



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

Port & Harbor Advisory Commission Regular Meeting

Wednesday, February 23, 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. January 26, 2022 Regular Meeting Minutes

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VISITORS / PRESENTATIONS

STAFF & COUNCIL REPORT / COMMITTEE REPORTS

A. Port & Harbor Staff Report for February 2022

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B. Homer Marine Trades Association Report

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PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A. Implementation of the Wayfinding-Streetscape Plan

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i. Streetscape Plan Excerpt

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ii. Wayfinding-Streetscape Sign Types

Page 18

B. City Code Updates for Special Events & Food Trucks

Page 20

i. Special Event HCC Update Draft Memo from City Manager

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ii. Draft Ordinance Amending HCC Re: Special Events

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iii. Event Permit Decision Tree

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iv. Food HCC Update Draft Memo from City Manager

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v. HCC 8.11 Mobile Food Service Draft Amendments

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INFORMATIONAL MATERIALS

[A.](#) Memo 22-017 Mark Zeiset Reappointment & Bob Shavelson Appointment to PHC **Page 41**

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COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **WEDNESDAY, MARCH 23, 2022 at 5:00 P.M.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Session 22-01, a Regular Meeting of the Port and Harbor Advisory Commission was called to order by Chair Steve Zimmerman at 5:04 p.m. on January 26, 2022 in the City Hall Cowles Council Chambers located at 491 E Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ZIMMERMAN, ZEISET, MATTHEWS, SIEKANIEC, PITZMAN, ULMER (arrived at 5:06 p.m.), AND STUDENT REPRESENTATIVE STONOROV

CONSULTING

MEMBER: MAYOR CASTNER

ABSENT: COMMISSIONER ERICKSON (excused)

STAFF: PORT DIRECTOR/HARBORMASTER HAWKINS
DEPUTY CITY CLERK TUSSEY

AGENDA APPROVAL

SIEKANIEC/PITZMAN MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

Mayor Castner reported on recent visits by U.S. Senator Lisa Murkowski and U.S. Coast Guard Rear Admiral Nathan Moore. He commended Chair Zimmerman for his tenure on the PHC, the commission for their vital work, and presented Chair Zimmerman with his certificate of recognition.

RECONSIDERATION

APPROVAL OF MINUTES

A. December 8, 2021 Regular Meeting Minutes

ULMER/SIEKANIEC MOVED TO APPROVE THE DECEMBER 8TH 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 January 2022

Port Director Hawkins facilitated questions from the commission, speaking to boat rescues from freezing rain and ice congestion, port maintenance efforts, and other operational events.

In response to a question from Commissioner Siekaniec regarding the Cook Inlet fish boundary meeting, Mr. Hawkins noted the City Attorney is working on how the City can support the Cook Inlet drift fishermen. Mayor Castner reported the City of Homer is filing an amicus brief in federal court supporting the seafood processing group. The City Attorney is preparing the brief now, it's expected to be filed early February, and he shared what some of the next steps would be after that.

B. Homer Marine Trades Association Report

Commissioner Zeiset reported HMTA is conducting marine trade classes again at the Homer High School. Mr. Zeiset taught one class and others will be taught by a local electrician and Bayweld. The HMTA is working with Bayweld and the college to provide a certified welding program for Homer. Anchorage Boat Show will be taking place in February 18-20th; HMTA will be hosting a booth. The show is a good opportunity to promote Homer and the marine trades.

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

- A. Review of PHC Goals & Tasks
i. PHC 2021-2022 Strategic Plan

Chair Zimmerman introduced the agenda item by reading the title and deferred to Port Director Hawkins to begin discussion.

Mr. Hawkins reviewed the current list of PHC goals, providing comments and updates to each item. Deputy City Clerk Tussey spoke to the purpose of the strategic plan as a prioritized list of goals to aid the commission in staying on-task for the year, and staff's recommendation to do a check-in to see if there are any outstanding tasks for them to be working on over the upcoming months so that staff knows what to prepare for and bring to the commission at their next meeting.

Commissioner Zeiset inquired on the status of the 5-year float replacement plan for the Small Boat Harbor and if that plan was for a specific area or the floats in general. Mr. Hawkins explained how there is a Capital Improvement Plan request already for completing System 4 and the AAA float it connects to, but that we need to take a critical look at the rest of the systems to determine replacement timelines for the other floats.

Commissioner Siekaniec opined that the PHC has done a generally good job meeting their goals. He would like to see more being done with establishing a goal for reserves, and continue to understand the budget and having Finance staff participate in future meetings. Discussion ensued between Mr. Hawkins and the commission regarding having a realistic reserve plan, not necessarily setting an amount, and having the Finance Director attend possibly the March meeting to speak on the topic.

Mayor Castner commented on the City's current working capital, how much of that is considered emergency funds, and how much is available dependent on fluctuating tax revenue. He explained how that example can be applied to Harbor Enterprise accounts to aid with harbor float replacement funding. Mr. Castner spoke to the commission's comments regarding finding additional sources of revenue. He thinks sales tax funding is a non-starter, but during his term he is working to get rid of the

administrative fees charged to the Harbor Enterprise and his reasoning why. He suggested the enterprise should be getting their own financial planning and advice.

Chair Zimmerman commented on how the PHC had discussed building a \$10 million reserve funds during rate structure changes, and inquired if that was still being built up. Mr. Hawkins noted that the reserves are growing and while we're paying for project from that fund, the Harbor Enterprise is exceeding its revenue budget goals each year and is slowly growing those funds.

Commissioner Matthews requested an update on researching the costs of float repairs so they can better allocate and start setting aside money for that project. Mr. Hawkins responded he had not reached out to anyone yet on that.

Commissioner Matthews commented on the Spit Parking study and how she recalled the commission was waiting on some comments to come back on their review of the draft study. She opined that those two things (the parking study and the float repair costs) are pertinent to their budget review, and was under the impression that the additional questions they had for the consultant would be addressed before it went to Council. She does not know if those questions were answered. Mr. Hawkins explained how staff has not yet gotten the parking study to Council and nothing has been done. Commissioner Matthews requested the topic be on next month's agenda.

In response to Mr. Hawkins' request for what those questions were, Commissioner Matthews commented she could forward her note to him within the week. One question was how HDL Consultants was coming up with their densities since they are a key part in projecting for potential income, and to push back for more thorough explanations knowing if PHC had questions then Council would have questions. She reiterated her request to have it on next month's agenda since those topics are really pertinent to revenue.

Mr. Hawkins suggested the PHC have a budget-type meeting, set some goals, review where we're at, and have the Finance Director attend to be a part of the discussion. Deputy City Clerk Tussey noted the Spit Parking Plan discussion that Commissioner Matthews was referencing was at the PHC's September 22, 2021 regular meeting for reference.

INFORMATIONAL MATERIALS

- A. Port & Harbor Monthly Stats for November, December & EOY 2021
- B. Water/Sewer Bills Report for November & December 2021
- C. EOY 2021 Load & Launch Stats
- D. EOY 2021 Parking Stats
- E. EOY 2021 Ice & Crane Report
- F. Dock Activity Report
- G. PHC 2022 Meeting Calendar

Port Director Hawkins reported on his meeting with U.S. Coast Guard Rear Admiral Nathan Moore and U.S. Senator Lisa Murkowski to discuss the Port Expansion project, the Spit erosion study project and dredged materials use during the expansion project, and beach re-nourishment. Mayor Castner commented on additional details from the meeting.

Deputy City Clerk Tussey pointed out Commissioner Matthews has the City Council report at the February 28th meeting. She noted the commission agreed to finish assigning reports at the next meeting

once new appointment terms started. Commissioner Siekaniec agreed to give the January report at the next Council meeting on February 14th.

COMMENTS OF THE AUDIENCE

Mayor Castner commented on the harbor expansion project and his opinion that it's incumbent on the commission to control this study and how the chapters are laid out. They need to figure out exactly what they can do to ensure the study goes faster and be proactive.

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey thanked Chair Zimmerman for his twelve and a half years of service, and that he's been a wonderful chair. She reported that at Council's January 24th meeting Commissioner Zeiset was reappointed for another 3-year term and Bob Shavelson was newly appointed to fill the vacant seat from Commissioner Zimmerman. She reminded the commission there will be a commissioner training worksession at 4:00 p.m. before the 5:00 p.m. regular meeting on February 23rd, and they will be holding their election of officers.

Port Director Hawkins had no further comments.

COMMENTS OF THE COMMISSION

Commissioner Ulmer thanked Mayor Castner, the commission, and Student Representative Stonorov for being there.

Commissioner Pitzman voiced his appreciation for Chair Zimmerman's service and the conversation regarding the Senator and Rear Admiral's visit. In response to Mayor Castner's comments on guiding the harbor expansion study's chapters, he is particularly interested in the chapter regarding how the large vessel haul-out will integrate with the expansion plan, which won't happen without a lot of planning and forethought. He thanked everyone for coming and to have a nice night.

Commissioner Siekaniec thanked Mayor Castner for coming to the meeting and Chair Zimmerman, noting that it's been great, and to everyone else to have a nice night.

Commissioner Zeiset commented it was nice to have Mayor Castner there and to get some good insight in things and noted it was a good meeting.

Commissioner Matthews commented on how excited to hear Mayor Castner's last comments because she thinks it's going to be important and is willing to help collect some other harbor expansion reports that have been done in the past, unless the person at the firm that we're working with has some they'd like to provide just so we can start forward-thinking about those chapters. This will help the commission understand the budgetary needs and how we're going to support it going forward. She suggested the topic be added to the next agenda to start looking at some of those samples or ones that have already been done.

Student Representative Stonorov commented it was interesting to hear about the meeting with the senator and thanked the commission for having her.

Chair Zimmerman thanked Mayor Castner for joining them. He commented that this was his last meeting and appreciated all the work the commission has done and hopes it continues doing a good job. He thanked everyone.

ADJOURNMENT

There being no further business to come before the Commission, Chair Zimmerman adjourned the meeting at 6:10 p.m. The next regular meeting is scheduled for Wednesday, February 23, 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.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____



FEBRUARY 2022 PORT & HARBOR STAFF REPORT

1. Administration

Staff met with:

- Rob Dumouchel, City Manager and other Dept. Head staff - leadership team/dept. head meetings
- Members of Homer Marine Trades Association (HMTA)- Re advertising meeting and port expansion update
- US Coast Guard Lt. Cmdr. Jeannette Greene, Captain of the Cutter Hickory- Re upcoming Admiral visit, future stationing of the Hickory and planned cutter replacement, and maintenance cameras for the West trestle pier
- Jenny Carrol, Economic Development- Re Senator Murkowski visit pre-planning session
- US Senator Murkowski & US Coast Guard Rear Admiral Nathan A. Moore- Re City of Homer legislative priorities, Homer Projects, & Homer Port Expansion
- Members of the Homer Chamber of Commerce- Re Chamber's annual meeting
- Rob Dumouchel, City Manager- Re Juneau Legislative Fly-In preparation session
- Ben Coleman, R&M Consulting- Re Grant funding for the City's needs
- Debbie Tobin, Kenai Peninsula College- Re interns and an overview of the KPC internship program
- Alaska State Legislators (Juneau)- Re Homer Port Expansion and city legislative priorities
- Members of the general public- Re Anchorage Boat Show

2. Operations

Strong winter weather continues to impact operations at the port & harbor during the months of January and February. Small vessel traffic and maneuverability inside the harbor was severely affected by heavy ice congestion mid-January. Harbor officers spent several days removing snow from the float systems following multiple snow storms.

Crab fishing vessels participating in the Bering Sea and Kodiak Island commercial crab fisheries returned to Homer in February after the conclusion short seasons. The federal waters pacific cod fisheries remain open in the northern gulf. There are four participating fishing vessels making routine deliveries to Homer's fish dock.

Operations staff have been monitoring parking lots for compliance involving long-term vehicle parking and permitting requirements. Seven vehicles received parking citations and two boat trailers have been impounded for non-compliance so far in 2022.

The following notable events occurred:

- On 1/18, intent to impound notices were posted on two recreational vessels moored in the harbor for outstanding delinquent account balances.
- On 1/19, harbor officers assisted HPD in attempting to locate a woman who had tried to gain access to the USCG Hickory without authorization.
- On 1/21, harbor officers responded to an alarm sounding aboard a 36' recreational vessel, implemented dewatering pumps, and notified the owner.

- On 1/24, harbor officers recovered a stokes litter basket from the deck of the fish dock after it broke free from its mount during high winds.
- On 1/24, operations staff raised and salvaged a sunken 24' recreational vessel from its moorings in the harbor and towed it to the L&L ramp for removal.
- On 1/25, operations and maintenance staff participated in a firefighting orientation aboard USCG Hickory.
- On 1/31, harbor officers impounded several pieces of equipment from the float systems that were obstructing snow removal equipment.
- On 1/31, a harbor officer assisted a motorist whose vehicle had become stuck in a snow drift.
- On 2/2, harbor officers responded to a flooding 28' recreational vessel, implemented emergency dewatering pumps, and notified its owner.
- On 2/7, operations staff received a report of the smell of an electrical fire in the vicinity of ramp 1. Upon investigation, harbor officers found the crew of an 80' commercial vessel conducting onboard welding activities.
- On 2/9, a strong, westerly cold front produced 15 degree temperatures and 50 knot winds causing hazardous weather conditions.
- On 2/10, the deputy harbormaster found a 20' recreational vessel flooding on its moorings, implemented emergency dewatering pumps, and notified its owner.
- On 2/14, operations and maintenance staff provided line handling and tug assistance, helping to facilitate a boat move involving three, 100' class commercial vessels.

3. Ice Plant

The news this last month is the IPHC has set the 2022 Halibut season from March 6th until December 7th. We proposed an Ice plant operating schedule from March 3rd until November 5th. These dates are now being discussed with Fish Buyers:

- Rebuilt condenser pump packing glands.
- Cleaned up electric controls on #3, #6 crane and applied Corrosion Block on all electrical components. #3 back in service.
- Verified oil levels and conditions on Ice machine gear boxes
- Greased rake lift cables and rake pad rails. Also patching one more hole in ice bin.
- Inspected Evaporator liquid/ hot gas/ suction line flanges and hardware for anything loose.
- #3 crane boom cylinder change out.
- #1 crane control power problems. Found permissive switch out of adjustment, which was causing a loss of control voltage due to circuit open. Replaced 6ea hoses on #1 crane.

4. Port Maintenance

From mid-January to mid-February, Port Maintenance has been busy with the following:

- Routine equipment maintenance
- Snow removal and sanding
- Ice removal from launch ramps and barge ramp
- Electrical pedestal troubleshooting and repair
- DWD security gate adjustments
- Planning for Pioneer Dock camera installation
- Ordering two new fire pumps
- Sanding equipment repairs
- Assisted Operations with vessel moves

Homer Marine Trades Association Regular Meeting Agenda

February 8th 2022

1. **Call Meeting to order:** (Quorum- Y / N)

2. **Approve Agenda for tonight 02/08/22:**

1st _____ 2nd _____

3. **Approve of minutes for 01/04/21:**

1st _____ 2nd _____

4. **Visitors/Presentations:**

- Homer Port and Harbor Master

Treasurer's Report: Jen

- Update

5. **Committee Reports:**

- **Advertising and Web/Social media:** Mark, Kate, Aaron, Josh
 - Updates
 - Schedule next meeting
- **Workforce Development:** Walter/Jesus
- **FOL list**
- **Scholarship:** Cinda, updates
- **Website:** Josh/ Grady

6.

Old Business:

- Anchorage Boat Show
- UCIDA's Final Resolution Review – Matt

7. **New Business**

- PME

8. **Comments of the audience:**

9. **Comments of the board:**

10. **Next Meeting:** March _____ 2022 at 6PM held at _____

**Homer Marine Trades Association
Regular Business Meeting
January 4, 2022
Bay Welding**

The meeting was called to order by President, Aaron Fleenor at 6:05 p.m.

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

Agenda Approval: Motion by Eric Engebretsen to approve the Agenda as presented, 2nd and carried

Minutes: Motion by Matt Alward to approve the minutes of the December 8th meeting as written 2nd and carried.

Guests present: Tad Russell of UCIDA

Guest Presentation: Tad Russell of UCIDA; UCIDA is filing suit against Fisheries Service to overturn a decision to close the area Anchor Point south across the Inlet to Calgin Island to commercial fishing due to a lack of co-management plan between the State and Feds. Decision will have an enormous impact on the Homer area. UCIDA invites HMTA to join in Resolution to support suit as a Friend of the Court.

Motion by Matt Alward to review the final Resolution to support UCIDA's law suit, as proposed by the City of Homer, for further action, 2nd and carried.

Treasurer's Report – Jen Hakala reported that there is \$20,596 in the checking account with membership dues continuing to come in. The Tidebook invoice and Anchorage Boat Show invoice have been paid; Fish Expo payment is due at the end of January.

Committee Reports:

- Advertising -
 - Tidebooks – are available for distribution
 - Social Media – Jen has access to the FB account and is looking for content
 - Meeting – tentative date 1/18, will invite Grady to give an update
- Workforce Development –
 - HHS – Aaron reported that Walter is still employed at the HHS and he is willing to be the liaison; ready to go with FOLs – Cinda will get a sign up list out to the membership; Mark will take next Wednesday
 - KPC/Bay Weld – Eric reported that they are now certified to sign off on certain course certifications; they are still working with the college on a collaboration for future courses
- Website – no report

Old Business:

- Anchorage Boat Show – Bruce reported that he has sold 9 spaces so far including the Chamber, one space is left; will result in \$1350 in net profit.

- Banner – we will use the banner from PME and notify the advertisers of a discount; a new foam core banner can be produced with our new logo

New Business:

- PME 2022 – same booth reserved for next year; would like to start recruiting participants and advertisers early.
- Radio Ad for Summer Season – Suggestion to highlight KPC courses
- HHS Banner – Aaron reported that the HHS banner is outdated, suggestion to create a new one emphasizing our efforts in Workforce Development

Next Meeting: Tuesday, February 8th at NOMAR (new breakroom) at 6pm.

Adjourn: There being no further business to come before the membership, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Cinda Martin, Secretary

**Homer Marine Trades Association
Regular Business Meeting
February 8, 2022
NOMAR**

The meeting was called to order by President, Aaron Fleenor at 6:15 pm

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

Agenda Approval: Motion by Mark Zeiset to approve the agenda as presented, 2nd and carried.

Minutes of January 4, 2022: Motion by Matt Alward to approve the minutes of January 4th as written, 2nd and carried.

Guests present: Jill Burnham of KPC and Bryan Hawkins, Homer Harbormaster

Guest Presentations: Bryan reported that black cod season will open March 6th; a crane was shipped off to be re-built; he is headed off to Juneau to lobby for grant applications for the harbor expansion; he met a couple of weeks ago with Senator Murkowski and USCG General Moore to promote the harbor expansion, he will meet with General Moore again in Juneau; and lastly working to install a web-cam at the mouth of the harbor hosted by the Marine Exchange.

Jill Burnham of KPC – reported on current courses available including the 100-Ton that starts 2/11. She also reported that they are building a welding course in partnership with Bay Welding that will be an introduction to mig welding, see attached information sheet for more details. Hoping to have up and running by spring. She also reported that they have now arranged for the 100-Ton and Abel Seaman classes to be taken online as KPC can proctor the exams as an alternative to in-person classes. They are still hoping to have both courses as well as Boat Safety, Navigation and Deck Hand Skills in-person this spring.

Treasurer's Report: Jen Hakala gave her report; balance in the checking account is \$14,197, and \$5,225 in A/Rs. She has to bill for the Expo banner @ \$175 (1/2 cost) with an explanation that the banner will be going to the Boat Show for no additional cost due to the snafu at Expo. Anchorage Boat Show booth spaces will be billed out as well based on square footage.

Committee Reports:

- Advertising and Web/Social – Aaron reported that Grady created the ad for Fisherman's News that includes the new logo; Aaron reported that the committee discussed researching radio advertising on Spotify and Pandora; next meeting scheduled for 2/26
- Workforce Development - **Motion by Matt Alward** to donate \$2,000 to KPC to go toward the additional cost of benches and screens for the KPC/Bay Weld welding course as presented by Jill Burnham, 2nd and carried. Matt Alward has agreed to contribute \$500.
- FOL List – Aaron reported that Mark/South Central Radar, Bruce/Wally Boats and Adam Smude/Breakwater Marine have each done an FOL, Cinda/FNBA is on for this week, looking to fill the remainder of February and up until Spring Break. Josh/Vision Subsea will take next Wednesday the 16th. Kate is checking with the USCG Safety Detachment for 2/23 or 3/2.

- Scholarship – Cinda reported that we have not had any further scholarship requests since the last meeting; according to Annual Meeting minutes we had \$1,800 available through membership fees plus \$1,500 + for KPC scholarships and have not requested any funds from Rotary or Aleutian Harvester. Jill stated that the 100-Ton class is full with 10 participants so we may get some requests for reimbursement.
- Website – Josh is back and happy to resume contact with Grady; would like to be able to make simple modifications to membership listings and operate Mail Chimp. Aaron reported that we have asked Grady for a proposal for ongoing web maintenance but haven't heard back. Aaron will check in with him.

Old Business:

- Anchorage Boat Show – Bruce reported that move in time is 7am on Friday with the show start time at 2pm; Eric reported that several boat vendors have pulled out due to lack of inventory. As a result, the show is giving more space to attending vendors including Bay Weld and Raider Boats. The HMTA 50x60 space will now have more space for members to spread out, Eric will be moving 1 of his 2 boats to the back of the room and adding a 3rd boat.
- UCIDA's Final Resolution Review – Matt reported that the City Attorney has stated that they do not want anyone to sign on with their Resolution and law suit against the State at this time, if that changes, they will let us know.

New Business:

- PME – Mark suggested that the Advertising Committee start contacting existing advertisers early to get the banner spaces sold for Fish Expo
- Future Round Haul – NOMAR would like to get on the schedule for an upcoming Round Haul to showcase their remodel project

Comments of the Board:

NOMAR – Jen reported that they are really growing, they have 23 employees currently and are looking to add another 2-3

Bay Weld – Eric reported that they have increased their workforce by 20% with 10% of the workforce being women; they recently went through a strategic workforce plan that made a significant impact to their efficiency and management structure

Next Meeting: Tuesday, March 22nd at 6pm at the Moore residence.

Adjourn: There being no further business to come before the board of directors, the meeting was adjourned at 8:00pm.

Respectfully submitted,

Cinda Martin
Secretary

KACHEMAK BAY CAMPUS PRESENTS

MASTER 100 TON/ OUVP COURSE

Face-to-face

with Victoria Wilson Winne at KBC

**2/11 - 3/6
2022**

Register by 2/1

Complete this US Coast Guard approved course and exam to earn a 100 Ton or an Operator of Uninspected Vehicle license. You may have more sea time than you think.
Call 235-1622 to see if you qualify.

This class will observe strict Covid protocols including limited enrollment and mandatory mask wearing.



\$700
Fri., 5 - 9 pm
Sat. & Sun. 9:00. am - 5:30 pm
call 235-1622 or visit
<https://kbcnoncredit.asapconnected.com/>



City of Homer

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Planning

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(f) 907-235-3118

TO: Port & Harbor Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner & Special Projects Coordinator
DATE: February 10, 2022
SUBJECT: Wayfinding & Streetscape Implementation Funding

Introduction

This project is nearing completion. A presentation of the plan by Corvus Design is planned for the February 28 Council meeting. I will give a brief presentation at your meeting!

Next Steps

Staff is working with Public Works and City Commissions to prioritize new wayfinding signs. I expect each Commission will have requests... PARCAC likely needs trailhead signs, the Port needs signs because finding restrooms is the MOST ASKED question on the Spit. Public Works plans to make prototype signs so we can take a look and make sure all the details (cost, materials, color, font, construction, mounting etc) work the way we want. After the Commissions have identified their priorities, Public Works will create a phased plan and budget request.

The Economic Development Commission reviewed their priorities on Tuesday the 8th. They would like to see a lot of the bollard type pedestrian signs installed sooner rather than later. They want people to start recognizing and using the wayfinding system and trails, particularly in downtown Homer. EDC also wants to see a prototype sign at the Baycrest pull out, possibly installed at the Chamber of Commerce kiosk. Last, the EDC recognizes there are probably a lot of places on the Spit that could use signage, but your Commission and Port staff would have a much better idea of what is needed than the EDC or myself! Incidentally, I did meet with Shelly Erickson, Homer Trolley operator, and her comment was that folks navigate around the harbor OK (using the existing Spit trail that has signage) but on along the road it's much more difficult for folks.

Things to know:

- It's possible to mount signage to buildings
- We can make a moveable sign. We don't have to permanently install all the signage on pilings.
- There will not be funding to install everything. The city plans to use a phased approach over the next three years.

Requested Action:

- Identify Port and Harbor priorities for wayfinding
- Are there 3-5 key locations to start?

Attachments:

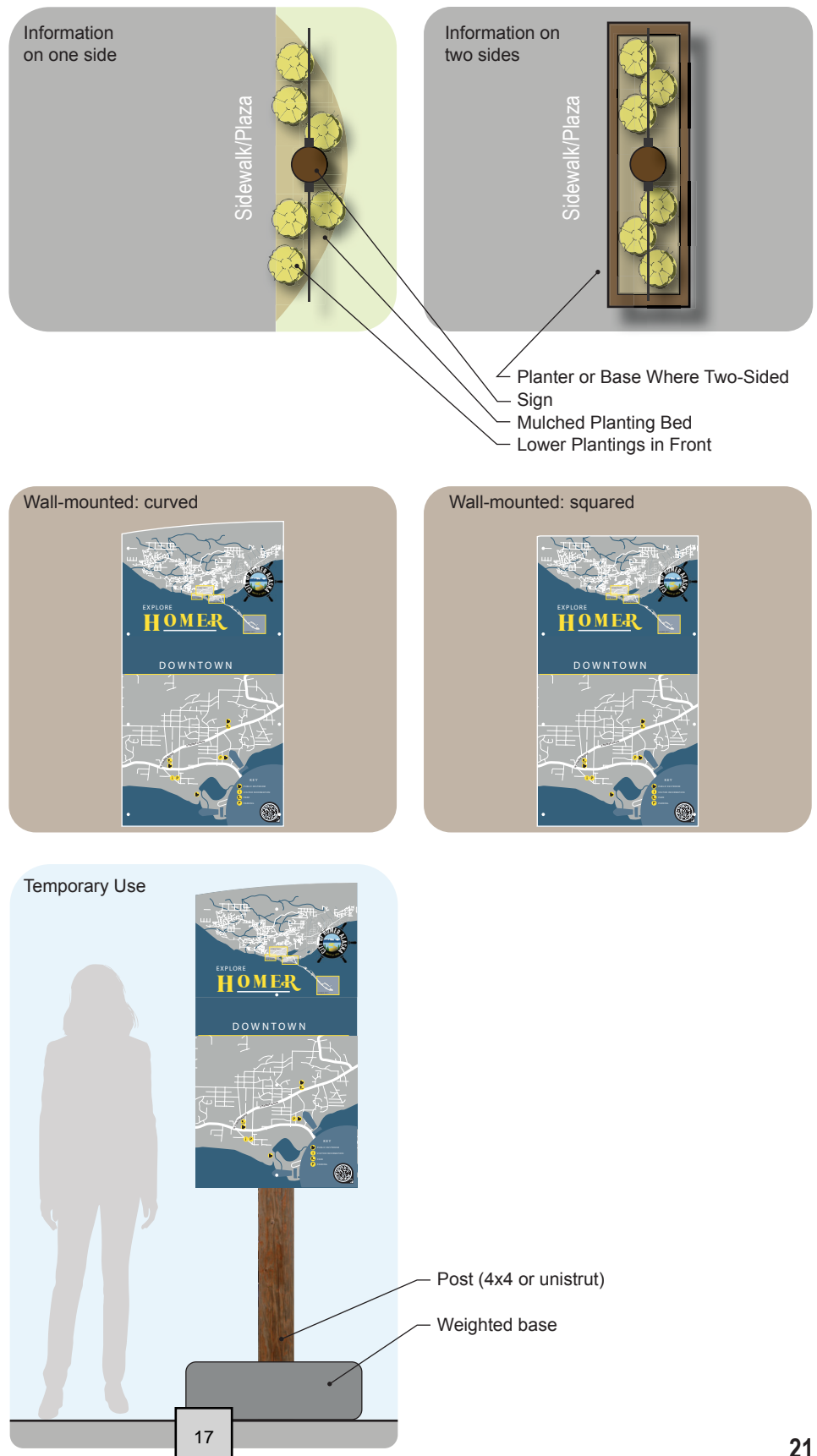
1. Streetscape Plan Excerpt
2. Wayfinding-Streetscape Sign Types

Pedestrian Orientation

Placement of the sign should be in high-visibility locations. Where the sign is one-sided, it should be placed adjacent to pedestrian area. Where a sign is two-sided or has pedestrian movement around it, it should be provided a base or planter to define it at ground level. This is to meet ADA protruding objects requirements.

There may be situations where the orientation sign(s) would be mounted to a vertical surface. As the standard design with a curved top has a design specific to being post-mounted, a wall-mounted sign should be reviewed as to whether the curved top design is appropriate for the location or not. If not, simplifying the layout to a squared top may be beneficial. A wall-mounted installation would be expected to be screwed through the face of the sign into the backing substrate. Stainless steel button-head screws with pre-drilled holes are recommended.

There may be situations where the orientation sign(s) would be used seasonally or temporarily. These would be adapted for attachment to a post (bolted through the face of the sign), with the post having a weighted base sized appropriately for stability. For this use, the sign panel could be 1/2" thickness High Pressure Laminate, or a less robust material (such as dibond) with an expected shorter longevity and a higher potential for wear or damage from use or vandalism.



SIGN FAMILY



Vehicular - Neighborhood Gateway
(Identification)

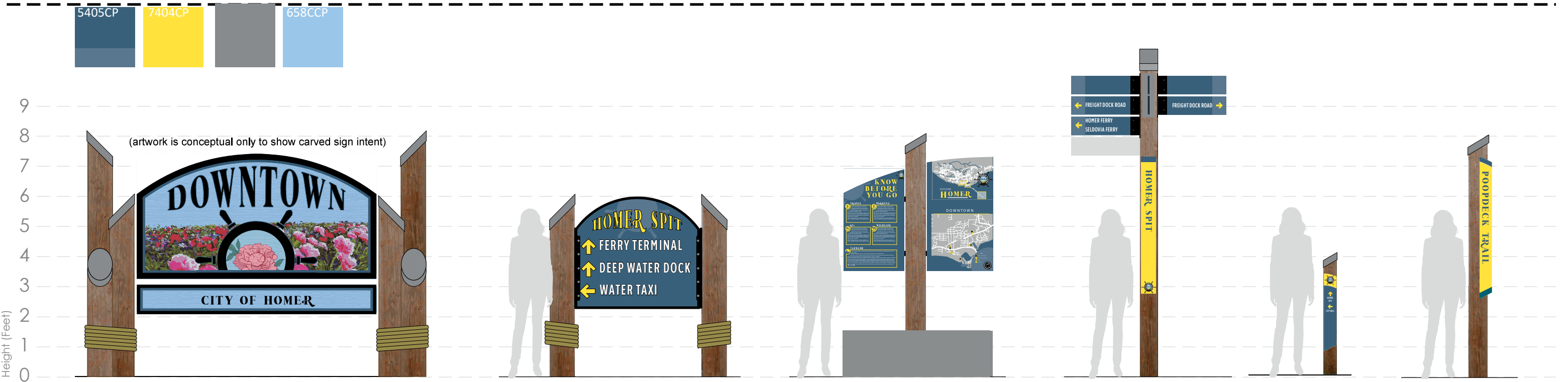
Vehicular - Wayfinding
(Directional)

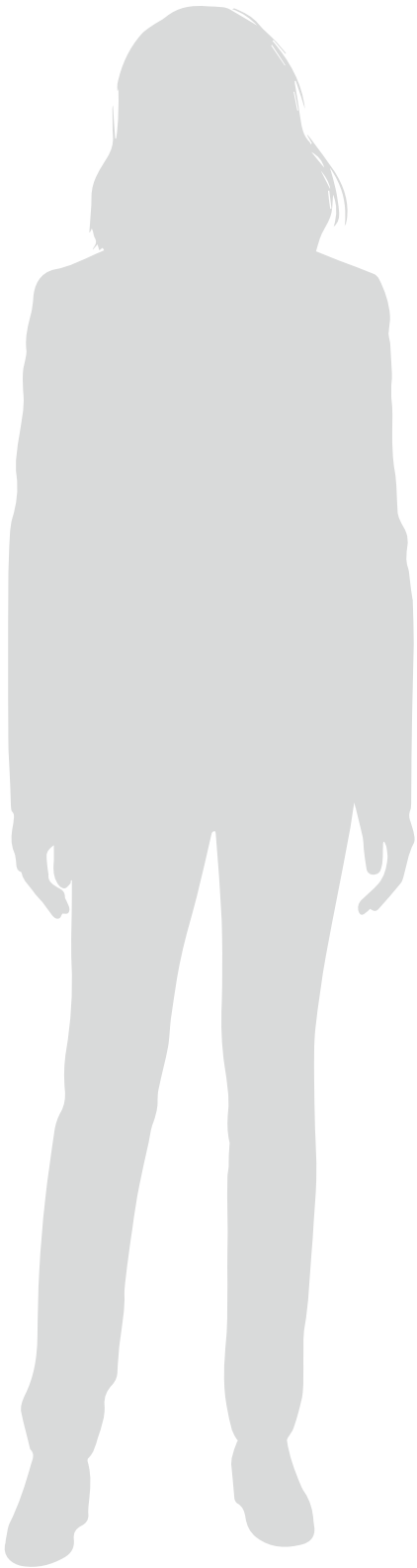
Pedestrian Orientation
(Informational)

Pedestrian Wayfinding
(Directional)

Pedestrian Wayfinding
(Directional)

Pedestrian Destination
(Identification)

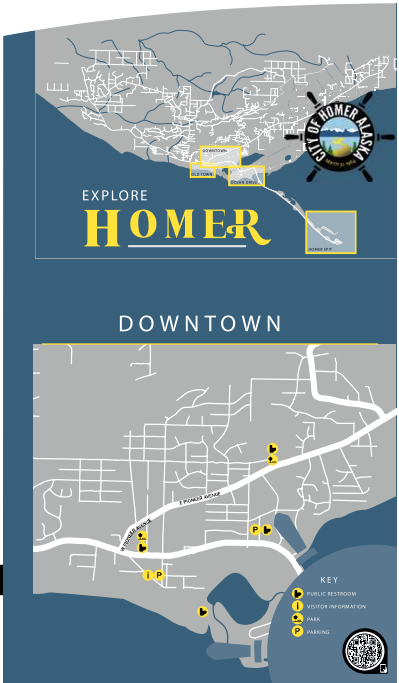
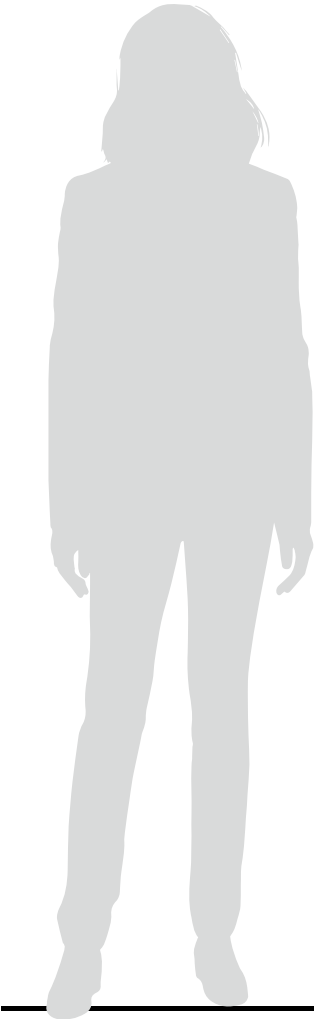




658CCP

7404CP

5405CP





City of Homer

www.cityofhomer-ak.gov

Planning

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Homer, Alaska 99603

Planning@ci.homer.ak.us

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(f) 907-235-3118

TO: Port & Harbor Advisory Commission
FROM: Julie Engebretsen, Deputy City Planner & Special Projects Coordinator
DATE: February 17, 2022
SUBJECT: Special Events & Food Truck Permitting

Requested Action: *Comment on the proposed changes and pass a motion of support.*

Introduction

Attached to this staff report are memos and draft ordinances regarding changes to special event permits and food trucks. I am providing this information and attending each Commission meeting. I also met with the Chamber of Commerce, who is the biggest user of special event permits. After Commission comments, these changes will be introduced to the City Council in March.

Special Events

When City Manager Dumouchel start working at the City, he noticed the miss-match between the city's special event permit process, and the kinds of events and problems we normally have. A little history: Homer has a special event process because a large motorcycle race was coming to town, and they wanted to use a city park for a large party. The city quickly realized we lacked any kind of rules or policies for a really large event. Not that a big party was a bad idea, but as a land owner we wanted to ensure if large events are held, they are safe and the facilities returned to their original state after the event. Thus, the current special event regulations were created. Fast forward to 2022...We've lived with and worked with the rules for a while, and some housekeeping is needed. Please see Mr. Dumouchel's memo's for specifics.

Food Trucks

Home's food truck rules have been around a long time. Homer is the most expensive city on the peninsula to get a license, and the most cumbersome. The proposed changes would make food truck regulations more clear and much less expensive and cumbersome for businesses.

Requested Action: Comment on the proposed changes and pass a motion of support.

Attachments:

1. Special Event HCC Update Draft Memo from City Manager
2. Draft Ordinance Amending HCC Re: Special Events
3. Event Permit Decision Tree
4. Food HCC Update Draft Memo from City Manager
5. HCC 8.11 Mobile Food Service Draft Amendments



City of Homer

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Memorandum

TO: MAYOR CASTNER & HOMER CITY COUNCIL
FROM: ROB DUMOUCHEL, CITY MANAGER
DATE: FEBRUARY 1, 2022
SUBJECT: SPECIAL EVENTS CODE UPDATE

Homer's current special events code is not a great fit for the events that are actually happening all year within city limits. A team of staff, along with Councilmembers Venuti and Hansen-Cavasos, collaborated on potential solutions via a comprehensive code update for special events. The proposal in Ordinance 22-XX will repeal Homer City Code (HCC) Chapter 19.02 Large Special Events and create Chapter 5.46 Special Events as its replacement. Additionally, the ordinance will make a modification to HCC Chapter 5.24 Fireworks.

Background

In early 2021 I asked the Council if there would be interest in updating the special events code. I had observed that our code wasn't fitting our needs very well and that it would benefit from some modifications. Councilmembers Venuti and Hansen-Cavasos volunteered to work with me on this topic. On the staff side, I built a team that included Chief Robl, Jenny Carroll (Special Projects Coordinator), Rachel Tussey (Deputy Clerk), Julie Engebretsen (Deputy Planner), Matt Steffy (Parks Superintendent), and Mike Illg (Community Recreation Manager). We held a kick off meeting that covered Special Events (HCC 19.02), Mobile Food Service (HCC 8.11), and Fireworks (HCC 5.24). Mobile Food Service (food trucks) will be covered in a separate memo.

At the Special Events kick off meeting, the team had the following goals for the special events update project:

- To build code and processes that are a good fit for the events held in Homer (and the events we want to be held in Homer)
- Set events up for success without creating administrative barriers that are great enough to make organizers not want to host events in Homer
- Make Homer a preferred location for high quality events on the Kenai Peninsula
- Enhance public safety related to events in the community

The team identified issues with the code, generated some ideas for improvements, and discussed thoughts on topics like thresholds for permits, public versus private spaces, where in HCC special events should be located, what should be required in permit applications, parking, and fees. After meeting and getting input from our Council sponsors, the team worked on rewriting the code. This has been a project that has been making slow but steady progress in the background as we've worked on other higher priorities the past year.

Update Notes

The draft in ordinance 22-XX makes a number of changes. The following will give a high-level overview:

- **Change from Large Special Events to Special Events:** The existing code was targeted at events of over 500 people. There are many special events that are much smaller than 500 people which have potential to have a significant impact on public safety, traffic circulation, etc. The update does a better job of addressing these smaller events.
- **Moves special events from Title 19 Parks, Campgrounds and Public Places to Title 5 Health and Public Safety:** This is a more logical location for special events and highlights the City's public safety interest in issuing permits.
- **Intent:** Adds a section regarding the intent of this chapter "to safeguard and protect the enjoyment of private property and general health and safety of the public within the City of Homer, while allowing and regulating special events which may be beneficial to the City and its residents."
- **Clarifies what types of events require permits:** The existing code is limited to "large special events" which have an anticipated attendance of 500 or more persons. The proposed code includes: outdoor concerts and festivals; carnivals, rides, circuses, zoos, or animal exhibitions; events on City property where the anticipated attendance is expected to exceed the standard capacity for that facility (thresholds set by staff); events in a right-of-way; events on private property that expect to impact road rights-of-way with parking overflow; fireworks displays and other events with large fires or pyrotechnics; and other events similar to those listed.
- **Application lead time:** Existing code asks for an application to be submitted 120 days before an event, the proposed code reduces that requirement to 14 days.
- **High impact events:** The proposed code makes it clear that events which are determined to be particularly impactful on the community may have their permits issued with conditions.
- **Findings for approval:** The proposed code has ten conditions which must be considered for the City Manager to approve a special event permit.
- **Insurance:** When insurance is required by the City, the proposed code adds a requirement to name the City as additional insured and contain an appropriate waiver of subrogation in favor of the City.
- **Appeals:** The proposed ordinance gives direction as to how a special event applicant or permit holder would appeal a decision to either not grant a permit or revoke a permit.
- **Fine:** The proposed ordinance would modify HCC 1.16.040 to change the fine from "large special event" to just "special event." The fine is set at \$1000.
- **Fireworks:** The proposed ordinance modifies HCC 5.24.050 removing the requirement to obtain a fireworks permit from the City Clerk and file a bond with the City. Instead, it requires a special event permit.

In conjunction with the code update, staff also produced a pair of flow charts to help special event sponsors understand whether they will be required to file for a permit or not. These flow charts will be used create application forms and a website resource.

Staff Recommendation

Introduce and adopt Ordinance 22-XX

CITY OF HOMER
HOMER, ALASKA

City Manager

ORDINANCE 22-xx

AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
AMENDING HOMER CITY CODE CHAPTER 5.24 FIREWORKS, AND
REPEALING CHAPTER 19.02 LARGE SPECIAL EVENTS AND
REENACTING AS CHAPTER 5.46 SPECIAL EVENTS, AND AMENDING
HOMER CITY CODE 1.16.040, ENTITLED “DISPOTITION OF
SCHEDULED OFFENSES – FINE SCHEDULE.”

WHEREAS, Chapter 19.02 is in need of a comprehensive rewrite to bring the special event permit process up to-date and better define which events require an event permit; and

WHEREAS, The subject matter of Chapter 19.02 is better suited for Title 5 Health and Public Safety as special and/or larger events may impact public health and safety; and

WHEREAS, Chapter 5.24.050 is in need of amendment to reflect the revised special event permit process for authorized firework exhibits.

WHEREAS, Chapter 1.16.050 is in need of amendment to reflect the revised code citation and to increase the fine for non-compliance.

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code 5.24.050, entitled “Exceptions for authorized exhibits – Permits required” is hereby amended as follows:

5.24.050 Exceptions for authorized exhibits – Permits required.

a. Fireworks may be used for public exhibits by fair associations, amusement parks and other organizations or groups of individuals if: **a Special Event permit is first obtained from the City Manager per the permitting process under HCC 5.46.**

~~1. A permit is first obtained from the City Clerk upon payment of a permit fee in an amount determined by Council resolution and set forth in the City of Homer fee schedule, per exhibit or continuous series of exhibits; such permit to be applied for not less than 30 days prior to such exhibit or series of exhibits; and~~

~~2. A bond is filed with the City, in the amount of at least \$500.00, to insure payment of all damages to persons or property caused by any exhibit. A bond will not be required if the~~

holder of the permit has in effect a liability insurance policy which accomplishes the same purpose as the bond.

~~b. No permit issued under this section shall be transferable.~~

Section 2. Homer City Code Chapter 19.02, entitled "Large Special Events", is hereby repealed and reenacted as Chapter 5.46, entitled "Special Events", to read as follows:

Chapter 5.46 SPECIAL EVENTS

Sections:

5.46.010 Definitions.

5.46.020 Intent.

5.46.030 Permit required.

5.46.040 Application procedure.

5.46.050 Action on permit application and general standards

5.46.060 Revocation of permit.

5.46.070 Payments for City services and facilities.

5.46.080 Insurance.

5.46.090 Violation – Penalty.

5.46.100 Appeal of decision.

5.46.010 Definitions.

As used in this chapter, the words and phrases defined in this section shall have the meaning stated.

“Anticipated attendance” means the largest number of persons, including participants and spectators, that the Sponsor reasonably expects to congregate at a single time and location during a special event.

“Demonstration” means an assembly of persons for purposes of expressive activity that occupies, or travels on, any street in a manner that does not comply with generally applicable traffic regulations; or occupies a public park or other public facility or property.

“Emergency services” means the public organizations that respond to and deal with emergencies when they occur, especially those that provide police, ambulance, and firefighting services.

83 **“Special event” means a parade, performance, concert, sporting event, fair, ceremony**
84 **or other public assembly, for which persons congregate in a street, right-of-way, park, or**
85 **other public or private property in the City.**

86
87 **“Sponsor” means the person or persons who organize, present or promote a special**
88 **event.**

89
90 **5.46.020 Intent.**

91
92 **The intent of this chapter is to safeguard and protect the enjoyment of private property**
93 **and general health and safety of the public within the City of Homer, while allowing and**
94 **regulating special events which may be beneficial to the City and its residents.**

95
96 **5.46.030 Permit required.**

97
98 **a. No sponsor may promote, advertise or sell admission to a special event without first**
99 **having obtained a permit from the City under this chapter. Approval of a special event**
100 **application and the issuance of a special event permit shall be required for any of the**
101 **following:**

102
103 **1. Outdoor concerts and festivals;**

104
105 **2. Carnivals, rides, circuses, zoos, or animal exhibitions;**

106
107 **3. Events on City property where the anticipated attendance is expected to exceed the**
108 **standard capacity for that facility or property as determined by the City Manager or**
109 **designee;**

110
111 **3. Events that take place within the City and/or State rights-of-way;**

112
113 **4. Events that are held on private property within City limits that do not have the**
114 **parking capacity to accommodate the anticipated attendance and will impact the**
115 **road right-of-way for emergency service access;**

116
117 **5. Firework displays or events that incorporate large fires/pyrotechnics of any kind;**
118 **or**

119
120 **6. Other special events which are similar to and compatible with those listed above,**
121 **pending approval by the City Manager.**

122
123 **b. The following are exempt from the permit requirement of this chapter:**
124

125 **1. A funeral procession.**

126
127 **2. A special event that is held entirely within a privately-owned property and does not**
128 **meet the permit requirements under this section.**

129
130 **3. A special event that is held within a permanent facility, such as an auditorium,**
131 **theater, church or athletic field, that is specifically designed and intended for the**
132 **activities comprising the event, and that:**

133
134 **a. Has the capacity to accommodate the anticipated attendance at the special**
135 **event, including compliance with maximum occupancy permitted by State or local**
136 **fire officials; and**

137
138 **b. Has sufficient off-street parking to accommodate the anticipated attendance at**
139 **the special event, according to the standards prescribed in HCC Title 21.**

140
141 **4. A special event that is sponsored by a duly organized neighborhood or**
142 **homeowners' association, occurs entirely within the area where the association's**
143 **members reside, generates minimal traffic outside that area, is attended only by the**
144 **association's members and their guests, and does not benefit any other organization.**

145
146 **5. An event that is sponsored by or under the control of the City or through a**
147 **memorandum of understanding or agreement with the City.**

148
149 **6. A demonstration; provided that the Chief of Police is notified of the route or location**
150 **of the demonstration at least 48 hours before the commencement of the**
151 **demonstration.**

152
153 **5.46.040 Application procedure.**

154
155 **a. The sponsor shall submit a special event permit application to the City Manager on a**
156 **form provided by the City not less than 14 business days before the commencement of**
157 **the special event, and shall contain at a minimum the following:**

158
159 **1. Contact information including a functional telephone number for the sponsor.**

160
161 **2. For sponsors who are not a natural person: the sponsor entity's organization form,**
162 **the state in which the entity is organized, and the names of the principal officers of**
163 **the entity.**

164
165 **3. The name of an individual, including their 24-hour telephone number(s), who will**
166 **be the on-site point of contact for the sponsor at all times of the special event from**

the commencement of on-site preparations until all on-site cleanup and restoration work is completed at the conclusion of the special event.

4. Proposed date(s) and hour(s) of operation of the special event.

5. A complete description of the special event which:

a. Describes the proposed activity or activities with a summary and the use of visual aids such as maps/overviews, diagrams, or illustrations;

b. Gives an anticipated attendance for each day of the special event;

c. Demonstrates to the satisfaction of the City Manager that the sponsor has an effective plan for satisfying the criteria under Section 5.46.050; and

d. Provides any additional information requested in the permit application or by the City Manager, including without limitation plans for parking, traffic control, sanitation, and security as appropriate to the nature of the special event.

6. Permit application fee that the City Council establishes by resolution.

b. For special events that the City Manager determines may have a more significant impact on the safety of the community, the City Manager may impose additional requirements, with proof and/or payment to accompany the special event permit application to the City Manager. Additional requirements may include:

1. Certificate of insurance as required by Section 5.46.080.

2. For sponsors who are not a natural person: proof that the entity is in good standing in its state of organization and qualified to conduct its activity in the State of Alaska.

3. If a special event imposes substantial demands on City services or facilities: payment for the necessary additional City services or facilities and/or performance bond, as required by Section 5.46.070.

5.46.050 Action on permit application and general standards.

a. The City Manager may approve a complete and timely submitted application for a special event permit upon finding that the special event will not be detrimental to the public's health, safety, or convenience. In order for a permit to be approved, the special event must:

209 **1. Minimize interference with the enjoyment of neighboring uses and protect**
210 **neighboring uses from nuisances or hazardous features;**

211
212 **2. Not create hazardous vehicular or pedestrian traffic patterns or result in traffic in**
213 **excess of the capacity of surrounding rights-of-way or property serving the use;**

214
215 **4. Not create diversion of City resources that would unreasonably interfere with the**
216 **maintenance of regular City service levels;**

217
218 **5. Accommodate the anticipated number of attendees of the special event through the**
219 **availability of adequate restroom facilities or temporary structures such as portable**
220 **toilets with established handwashing stations; refuse management facilities; and safe**
221 **and maneuverable access for emergency services, pedestrians, patron vehicles**
222 **including off-street parking, and other necessary facilities and services as determined**
223 **by the City Manager;**

224
225 **6. Be removed and the site be restored to the original or better condition on or before**
226 **the expiration date of the permit;**

227
228 **7. Have obtained written permission from the property owner(s) where operating;**

229
230 **8. Be registered to collect sales tax within the Kenai Peninsula Borough, if required;**

231
232 **9. Be in compliance with requirements for any business license or other permits which**
233 **may be prescribed by any Federal, State or local statutes, ordinances, rules or**
234 **regulations; and**

235
236 **10. Be in compliance with all other applicable laws, codes, and statutes of any**
237 **jurisdiction as appropriate to the specific activities associated with the proposed**
238 **special event.**

239
240 **b. The City Manager may impose any special conditions necessary to ensure that the**
241 **intent and general standards of this section are satisfied.**

242
243 **5.46.060 Revocation of permit.**

244
245 **a. The City Manager may revoke a special event permit if it is determined that the conduct**
246 **of the operation(s) is not in compliance with either the terms and/or conditions of the**
247 **permit or the provisions of this chapter.**

248
249 **b. Except in the circumstances described in subsection (c) of this section, the City**
250 **Manager shall not revoke a permit without first providing notice and an opportunity for**

a review under this subsection. The City Manager shall notify the sponsor of the grounds for revoking the permit, and of the sponsor's right to request a review on the revocation. The sponsor may obtain a revocation review by requesting a meeting in writing at the office of the City Manager within the time prescribed in the revocation notice.

c. If the City Manager determines that the grounds for revoking a permit constitute an immediate danger to public health or safety, the City Manager may revoke the permit without prior notice or meeting. Promptly after revoking a permit under this subsection, the City Manager shall give the sponsor notice in accordance with subsection (b) of this section, and schedule a review on the revocation.

5.46.070 Payments for City services and facilities.

a. If the City Manager determines that a special event will require additional support services or facilities from the Police, Fire, Public Works, Administration, or any other City department, the City Manager shall so notify the sponsor, with an estimate of the cost of such additional services. Upon receipt of such notice, the sponsor shall pay to the City an amount equal to 50 percent of such estimated cost. The sponsor shall pay to the City the remainder of the total actual cost of such additional services or facilities within 30 days after the last day of the special event.

b. In addition to requiring payment for additional City services or facilities under subsection (a) of this section, the City Manager may require a sponsor to submit to the City a deposit to cover the estimated cost of cleaning and restoring City property after a special event. The deposit shall be refunded to the sponsor to the extent that it is not applied to pay the cost of cleaning and restoring City property used during the special event.

c. If the City Manager has cause to doubt a sponsor's financial capability to pay any amount required under this section, the City Manager may require the sponsor to provide a performance bond before issuing the permit for the special event.

5.46.080 Insurance.

a. The City Manager may require that the sponsor acquire insurance coverage and provide a certificate of insurance with the special event permit application. Any required insurance shall include the following:

- 1. Comprehensive commercial general liability with coverage limits up to \$1,000,000 combined single limit per occurrence and aggregate, including premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.**

2. Comprehensive automobile liability covering all owned, hired and non-owned vehicles that the sponsor uses in connection with the special event, with coverage limits up to \$1,000,000 per occurrence.

3. Worker's compensation insurance as required by AS 23.30.045 for all employees of the sponsor and its contractors engaged in work on the special event.

4. Name the City as additional insured and contain an appropriate waiver of subrogation in favor of the City.

b. The sponsor shall maintain the required insurance coverage in force at all times from the commencement of on-site preparations until all on-site cleanup and restoration work is completed after the conclusion of the special event.

5.46.090 Violation – Penalty.

The penalty for an offense in this chapter is the fine listed in the fine schedule in HCC 1.16.040. If no fine is listed for the offense in HCC 1.16.040, then the defendant must appear in court and, if convicted, is subject to the general penalty as provided in HCC 1.16.010 unless another penalty is specifically provided.

5.46.100 Appeal of Decision

Judicial review by the superior court of a final decision on a special permit issued by the City may be had by filing a notice of appeal in accordance with the applicable rules of court governing appeals in civil matters. The notice of appeal shall be filed within 30 days of notice of the final decision on the permit. Appeals of special event permits are heard solely on the administrative record which shall be prepared by the City. A copy shall be filed in the superior court within 30 days after the appellant pays the estimated cost of preparing the complete or designated record or files a corporate surety bond equal to the estimated cost.

Section 3. Homer City Code 1.16.040, entitled "Disposition of scheduled offenses – Fine schedule" is hereby amended as follows:

HCC 19.02.020 <u>5.24</u>	Large Special event – Permit required	\$1000.00
---	---------------------------------------	-----------

Section 4. This ordinance is of a permanent and general character and shall be codified in Homer City Code.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this ____ day of _____, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSENT:

ABSTAIN:

First Reading:

Public Hearing:

Second Reading:

Effective Date:

CITY PROPERTY / ROW

If you are planning an event entirely within a facility designed for such use, or that occurs within an organized neighborhood that generates minimal traffic outside the area, or is sponsored by the City under a Memorandum of Agreement or a funeral procession

NO

These are exempt activities.
No Special Event Permit required.

If you are planning a:
Parade or march in City or State Right-of-Way
Outdoor Concert/Festival or Fair
Carnival, rides, circus, zoo or animal exhibit
Fireworks or pyrotechnic display
Commercial Filming or video taping
CLICK HERE

Event sponsor must obtain a special event permit from the City before promoting, advertising or selling admission.
Applications are to be submitted no less than 14 business days before the commencement of the special event.

NO

Link to Special Events Permt
*Specialized agreement for filming

Will food truck/s will be present?

NO

YES

Link to Mobile Food Service Permit info.

Check all that apply

Anticipated attendance may exceed venue capacity and/or could impact vehicular or pedestrian traffic patterns

YES

Event sponsor must obtain a special event permit from the City before promoting, advertising or selling admission.
Submit application no less than 14 business days before commencement of the event.

NO

There will be a bonfire or fire larger than 3' x 3'

YES

Event sponsor must obtain a special event permit from the City for the event.
Submit application no less than 14 business days before commencement of the event.

NO

There will be amplified music

YES

No Special Event Permit required
Courtesy notification to HPD requested.
Reminder about noise ordinance/quiet hours in parks

NO

There will be fireworks

YES

Event sponsor must obtain a special event permit from the City before promoting, advertising or selling admission.

NO

There will be food truck/s

NO

For all NO answers, Thank you, no special event permit required.
Info about noise ordinance.

YES

Link to Mobile Food Service Permit info.

Planning a smaller event on City property?
CLICK HERE

PRIVATE PROPERTY within City Limits

Check all that apply

Cars will be parking on both sides of the street for this event
or this event is a block party that will block a street

YES

NO

Access for emergency vehicles must be maintained on all city streets.
Special event permit & parking plan approval required.

Contact name, phone number & email
Date, times and location of temporary parking
Estimated # of cars
Reviewed by HVFD & HPD

There will be a bonfire or fire larger than 3' x 3'

YES

NO

Burn permit required for fires over 3'x3'.
Please note: Fires larger than 3'x3' and/or fireworks are not allowed during times of burn suspensions or bans.

[Link to Burn Permit.](#)

There will be amplified music

YES

NO

Courtesy notification to HPD requested.
Reminder about noise ordinance.

Contact name, phone number & email
Date, times and location

There will be fireworks

YES

NO

Permit required per City Code

[Link to Special Event or Fireworks permit](#)

For all NO answers, Thank you, no special event permit required.

Info about noise ordinance.



City of Homer

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Office of the City Manager

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Memorandum

TO: MAYOR CASTNER & HOMER CITY COUNCIL
FROM: ROB DUMOUCHEL, CITY MANAGER
DATE: FEBRUARY 1, 2022
SUBJECT: MOBILE FOOD SERVICE (FOOD TRUCK) CODE UPDATE

Homer City Code (HCC) Chapter 8.11 covers Mobile Food Service, otherwise known as food trucks. Mobile Food Services are relatively popular in Homer and add character to the City's restaurant scene. They also provide an avenue for entrepreneurs to start small food businesses. It is not uncommon for a Mobile Food Service operation to lead to an investment in a brick-and-mortar restaurant.

In reviewing HCC 8.11, there are some items that require modification to ensure that our Mobile Food Service permitting program fits today's food truck scene and is not creating unnecessary barriers to the operation of these businesses.

This review and update of HCC 8.11 was paired with the review and update of HCC 19.02 for special events. Often Mobile Food Services are conjoined with special events and it made sense to update the two chapters simultaneously. Please note that we will be waiving Mobile Food Service Permits for special events permitted under HCC 5.46 (assuming adoption), although all the general standards for Mobile Food Services will still apply. See Memorandum 22-XX for more information on the initiation of the special events code update project.

Mobile Food Service Issues

Staff, along with Councilmembers Venuti and Hansen-Cavasos, note a number of issues within our Mobile Food Service permitting program that required review. Namely permit pricing, application requirements, and formalizing access to City property during permitted special events.

Update Notes

The draft in ordinance 22-XX makes a number of changes. The following will give a high-level overview:

- **Changes the permitting body from the Police Department to the City Manager or Designee:** Permitting of Mobile Food Services, which are frequently located on private property, is largely a zoning clearance process under this updated chapter. I intend to delegate permitting authority to the Planning Division.
- **Creation of a General Standards section:** This section sets clear standards for operations to include requirements that a Mobile Food Service owner/operator register to collect sales tax; have property owner permission to operate at their location; be in appropriately zoned or permitted locations; not create traffic hazards, not negatively impact other businesses through noise, odor, etc.; provide waste collection and removal; comply with City sign code; post their Alaska Department of Environmental Health and City of Homer permits; contain all operations (excluding generators) within the Mobile Food

Service unit; and, if authorized to operate in a right-of-way or on City property, hold a certificate of insurance that meets standards set by the City.

- **Update to Permit Application Requirements:** This update streamlines the requirements to the completion of an application, payment of a fee set in the fee schedule, and proof of insurance (if operating in a right-of-way or on City property).
- **Removes HCC section 8.11.060:** This section connected HCC Chapter 8.11 to Chapter 8.08 Itinerant or Transient Merchants. This is no longer an appropriate connection.
- **Removes HCC section 8.11.070:** This section was focused on conduct of the business. It required Mobile Food Services to be operated in conformity with the zoning code; prohibits operating in front of or immediately adjacent to a business offering the same or similar commodities in a fixed location; prohibits operations in parks; and prohibits operation in congested areas of the Homer Spit. This section is removed from the proposed ordinance for the following reasons:
 - **Zoning Code:** Already applies
 - **Operating Next to Similar Business:** Most Mobile Food Services operate on private property, I don't want to encourage the City to decide what specific businesses can exist on what parcels. If the zoning code allows the use, and a Mobile Food Service that can meet the City's permitting requirements while having permission to operate on private property, then they should be able to compete and operate at that location.
 - **Parks:** The update to the special events code would allow operating a Mobile Food Service in a park as part of a permitted special event, or with other authorization from the City Manager (an example would be a specific Mobile Food Service could be approved to operate during regular baseball league games).
 - **Homer Spit:** Mobile Food Services can only operate on private property or in locations authorized by the City. The general standards in the proposed HCC 8.11.035 replace the need for this specific language.

Separate from Ordinance 22-XX is Resolution 22-XX which will modify the Fee Schedule. That Resolution will move Mobile Food Services from the Homer Police Department section to the Planning and Zoning Section of the Fee Schedule. It also reduces the permit fee from \$400 (\$390 permit plus a \$10 application fee) to \$50. This brings our program in line with both Kenai and Soldotna.

Staff Recommendation

Introduce and adopt Ordinance 22-XX

Chapter 8.11 MOBILE **FOOD** SERVICE

Sections:

- [8.11.010 Intent.](#)
- [8.11.020 Definition.](#)
- [8.11.030 License – Required.](#)
- [8.11.035 General Standards.](#)
- [8.11.040 Permit – Application – Referral – Fees.](#)
- [8.11.050 Permit Terms.](#)
- [8.11.080 Violation – Penalty.](#)
- [8.11.085 Appeal of Decision.](#)

8.11.010 **Intent.**

SHARE

The intent of this chapter is to safeguard and protect the general health and safety of the public within the City of Homer, while allowing and regulating mobile food service operations which may be beneficial to the City and its residents.

8.11.020 **Definition.**

SHARE

For the purpose of this chapter, “mobile **food** service” means a self-contained **food** service establishment that is designed to be readily moveable from location to location, without being permanently affixed to any site or permanently connected to any water or sewer utility service. [Ord. [84-36](#) § 4, 1984].

8.11.030 **Permit – Required.**

SHARE

No person may operate a mobile **food** service as defined in this chapter within the City without first obtaining a mobile **food** service [permit](#), from the [City of Homer](#). [Permits are issued by the City Manager or designee](#) [Ord. [01-20](#) § 2, 2001; Ord. [92-21](#), 1992; Ord. [83-10\(S\)](#) § 1, 1983].

Exemptions. The permitting requirements of this chapter do not extend to isolated or casual sales of personal goods, wares, vehicles, animals, etc., or to the sale of similar items at such functions as garage sales, flea markets, and bazaars, events permitted under [HCC 5.46 Special Events](#), nor to activities conducted at conferences that cater to a specialized audience. A commercial fisherman who has a valid commercial fishing license issued by the State of Alaska and who has completed and filed with Alaska Department of Fish and Game the forms required to qualify as a “catcher-seller” shall be exempt from this chapter.

8.11.035 **General Standards**

The following general standards shall apply as requirements for the operation of mobile food service in the City of Homer. The owner/operator of the mobile food service shall:

Deleted: [Applicable State law incorporated](#)

Deleted: [8.11.040 License – Application – Contents.](#)[¶]

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Deleted: [License](#)

Deleted: [8.11.060 Applicability and incorporation by reference of sections of Chapter 8.08 HCC.](#)[¶]
[8.11.070 Conduct of business.](#)[¶]

Deleted: [Applicable State law incorporated.](#)

Deleted: All statutes of the State of Alaska and any rules or regulations adopted by any State agency pertaining to public nuisances, **food** and **food** service establishments, public health and public sanitation applicable to a mobile **food** service, with particular reference but not limited to AS Titles [17](#) and [18](#), as amended, and [18 AAC 31.600](#) et seq., as amended, are incorporated by this reference as though fully set forth in this chapter. [Ord. [13-17\(S\)](#) § 17, 2013; Ord. [83-10\(S\)](#) § 1, 1983].[¶]

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Deleted: [license](#)

Deleted: [Homer Police Department](#)

Commented [RD1]: I'd like to move this to Planning as an econ dev thing. HPD is not a conventional customer service organization nor is it the best place to send new businesses to move through bureaucratic permitting processes

Commented [RD2]: This basically allows us to waive permits for trucks that come to town for an event but don't set up an extended residency in Homer. We'll have to work a waiver into the special event permit packet for temporary food truck visitors

Commented [RD3]: Assumes adoption of the ordinance to update special events

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1. [Be registered to collect sales tax with the Kenai Peninsula Borough;](#)
2. [Have obtained permission from the property owner where operating;](#)
3. [Be located in a zone district in which mobile food service is a permitted use, or in any specific location authorized as part of an approved special event permitted under HCC 5.46;](#)
4. [Not create hazardous traffic patterns for vehicles or pedestrians;](#)
5. [Not diminish the ability of others to conduct business, through excessive noise, odor, or other occurrence;](#)
6. [Provide for the collection and removal of all waste from the site at the end of each day of operation;](#)
7. [Be in accordance with the regulations found in the City's Sign Code;](#)
8. [Post in a conspicuous place, able to be observed by the general public, both the permit issued from the Alaska Department of Environmental Health \(for mobile food services involved in the preparation of foods or beverages\) and the mobile food service permit issued by the City of Homer \(if applicable\);](#)
9. [Ensure that, with the exception of generators, all operations, merchandise and services provided by and related to the mobile food service be contained in or attached to the unit.](#)
10. [If authorized to operate in a right-of-way or on City property, hold a certificate of insurance indicating that the owner/operator's operation of a mobile food service is covered by liability insurance that meets or exceeds the following:](#)

Personal Injury (each occurrence)	\$100,000
Aggregate Products (each occurrence)	\$100,000
Property Damage (each occurrence)	\$50,000

8.11.040 Permit – Application – Referral – Fees. [SHARE](#)

[Unless waived by the City Manager as part of a permitted special event under HCC 5.46, a valid permit is required prior to operating a mobile food service in the City. An application for](#)

Commented [RD4]: I added this because I only really care about their insurance if it's on city property

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Every application for a mobile **food** service license shall contain the information required for applications for a license under HCC [8.08.030](#) and, in addition, every applicant shall submit:¶

- a. Proof satisfactory to the Homer Police Department that the applicant has obtained the necessary licenses and permits from all governmental agencies having jurisdiction over such business. The applicant shall submit a copy of his State business license with the application.¶
- b. Documentary proof to the Homer Police Department indicating that the mobile **food** service is covered by liability insurance as follows:¶
 1. Personal injury (each occurrence), \$100,000;¶
 2. Aggregate products (each occurrence), \$100,000;¶
 3. Property damage (each occurrence), \$50,000.¶
- c. In addition to such proof of insurance, the applicant shall agree in writing to hold the City harmless against all claims of whatever kind including any legal defense costs resulting from the business activities carried on under the mobile **food** service license. [Ord. [01-20](#) § 2, 2001; Ord. [92-21](#), 1992; Ord. [83-10\(S\)](#) § 1, 1983].¶

Deleted: 5

Deleted: License

Deleted: a. Upon receipt of the application described in HCC [8.11.040](#), the original shall be referred to the Chief of Police or designee who shall carry out an investigation, and approve or disapprove such application under the procedures set forth in HCC [8.08.040](#).¶

b. For each license issued under this chapter, the fee shall be the amount as set forth in the most current City of Homer fee schedule annually. All licenses expire on December 31st of the year issued. [Ord. [21-51](#) § 3, 2021; Ord. [10-51\(A\)](#), 2011; Ord. [01-20](#) § 2, 2001; Ord. [83-10\(S\)](#) § 1, 1983].

a mobile food service permit shall be submitted to, and approved by, the City of Homer and shall contain the following:

1. Completed application form, as provided by the City of Homer;
2. Application fee as set out in the City of Homer Fee Schedule;
3. If operating in a right-of-way or on City property, proof of insurance;
4. Certification by the Kenai Peninsula Borough Finance Department in a tax compliance certificate (provided on application materials) that the applicant is current in the payment of any sales tax to the City of Homer and the Kenai Peninsula Borough;
5. Copy of valid permit issued by the Alaska Department of Environmental Health, for mobile food services involved in the preparation of foods or beverages;
6. Proof of a valid Alaska Business license;
7. An affirmation or oath that the information and statements made in connection with the application are true, correct, and complete;

8.11.050 Permit Terms

The mobile food service permit shall expire at the end of the calendar year of issuance.

A. Revocation for Noncompliance. The City Manager, or designee, may revoke a mobile food service permit if it is determined that the conduct of the operation(s) is not in compliance with either the terms and conditions of the permit, or the provisions of the Municipal Code. The permit may be revoked immediately, including during the operation of the mobile food service.

8.11.080 Violation – Penalty.

The following actions are unlawful and considered a minor offense as defined in HCC 1.16.

1. Operating a mobile food service without obtaining a valid city mobile food service permit or special event waiver under HCC 5.46;
2. Operating a mobile food service in violation of any of the general standards set forth in 8.11.035 of this section;
3. Selling or attempting to sell food and/or beverage, merchandise or other services on foot or from a motor vehicle, trailer, tent or other temporary facility that does not qualify as a mobile food service and is not exempted in 8.11.030 of this section.

The owner, agent, or contractor of a mobile food service where a violation has been committed or exists, shall be punished by a fine as provided in HCC 1.16. Each and every day

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Commented [RD5]: I'd like to drop these and make them questions on the application, as in "are you certified with KPB for tax collection?" etc. and have them sign the form confirming these things.
At most, I would want a copy of the health permit as that is the most stringent part of this whole thing.


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 **SHARE**

HCC 8.08.050, 8.08.070, 8.08.080, 8.08.100, 8.08.110, 8.08.120 and 8.08.140 are incorporated by this reference and shall apply to licenses obtained under this chapter. [Ord. 83-10(S) § 1, 1983].¶

8.11.070 Conduct of business.  **SHARE**

- a. A mobile **food** service may be operated in conformity with the Homer Zoning Code, from:¶
 1. Private property or leased land, provided the owner or lessor has first granted permission in writing to the operator.¶
 2. Public streets, alleys or rights-of-way at least 15 feet from the traveled portion thereof, for a period not exceeding 24 hours. The Chief of Police or designee may grant permission to operate for a longer period of designated time.¶
- b. A mobile **food** service may not be operated in front of or immediately adjacent to an established business offering the same or similar commodities from a fixed location, unless a designated vendor parking area has been named.¶
- c. No person may operate a mobile restaurant inside the boundaries of a municipal park or campground unless such operation is permitted under ordinance, regulation or other lawful authority.¶
- d. On the Homer Spit, no licensee shall be permitted to operate in any congested area, to include areas designated as public parking, campgrounds, parks or open space or where his operation might impede or inconvenience the public. [Ord. 01-20 § 2, 2001; Ord. 90-19(A) § 2, 1990; Ord. 84-36 §§ 5, 6, 1984; Ord. 84-12 §§ 2, 3, 1984; Ord. 83-10(S) § 1, 1983].¶

Deleted: The penalty for an offense in this chapter is the fine listed in the fine schedule in HCC 1.16.040. If no fine is listed for the offense in HCC 1.16.040, then the defendant must appear in court and, if convicted, is subject to the general penalty as provided in HCC 1.16.010 unless another penalty is specifically provided. [Ord. 18-11 § 8, 2018].

that the violation continues shall be deemed a separate and distinct violation. All remedies and penalties provided for in this chapter shall be cumulative and not exclusive.

8.11.085 Appeal of Decision.

Judicial review by the superior court of a final decision on a mobile food service permit issued by the City may be had by filing a notice of appeal in accordance with the applicable rules of court governing appeals in civil matters. The notice of appeal shall be filed within 30 days of notice of the final decision on the permit. Appeals of mobile food service permits are heard solely on the administrative record which shall be prepared by the City. A copy shall be filed in the superior court within 30 days after the appellant pays the estimated cost of preparing the complete or designated record or files a corporate surety bond equal to the estimated cost.

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City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PORT & HARBOR ADVISORY COMMISSION

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: FEBRUARY 16, 2022

SUBJECT: ELECTION OF OFFICERS

Per Article IV, Sec. 1 of the PHC Bylaws: "A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular February meeting of the Commission."

Recommended process for Election of Vice Chair:

- 1) A commissioner will make a motion to determine the PHC's method of voting for the elections. Voting is commonly done by a Show of Hands or a Voice Vote (yes/no).
- 2) Once the election method is decided, the Chair will open the floor for nominations.
- 3) Commissioners are free to call out nominations, they do not need to be recognized by the Chair.
 - **These are not motions and do not require a second**, although providing a second shows support.
 - It's ok for a commissioner to nominate themselves.
 - If a commissioner calls out a nomination and that individual is fully against serving, it is acceptable for that nominated commissioner to speak up and say they would not be willing to accept the seat if elected. They have still been nominated though and should still go through the voting process; the rest of the commission at least now knows who of the nominees is/is not interested in serving.
- 4) Once all nominations are called out, the Chair will close the floor to nominations.
- 5) Chair will then call out each nominee's name for voting. For each name called out, commissioners will vote using the selected method (Show of Hands/Voice Vote).
- 6) As soon as one of the nominees receives the majority of votes, the Chair will declare them elected. If only one person is nominated, the Chair simply declares the nominee elected.

Recommended process for Election of Chair:

- 1) It is preferred the gavel be handed over to the newly elected Vice Chair to conduct the vote for Chair.
- 2) Election is conducted in the same manner as it was for the Vice Chair (see steps 2-6 above).
- 3) The gavel/meeting will be turned over to the newly elected (or re-elected) Chair to conduct the remainder of the meeting.



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-017

TO: HOMER CITY COUNCIL
FROM: MAYOR CASTNER
DATE: JANUARY 18, 2022
SUBJECT: APPOINTMENT OF BOB SHAVELSON & REAPPOINTMENT OF MARK
ZEISET TO THE PORT & HARBOR ADVISORY COMMISSION

Bob Shavelson is appointed to the Port and Harbor Advisory Commission to fill the seat vacated by Steve Zimmerman. His term will begin February 1, 2022 and expire February 1, 2025.

Mark Zeiset is reappointed to the Port and Harbor Advisory Commission. His new term expires February 1, 2025.

Recommendation

Confirm the appointment of Bob Shavelson and reappointment of Mark Zeiset to the Port and Harbor Advisory Commission.



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

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

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 reappointed by the Mayor and your reappointment is confirmed by the City Council.

Applicant Information

Full Name: Mark A. Zeiset Jr
Physical Address Where you Claim Residency: 4646 South Slope Drive
Mailing Address: PO Box 2145
City: Homer State: AK Zip: 99603
Phone Number(s): _____
Email: mark@southcentralradar.com

Advisory Body You Are Requesting Reappointment To

- ☐ Advisory Planning Commission
- ☐ Parks, Art, Recreation & Culture Advisory Commission
- ☒ Port & Harbor Advisory Commission
- ☐ Economic Development Advisory Commission
- ☐ Library Advisory Board
- ☐ Other - Please Indicate _____

Please Answer the Following

Do you have a current Public Official Conflict of Interest Disclosure Statement on file with the City Clerk as required by HCC 1.18.043? ☒ Yes ☐ No

What resident type is your current seat? ☒ City Resident ☐ Non-City Resident

Has your residency changed since your last appointment? ☐ Yes ☒ No

How long have you served on this advisory body? I think 2 terms

Background Information

Please list any current memberships or organizations that you belong to related to the advisory body you serve on:

Homer Marine Trade Assoc.

Safe Harbor Broadcasting

Please explain why you wish to be reappointed to the Advisory Body to which you currently serve. This may include information on accomplishments or projects completed, future goals for the body, or any additional information that may assist the Mayor in the decision making process. (You may attach an additional page if needed)

See Att Pg.

I would like to be reappointed to the Port and Harbor Advisory Body. I feel that I have input on Port and Harbor issues. I am a business owner and Marine Tradesman that is in the Harbor daily. Also my business is on Port and Harbor leased property. I feel that I have a good insight to the daily happenings in the harbor and I have a personal interest in seeing the Port and Harbor as well as the City of Homer be successful. I love that our Port and Harbor is one of the nicer ones in the state and I want to see our harbor continue to grow and be the best it can be.

Thanks for your consideration

Mark Zeiset



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

January 25, 2022

Mark Zeiset
P.O. Box 2145
Homer, AK 99603

Dear Mark,

Congratulations! City Council confirmed and approved your reappointment to the Port and Harbor Advisory Commission during their January 24, 2022 Regular Meeting via Memorandum 22-017. Your new term will expire February 1, 2025.

Your 2021-2022 Public Official Conflict of Interest Disclosure Statement is currently on file in the City Clerk's Office. In October you will be notified to complete the 2022-2023 disclosure statement. Public officials are required to comply with this reporting requirement pursuant to HCC 1.18.043.

Also included is the PHC's Orientation Packet, which provides a helpful refresher on the important guidelines for your role as a commissioner.

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

Cordially,

Ken Castner, Mayor

Enclosed: Memorandum 22-017
Certificate of Reappointment
PHC Orientation Packet

Cc: Port and Harbor Advisory Commission

City of Homer
Homer, Alaska
Mayor's Certificate of Reappointment

Greetings
Be It Known That

Mark Zeiset

Has Been Reappointed to Serve As
“Commissioner”

On The
“Port & Harbor Advisory Commission”

*This reappointment 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 24th day of January, 2022.*


Ken Castner, Mayor

Attest:


Melissa Jacobsen, MMC, City Clerk



Published on *City of Homer Alaska Official Website* (<https://www.cityofhomer-ak.gov>)

[Home](#) > [Application for Appointment to an Advisory Body](#) > [Webform results](#) > Application for Appointment to an Advisory Body

Submission information

Form: [Application for Appointment to an Advisory Body](#) ^[1]

Submitted by Visitor (not verified)

Wed, 01/05/2022 - 5:42pm

63.140.82.203

Applicant Information

Full Name

Bob Shavelson

Physical Address Where you Claim Residency

705 West Fairview, Homer, AK 99603

Mailing Address

PO Box 1498, Homer, AK 99603

Phone Number(s)

907.299.3277

Email

bobshavelson@gmail.com

Advisory Bodies

Port & Harbor Advisory Commission – Held on the fourth Wednesday of the following months: January, February, March, April, September, October, and December at 5:00 p.m.; and May, June, July, and August at 6:00 p.m

Residency

Are you a City Resident? Yes

If yes, how long have you been a City Resident? 26 Years

How long have you been a resident of the South Peninsula Area? 26 Years

Background Information

Have you ever served on a similar advisory body?

Prince William Sound Regional Citizens Advisory Council (2014-Present); Fireweed Academy

Academic Policy Committee (2018-Present); Cook Inlet Regional Citizens Advisory Council (2001-2012); Kachemak Ski Club (Homer Rope Tow) (2008-2018); Alaska Conservation Alliance (1999-2002); Coast Alliance (2000-2006); National Waterkeeper Alliance (1998-2008); Oil Spill Region Environmental Coalition (Chair) (1998-Present); Oregon Fair Trade Coalition (1992-1994).

Other memberships

Kachemak Bay Rotary Club (2017-Present). In my professional capacity with Cook Inletkeeper, I was a member of United Fishermen of Alaska, United Cook Inlet Drift Association & Homer Marine Trades until September 2021.

Special Training & Education

USCG Merchant Mariners Credential (OUPV/6-Pack); JD, University of Oregon, 1993 (Ocean & Coastal Law Certificate); BA, Boston University, 1986 (Biology & Chemistry), American Red Cross First AID/CPR (2022).

Why are you interested in serving on the selected Advisory Body?

I want to serve on the Port & Harbor Advisory Commission because I see the Homer Harbor and the many businesses and families it supports as a vital hub in our community. Additionally, I have a strong interest in marine, fishery and maritime issues, and I played a significant role in the development of the Alaska Clean Harbors Program and the Alaska Derelict Vessel Program. I own a small skiff which I moor in the Harbor, so I would bring to the Commission the perspective of a Homer Harbor lessee and small boat user. I also run water taxis and freight for Mako's Water Taxi, which provides me a unique perspective on commercial harbor operations, especially during the busy summer months. Finally, I worked closely with the City of Homer, Port & Harbor staff and the Homer Foundation to build the Homer Boat House Pavilion. I support the Homer Harbor Expansion Project, and I would like to see more commercial boat work capacity around the Harbor.

For Port & Harbor Commission Only: Do you use the Homer Port and/or Harbor on a regular basis?

Yes

If yes, what is your primary use?

small boat owner/lessee and water taxi operator.

Source URL: <https://www.cityofhomer-ak.gov/node/9051/submission/48569>

Links

[1] <https://www.cityofhomer-ak.gov/cityclerk/application-appointment-advisory-body>



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

January 25, 2022

Bob Shavelson
P.O. Box 1498
Homer, AK 99603

Dear Bob,

Congratulations! City Council confirmed and approved your appointment to the Port and Harbor Advisory Commission during their January 24, 2022 Regular Meeting via Memorandum 22-017. You will fill the seat being vacated by Steve Zimmerman on February 1st, and your term will expire February 1, 2025.

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 22-017
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

Bob Shavelson

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 24th day of January 2022.



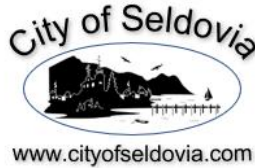
Ken Castner, Mayor

Attest:



Melissa Jacobsen, MMC, City Clerk





P.O. Drawer B Seldovia, Alaska 99663 Phone: (907) 234-7643, Fax: (907) 234-7430 email: cityclerk@cityofseldovia.com

City of Seldovia Mails Out Request for Public Comment to Seldovia, Homer, Port Graham, Nanwalek, Tutka Bay, and Halibut Cove Communities Seeking Regional Input on Jakolof Bay Dock

For immediate release: February 15, 2022

This week, communities in the Southern Kenai Peninsula will be receiving a notice for public comment from the City of Seldovia regarding Jakolof Bay Dock. Due to budgetary constraints, mailers were sent to Seldovia post office box holders, to residents and businesses located in the central Homer area, and targeted community leaders and businesses in Port Graham, Nanwalek, Tutka Bay, and Halibut Cove.

In 2008, the State of Alaska transferred ownership of Jakolof Bay Dock to the City in addition to \$376,200 to perform repairs and upgrades. As of FY2022, \$156,200 of that amount remains, which is insufficient to address the dock's maintenance needs.

During their council retreat to set priorities for 2022, Seldovia City Council identified "Jakolof Maintenance and Upgrades" as one of its top large priorities. Since August 2021, Seldovia City Council has held discussions concerning the condition of the dock and its ongoing maintenance needs. A condition assessment entitled "Seldovia City Dock Replacement" was produced by Turnagain Marine Construction in the fall of 2021, the main points of which are highlighted in the public notice that was mailed out. In short: *"Retrofitting the existing dock would not be a cost-effective solution. A total replacement would be more cost effective than a repair program."* The minimum cost for replacement estimated by Turnagain Marine Construction is \$1,476,564.

"The City Council wants to hear from the public regarding this critical marine transportation infrastructure and its future," Mayor Campbell said. "It's a regional asset, providing users visiting and residing on this side of the bay with moorage. The dock also helps our first responders transport patients out of Seldovia if air travel isn't an option. It's one of two ways goods move in and out of Seldovia on the water. It's a safe place for boats if the weather turns south. But it's also expensive to maintain, outside of city limits, and poses safety risks in its current condition."

The Seldovia City Council would like to receive the public's feedback on: how you use Jakolof Bay Dock; what you think about the challenges (ie. liability, finances, limited resources) the City is facing concerning the dock; how removal (either temporary or permanent) of the dock would impact you; how much you would be willing to pay to support the continuation of the dock; and any solutions the City should consider in order to move forward.

There will be a special meeting on March 7th at 6:00 pm for public comment pertaining to Jakolof Bay Dock. The meeting will be held in a hybrid format and individuals may attend either in-person or through Zoom; the virtual meeting link is available on the City webpage: <https://www.cityofseldovia.com/virtual-meetings-information-page>. If you cannot attend the

meeting, public comments can be submitted to the Seldovia City Clerk by 5:00 pm on March 1st at cityclerk@cityofseldovia.com or mailed to City of Seldovia, PO Drawer B, Seldovia, AK 99663 in order to be included in the March 7th City Council meeting packet.

For more information concerning Jakolof Bay Dock, including viewing the condition assessment report, please visit: <https://cityofseldovia.com/jakolof-bay-dock>

Contacts:

Heidi Geagel, City Clerk/Public Information Officer
cityclerk@cityofseldovia.com
(907) 234-7643

City of Seldovia Announcement:

Public Comment Requested on Jakolof Bay Dock

Overview

For the past few months, Seldovia City Council has held multiple discussions regarding the deteriorating condition of Jakolof Bay Dock; the significant costs associated with maintaining or replacing this 45-year-old asset; and the liability and risk the dock poses to the City of Seldovia. The Council is seeking the public's input based on the below information.

Main Points

- Jakolof Bay Dock was constructed by the State of Alaska in 1977. The City assumed ownership and maintenance responsibility of the dock in 2008. The State does not want to reassume ownership of the dock.
- In December 2020, Seldovia City Council secured a State-required appraisal of the tidelands under and surrounding Jakolof Bay Dock in order to move forward with a tidelands lease with the State. By having this lease, the City could start charging fees for the use of the dock. The City has yet to finalize a lease agreement with the State.
- In the fall of 2021, Turnagain Marine Construction provided Seldovia City Council with an inspection and condition assessment of the dock, stating the dock has reached the end of its useful life and will need to be taken out of service in the next 3 to 5 years given the safety hazards it poses; however, there is a high chance removal will need to occur sooner. Other significant findings in the report include:

--There is not a cost-effective means of retrofitting the dock to significantly extend its useful life. A total replacement would be more cost effective than a repair program.

--Ongoing maintenance to keep the dock safe and functional will increase in frequency and will only address localized failures rather than the dock's overall condition.

--If the City were to be the project manager for Jakolof Bay Dock's complete replacement, the minimum cost estimate would be at least \$1,476,564.

--Demolition and removal of the dock is estimated at \$85,397, but using in-house city resources such as city staff time would cut down this cost.

- In 2021, the City's insurance company stated it can only provide the City with general liability coverage for claims filed against the city for vessels that use the dock that are 27 feet in length or under.
- Through the passage of Ordinance 22-07, Seldovia City Council restricted use of the dock to vessels that are 27 feet in length or under. Seldovia's Harbormaster is asking all Jakolof dock users to sign an acknowledgement form that indemnifies and holds the city harmless.

Challenges

- The City does not have a sustainable source of funding to complete major capital repairs such as float or pile replacements or replace the dock in its entirety. The City would have to rely on securing a loan, bond, grants, or a partnership to conduct these improvements. The City cannot charge fees for use of the dock until it secures a tidelands lease from the State. Without a lease, revenue that is generated for the dock's repair and replacement only can come from City of Seldovia residents, grants, a lease, or other organizations(partnership). Securing a tidelands lease however exposes the city to other risks such as responsibility for oil spills and derelict vessels.
- The state-owned uplands (which are currently used by the public as a parking lot) are leased by a private individual/estate, limiting the city's ability to develop the uplands and conduct other economic development projects to help support Jakolof Bay Dock. The 55-year uplands lease between the State and the private individual/estate is up for renewal in November 2022.
- Jakolof Bay Dock is outside of city limits. Maintenance and enforcement issues require staff such as the Harbormaster, Chief of Police, and Public Works staff to regularly leave city limits to provide services to this asset.

The City's in-city-limits Small Boat Harbor also has significant deferred maintenance and repair needs. In 2011, the Denali Commission/Army Corps. technical report of the small boat harbor states that float repairs alone for the harbor total \$6,200,000+. Maintaining both marine facilities (Jakolof and the Harbor) overextends the city's limited resources.



Public Comment

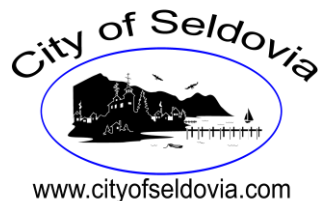
Seldovia City Council will be holding a special meeting on March 7, 2022 at 6:00PM to receive public comment concerning Jakolof Bay Dock. The Seldovia City Council would appreciate your feedback on how you use Jakolof dock, what you think about the challenges (ie. liability, finances, limited resources) the City is facing concerning the dock, how removal (either temporary or permanent) of the dock would impact you, how much you would be willing to pay to support the continuation of the dock, and any solutions the City should consider in order to move forward.

If you cannot attend the meeting in person, you may participate virtually via Zoom or submit written comment to the Seldovia City Clerk by email (cityclerk@cityofseldovia.com) or by mail to City of Seldovia, PO Drawer B, Seldovia, AK 99663. **Written comments must be received by 5:00PM on March 1, 2022** to be included in the City Council packet.

More Information

For more information concerning Jakolof Bay Dock, please visit www.cityofseldovia.com/jakolof-bay-dock.

You can review the condition assessment and other pertinent documents on that webpage. For additional questions, please contact the Seldovia City Office at 907-234-7643 or visit the City Office located at 245 Dock Street.



Local
Postal Customer

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM Retail

Port & Harbor Monthly Statistical & Performance Report

For the Month of: **January 2022**

<u>Moorage Sales</u>			<u>Stall Wait List</u>		
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>
Daily Transient	31	44	No. on list at Month's End		
Monthly Transient	49	45	20' Stall	34	26
Semi-Annual Transient	0	1	24' Stall	56	43
Annual Transient	4	4	32' Stall	180	120
Annual Reserved	0	1	32'A Stall	11	7
			40' Stall	69	49
			50' Stall	31	29
			60' Stall	3	2
			75' Stall	3	1
<u>Grid Usage</u>			Total:	387	277
1 Unit = 1 Grid Tide Use	<u>2022</u>	<u>2021</u>			
Wood Grid	0	4			
Steel Grid	1	0			
<u>Services & Incidents</u>			<u>Docking & Beach/Barge Use</u>		
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>
Vessels Towed	0	0	1 Unit = 1 or 1/2 Day Use		
Vessels Moved	3	9	Deep Water Dock	16	17
Vessels Pumped	3	3	Pioneer Dock	3	3
Vessels Sunk	1	0	Beach Landings	0	0
Vessel Accidents	0	0	Barge Ramp	31	37
Vessel Impounds	0	0			
Equipment Impounds	2	0	<u>Marine Repair Facility</u>		
Vehicle Impounds	0	0		<u>2022</u>	<u>2021</u>
Property Damage	1	0	Vessels Hauled-Out	0	0
Pollution Incident	0	2	Year to Date Total	0	0
Fires Reported/Assists	0	0			
EMT Assists	1	1	<u>Wharfage (in short tons)</u>		
Police Assists	1	0	In Tons, Converted from Lb./Gal.	<u>2021</u>	<u>2021</u>
Public Assists	8	13	Seafood	0	0
Thefts Reported	0	0	Cargo/Other	38	615
			Fuel	*	1,858
			*not available yet at time of report		
<u>Parking Passes</u>			<u>Ice Sales</u>		
	<u>2022</u>	<u>2021</u>		<u>2022</u>	<u>2021</u>
Long-term Pass	41	34	For the Month of January	*	*
Monthly Long-term Pass	1	0	* closed for season		
Seasonal Pass	1	0	Year to Date Total	0	0
<u>Crane Hours</u>			<u>Difference between</u>		
	<u>2022</u>	<u>2021</u>	<u>2021 YTD and 2022 YTD:</u>		
	89.8	42.5		0	

Port & Harbor Water/Sewer Bills									
Service Period : January, 2022				Meter Reading Period: 12/14/21-1/14/22					
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	834,300	834,400	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	\$0.00	\$0.00	\$14.00	4,879,500	4,879,500	-
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	\$288.90	\$0.00	\$302.90	12,458,200	12,485,200	27,000
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	\$711.55	\$99.63	\$825.18	873,142,100	873,206,600	66,500
4147 FREIGHT DOCK RD - SBH & Ramp 6 Restroom	1.4550.01	70315668	\$14.00	\$11.77	\$26.73	\$52.50	512,900	514,000	1,100
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	\$14.98	\$34.02	\$63.00	531,600	533,000	1,400
4667 HOMER SPIT RD L - Port Maintenance	1.0109.01	70257255	\$14.00	\$16.05	\$36.45	\$66.50	150,800	152,300	1,500
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	\$1.07	\$2.43	\$17.50	167,800	167,900	100
4311 FREIGHT DOCK RD - Port & Harbor Office	5.1020.01	83912984	\$14.00	\$19.26	\$25.74	\$59.00	104,700	106,500	1,800
4000 HOMER SPIT RD - Ramp 5 Restroom	5.1250.01	86083228	\$14.00	\$10.70	\$14.30	\$39.00	550,100	551,100	1,000
4425 FREIGHT DOCK RD - Sys 5 & Ramp 8	5.1050.01	86094861	\$14.00	\$709.41	\$0.00	\$723.41	2,065,000	2,131,300	66,300
Overall Charges:						\$2,236.49	Overall Water Usage:		166,800

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		
March	\$2,271.05	138,300	\$1,809.53	96,700	\$1,715.03	97,800	\$1,854.70	128,800		
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	\$56,099.09	6,499,400	\$87,258.01	6,010,400	\$2,236.49	166,800

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				shut down for maintenance		
2/27/2022				shut down for maintenance		
		63.7	153.5		0	0
3/6/2022				shut down for maintenance		
3/13/2022						
3/20/2022						
3/27/2022						
		0	153.5		0	0
4/3/2022						
4/10/2022						
4/17/2022						
4/24/2022						
		0	153.5		0	0
5/1/2022						
5/8/2022						
5/15/2022						
5/22/2022						
5/29/2022						
		0	153.5		0	0
6/5/2022						
6/12/2022						
6/19/2022						
6/26/2022						
		0	153.5		0	0
7/3/2022						
7/10/2022						
7/17/2022						
7/24/2022						
7/31/2022						
		0	153.5		0	0
8/7/2022						
8/14/2022						
8/21/2022						
8/28/2022						
		0	153.5		0	0
9/4/2022						
9/11/2022						
9/18/2022						
9/25/2022						
		0	153.5		0	0
10/2/2022						
10/9/2022						
10/16/2022						
10/23/2022						
10/30/2022						
		0	153.5		0	0
11/6/2022						
11/13/2022						
11/20/2022				shut down for maintenance		
11/27/2022				shut down for maintenance		
		0	153.5		0	0
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	153.5			

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	--
				Year to Date Totals:	\$4,952.00	\$233.00
02/18/22						

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
02/18/22				Year to Date Totals:	\$2,218.00	\$156.00

Ferry Landings 2021

	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	1/31	CISPRI ENDEAVOR	04879575	04883075	3500	\$ 194.05	102
1/10	PERSEVERANCE	12479000	12485300	6,300	244.5	102							
1/17	ENDEAVOR	12485290	12488290	3,000	194.05	102	Year to Date Totals:				3,500	\$ 194.05	\$ 102.00
1/24	PERSEVERANCE	12488290	12497200	8,910	345.8	102	Notes:						
1/26	BOB FRANCO	12497200	12502500	5,300	205.69	102	Washing down dock results in missing begin/end reads						
							\$194.05 Min Charge						
							\$102.00 CONX						
Year to Date Totals:				31,260	\$ 1,290.82	\$ 510.00							
Notes:													
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
JANUARY	Wednesday 1/19 5:00 p.m.	Wednesday 1/26 5:00 p.m.	Monday 2/14 6:00 p.m. [Siekaniiec]	<ul style="list-style-type: none"> • Clerk Reappointment Notices Sent Out
FEBRUARY	Wednesday 2/16 5:00 p.m.	Wednesday 2/23 5:00 p.m.	Tuesday 2/28 6:00 p.m. [Matthews]	<ul style="list-style-type: none"> • Terms Expire February 1st • Election of PHC Officers • Advisory Body Training Worksession
MARCH	Wednesday 3/16 5:00 p.m.	Wednesday 3/23 5:00 p.m.	Tuesday 3/29** 6:00 p.m.	<ul style="list-style-type: none"> • City Budget Review/Develop Requests *may not be applicable during non-budget years
APRIL	Wednesday 4/20 5:00 p.m.	Wednesday 4/27 5:00 p.m.	Monday 5/9 6:00 p.m.	<ul style="list-style-type: none"> • Annual Review of Strategic Plan/Goals & Commission's Policies
MAY	Wednesday 5/18 5:00 p.m.	Wednesday 5/25 6:00 p.m.	Monday 6/13 6:00 p.m.	
JUNE	Wednesday 6/15 5:00 p.m.	Wednesday 6/22 6:00 p.m.	Monday 6/27 6:00 p.m.	
JULY	Wednesday 7/20 5:00 p.m.	Wednesday 7/27 6:00 p.m.	Monday 8/8 6:00 p.m.	<ul style="list-style-type: none"> • Capital Improvement Plan Review
AUGUST	Wednesday 8/17 5:00 p.m.	Wednesday 8/24 6:00 p.m.	Monday 9/12 6:00 p.m.	
SEPTEMBER	Wednesday 9/21 5:00 p.m.	Wednesday 9/28 5:00 p.m.	Monday 10/10 6:00 p.m.	
OCTOBER	Wednesday 10/19 5:00 p.m.	Wednesday 10/26 5:00 p.m.	Monday 11/28 6:00 p.m.	<ul style="list-style-type: none"> • AAHPA Conference
NOVEMBER		No Regular Meeting		<ul style="list-style-type: none"> • Seattle Fish Expo • Approve Meeting Schedule for Upcoming Year
DECEMBER	Wednesday 12/7 5:00 p.m.	Wednesday 12/14 5:00 p.m.	Monday 12/12*** 6:00 p.m.	<ul style="list-style-type: none"> • Land Allocation Plan Review

*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.

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

*** City Council traditionally cancels the last regular meeting in December; although the PHC's meeting is just after, it is recommended the Commission report at the Council's only December meeting since they did not have a November meeting.