p.m.	Monday 5/9 6:00 p.m. <a href="#">[Pitzman]</a>	<ul style="list-style-type: none"> <li>• City Budget Review/Develop Requests *may be n/a during non-budget years</li> <li>• Annual Review of Strategic Plan/Goals &amp; Commission's Policies</li> </ul>
<b>MAY</b>	Wednesday 5/18 5:00 p.m.	Wednesday 5/25 6:00 p.m.	Monday 6/13 6:00 p.m. <a href="#">[Siekaniec]</a>	
<b>JUNE</b>	Wednesday 6/15 5:00 p.m.	Wednesday 6/22 6:00 p.m.	Monday 6/27 6:00 p.m. <a href="#">[Ulmer]</a>	
<b>JULY</b>	Wednesday 7/20 5:00 p.m.	Wednesday 7/27 6:00 p.m.	Monday 8/8 6:00 p.m. <a href="#">[Ulmer]</a>	<ul style="list-style-type: none"> <li>• Capital Improvement Plan Review</li> </ul>
<b>AUGUST</b>	Wednesday 8/17 5:00 p.m.	Wednesday 8/24 6:00 p.m.	Monday 9/12 6:00 p.m. <a href="#">[Shavelson]</a>	
<b>SEPTEMBER</b>	Wednesday 9/21 5:00 p.m.	Wednesday 9/28 5:00 p.m.	Monday 10/10 6:00 p.m. <a href="#">[Zeiset]</a>	
<b>OCTOBER</b>	Wednesday 10/19 5:00 p.m.	Wednesday 10/26 5:00 p.m.	Monday 11/28 6:00 p.m. <a href="#">[Zeiset]</a>	<ul style="list-style-type: none"> <li>• AAHPA Conference</li> </ul>
<b>NOVEMBER</b>		No Regular Meeting		<ul style="list-style-type: none"> <li>• Seattle Fish Expo</li> <li>• Approve Meeting Schedule for Upcoming Year</li> </ul>
<b>DECEMBER</b>	Wednesday 12/7 5:00 p.m.	Wednesday 12/14 5:00 p.m.	Monday 1/9/2023 6:00 p.m. <a href="#">[Shavelson]</a>	<ul style="list-style-type: none"> <li>• Land Allocation Plan Review</li> </ul>

\*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.

\*\*City Council's March meeting will be held on a Tuesday due to Seward's Day.